

CORPORATE POLICY AND PROCEDURE



POLICY	Acting Mayor Protocol
CATEGORY	Departmental
AUTHORITY	Executive Assistant to the Mayor
RELATED POLICIES	N/A
EFFECTIVE DATE	December, 2013

Introduction

As outlined in the Municipal Act, it is part of the role of the head of council:

- to preside over council meetings so that its business can be carried out efficiently and effectively
- to represent the municipality at official functions
- to act as the representative of the municipality both within and outside the municipality, and promote the municipality locally, nationally and internationally

As Acting Mayor, in the absence or lack of availability of the Mayor, duties may include:

- Attending an event on behalf of the Mayor and the Corporation of the City of Guelph
- Chairing a Council meeting
- Chairing a Governance Meeting
- Serving as signatory on documents

Attending events

The Mayor's Office receives numerous invitations to attend events and bring greetings on behalf of the City of Guelph throughout the year. Given the amount of requests and the Mayor's work schedule, members of Council will be asked to attend events on behalf of the Mayor's Office even when the Mayor is in town.

To manage requests of members of Council in a fair and organized way, each Councillor is assigned a month to serve as Acting Mayor.

If the Acting Mayor is unable to attend an event, the Mayor's Office will seek another member of Council to represent the Mayor's Office.

There are a few exceptions to this general rule of assigning events to the designated Acting Mayor.

For example:

- Representing the City at a business opening in a particular ward is usually offered to one or both of the Ward Councillors first
- Representing the City at an event associated with the duties of a particular Councillor (e.g. member of a Board, Standing Committee Chair) may be offered to them first

Unless there is a compelling local connection, generally speaking events outside our municipality are not accepted to give priority to local events.

Attending events during a Councillor's assigned month is considered part of their duties as a member of Council. Members of Council are asked to make their best efforts to be available.

Changes to Acting Mayor schedule

The annual order of Acting Mayors is established alphabetically.

If members of Council would like to serve as Acting Mayor during a different month (for example, if they will be taking a vacation during their month), they are asked to discuss this with a colleague and coordinate this with the Mayor's Office as far in advance as possible as bookings can occur several months in advance.

Support for Acting Mayors

Members of Council can expect the following support from the Mayor's Office:

- Contact from the Mayor's Office one to two months in advance to determine if you have any constraints to fulfilling your duties as Acting Mayor
- E-mail requests to attend events from the Mayor's Executive Assistant
- A detailed event overview (see attached template)
- Confirmation of the booking in Outlook
- Speaking notes (as required)
- Any other materials (e.g. certificate, letter)

Expectations of Acting Mayor's

What the Mayor's Office expects from members of Council serving as Acting Mayor:

- Prompt responses to requests regarding your attendance at an event as Acting Mayor (community organizers are often quite anxious to confirm attendance)
- Advise the Mayor's Office immediately if you are unable to keep a commitment to attend an event
- Members of Council are often asked to attend events in their capacity as a Ward Councillor.

However, if a member of Council is asked to bring greetings on behalf of the City of Guelph, please bring this request to the attention of the Mayor's Office to avoid any miscommunication or embarrassment to the City of Guelph, members of Council or the Mayor's Office.

Chairing a Council or Governance Meeting

The City Clerk provides support to Acting Mayors fulfilling this role. If the Acting Mayor is asked to Chair a meeting, if possible, they will be invited to the Preview Meeting that reviews the draft agenda. The City Clerk would be happy to meet or speak with the Acting Mayor in advance of a meeting that they will be chairing to review the meeting procedures or answer any questions the Acting Mayor may have. This can be arranged directly with the City Clerk or with the assistance of the Mayor's Executive Assistant.

The CAO is also available to assist the Acting Mayor to provide background as required.

Serving as Signatory on Documents

If the Mayor's signature is required but is not available, the Acting Mayor may be asked to sign a document as Acting Mayor. This responsibility is coordinated through the office of the Clerk to ensure the appropriate due diligence has been carried out prior to requesting the signature.

Other

With respect to the Mayor's role on the Emergency Operation Control Group, three members of Council are appointed each term to "Act in the Case of an Emergency" should the Mayor be unavailable or as relief during an extended emergency. These Councillors are advised in advance of the Mayor travelling beyond 100 kilometres from the City.