

**The Corporation of The City of Quinte West
By-Law Number 23-002**

Being a By-law To Adopt A Deputy Mayor Appointment Policy for the City of Quinte West.

Whereas Section 226 of the *Municipal Act* permits Council, with the consent of the Mayor, to appoint a Member of Council to act in place of the Head of Council on any body, other than the Council of another municipality, of which the Mayor is a member by virtue of being Mayor; and,

Whereas Section 242 of the *Municipal Act* authorizes the City to appoint a Member of Council to act in place of the Mayor to preside at meetings when the Mayor is absent or refuses to act or if the office of the Mayor is vacant; and,

Whereas the *Municipal Act* does not outline any specific requirements for the appointment of a Deputy Mayor; and,

Whereas Council passed a resolution at the December 13, 2022 Special Meeting of Council to appoint a Deputy Mayor on a two month rotational basis and directed staff to develop a Deputy Mayor Appointment procedure accordingly; and,


Whereas Council approved the Deputy Mayor Appointment procedure at the December 19th, 2022 Meeting of Council;

Whereas it is necessary to adopt a Deputy Mayor Appointment Policy for the City of Quinte West;


Now Therefore The Council For The Corporation Of The City Of Quinte West Hereby Enacts As Follows:

1. This By-law shall be entitled the “**Deputy Mayor Appointment Policy By-Law**”.
2. That the Deputy Mayor Appointment Policy, as set out in Schedule 'A' attached hereto, is hereby adopted for the City of Quinte West.
3. This By-law shall take effect upon the final passing thereof.

Read A First, Second And Third Time And Finally Passed This 11th Day Of January, 2023.



Jim Harrison, Mayor



Josh Machesney, City Clerk



CORPORATE POLICY AND PROCEDURE

Policy: Deputy Mayor Appointment Procedure Policy
Coverage: Members of Council
Issuing Department: Legislative Services
Approved By: Council

Issued
2023-01-11

Last Reviewed
2022-12-19

Next Review
2026-11-16

POLICY STATEMENT

The purpose of this policy is to:

- Establish a procedure for appointing a Deputy Mayor for the City of Quinte West.

SCOPE

This policy shall apply to all Members of Council.

ROLES AND RESPONSIBILITIES

It shall be the responsibility of the City Clerk to administer this Policy.

PROCEDURE

1. A List of Members of Council (with the exception of the Mayor) will be prepared in alphabetical order.
 2. In year 1, the Clerk will call upon the first six (6) individuals on the List to inquire if they would be agreeable to being appointed Deputy Mayor during the year.
 3. Should one or more of the Members of Council called upon by the Clerk decline being appointed as Deputy Mayor, the Clerk will call upon the next individual on the List until a Roster of six (6) individuals has been compiled for the current year.
 4. A By-law will be prepared and brought forth by the Clerk at the first meeting of Council in January to appoint a Deputy Mayor for a two month period as follows:
 - i. Councillor A - January/February
 - ii. Councillor B - March/April
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CORPORATE POLICY AND PROCEDURE

- iii. Councillor C - May/June
 - iv. Councillor D - July/August
 - v. Councillor E - September/October
 - vi. Councillor F - November/December
5. In year 2, the Clerk will call upon the next six (6) individuals on the List to inquire if they would be agreeable to being appointed Deputy Mayor during the year. Step 3 will be repeated (if necessary), until a Roster of six (6) individuals has been compiled for the year.
 6. A By-law will be prepared and brought forth by the Clerk at the first meeting of Council in January to appoint a Deputy Mayor for a two month period as follows:
 - i. Councillor G - January/February
 - ii. Councillor H - March/April
 - iii. Councillor I - May/June
 - iv. Councillor J - July/August
 - v. Councillor K - September/October
 - vi. Councillor L - November/December
 7. Once the last individual on the List alphabetically appears on the Roster to be appointed, the Clerk will begin again at the top of the List.
 8. Steps 1-7 will be repeated for year 3 and 4, respectively. In year 4, the appointments would conclude on November 15 (or the last date of the Term of Council, as per the *Municipal Act*) in accordance with the conclusion of this Term of Council.
 9. Those who chose not to be considered for appointment as Deputy Mayor shall be eligible to put their name forward for appointment once it is their turn, as per the List.
 10. In the event that a Member of Council who has been appointed by By-law to serve as Deputy Mayor during the year, and has indicated that during that year, prior to having served, that they for any reason can no longer assume the duties of Deputy Mayor, the Mayor, at their sole discretion, shall appoint a Deputy Mayor for that two month period, and the Clerk shall prepare a By-law to amend the Deputy Mayor Appointment By-law for that year, to reflect the Mayor's appointment, for Council's consideration.
 11. An appointment made under Step 10 does not interrupt steps and processes outlined in this Procedure.
 12. All By-laws to appoint Deputy Mayor(s) are subject to the approval of Council, in accordance with the City's Procedural By-law and the *Municipal Act*.



CORPORATE POLICY AND PROCEDURE

FORMS

N/A

CITY POLICIES AND PROCEDURES / DOCUMENTS

N/A

LEGISLATION AND OTHER RESOURCES


- *Municipal Act, 2001*

OTHER RESOURCES

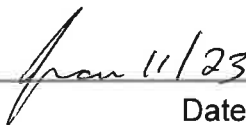
N/A

REVISIONS

Revision #	Date	Change
01	2022-12-19	Original



 David Clazie
 Chief Administrative Officer
 City of Quinte West



 Fran 11/23
 Date

Our website only shows the most recent version of a policy. Some policies have been updated since they were issued. If you are in need of an earlier version, contact hr@quintewest.ca