

THE CORPORATION OF THE
CITY OF WHITE ROCK
15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



POLICY TITLE: DEPUTY MAYOR

POLICY NUMBER: COUNCIL - 108

<i>Date of Council Adoption:</i> October 5, 2009	<i>Date of Last Amendment:</i> June 15, 2015
<i>Council Resolution Number:</i> 2009-477, 2011-075, 2013-082, 2015-214	
<i>Originating Department:</i> Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 25, 2015

Policy:

The Deputy Mayor: is responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.

The Deputy Mayor schedule will be approved annually in December. Council will designate the order in which each member will serve as Deputy Mayor on a rotating basis. During an election year this will be done at the inaugural Council meeting. As required amendments can be made to the schedule by Council resolution.

In the circumstance the Deputy Mayor is required to chair a full Council or Standing Committee meeting they will sit in the Mayors chair in the Council Chambers.

In the absence of the Mayor and an item of an urgent nature arises, the current Deputy Mayor will be responsible to act in the place of the Mayor. This includes matters such as document execution and press releases when staff are working to meet a deadline.

In the event of an emergency and the Mayor is not available to declare a state of emergency if it is required, then the current Deputy Mayor should first be contacted and, if unavailable, the first available member of Council, following the established Deputy Mayor rotation schedule, would be considered to be Acting Mayor until the arrival of the Mayor or Deputy Mayor.

Rationale:

Clarification of procedure to follow when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.