

From: "Johnston, Sadhu" <Sadhu.Johnston@vancouver.ca>

To: "Direct to Mayor and Council - DL"

CC: "City Manager's Correspondence Group - DL"

Date: 12/18/2018 8:29:23 PM

Subject: Memo on Roles and Responsibilities of Deputy Mayor and Duty Councillors (RTS 12840)

Attachments: Deputy and Duty Roles (RTS 12840).pdf

Greetings Mayor and Council:

Please find attached a memo answering questions from Council regarding the roles of Deputy Mayor and Duty Councillors.

Please let me or Katrina know if you have further questions.

Best

Sadhu

MEMORANDUM

December 18, 2018

TO: Mayor and Council

CC: Sadhu Johnston, City Manager
Paul Mochrie, Deputy City Manager
Lynda Graves, Administration Services Manager, City Manager's Office
Rena Kendall-Craden, Communications Director
Francie Connell, Director, Legal Services
Rosemary Hagiwara, Deputy City Clerk
Neil Monckton, Chief of Staff, Mayor's Office
Alvin Singh, Communications Director, Mayor's Office
Anita Zaenker, Chief of Staff, Mayor's Office

FROM: Katrina Leckovic, City Clerk

SUBJECT: Roles and Responsibilities of Deputy Mayor and Duty Councillors (RTS 12840)

Purpose of Memo

At the Inaugural Council meeting on November 5, 2018, Council requested information on the roles and responsibilities of the Deputy Mayor and Duty Councillors.

General Duties of Deputy Mayor and Duty Councillor

Deputy Mayor

Council, with the concurrence of the Mayor, may appoint a Councillor to be Deputy Mayor under section 207(2) of the Vancouver Charter. The Deputy Mayor can be granted any of the authority granted to the Mayor under the Vancouver Charter. The Deputy Mayor is a temporary replacement.

As approved by Council on November 5, 2018, the Deputy Mayor is appointed on a monthly, rotating schedule, provided for in COMM-1, dated November 1, 2018 and entitled *Deputy Mayor and Roster of Councillors to Represent Council*.

The role of the Deputy Mayor is to:

- Act as a temporary replacement for the Mayor when the Mayor is absent, is ill, has departed from the City or other cause, or his seat is vacated;
- Assume Mayoral authority which includes executing agreements, signing by-laws, overseeing employee conduct and acting as chief executive officer of the city;
- Chair meetings of Council, normally chaired by the Mayor;
- Perform ceremonial duties on behalf of the Mayor;

- When the Mayor is unavailable, remain within the Lower Mainland and accessible to respond to emergencies, including approving a declaration of a State of Local Emergency, convening emergency meetings of Council and representing the City in public communication regarding the emergency.

Duty Councillor

A rotating schedule of Councillors is appointed to represent Council in the event the Mayor or the Deputy Mayor are unable to represent Council at events in a ceremonial capacity.

As approved by Council on November 5, 2018, the Duty Councillor is appointed on a monthly, rotating schedule, provided for in COMM-1, dated November 1, 2018 and entitled *Deputy Mayor and Roster of Councillors to Represent Council*.

The role of the Duty Councillor is to:

- Represent City Council at events in a ceremonial capacity when the Mayor and Deputy Mayor are unavailable

Duty Councillors are assigned on a monthly rotating schedule. If a Duty Councillor is requested by the Deputy Mayor to represent Council at an event and they are unavailable, the Duty Councillor for the next month attends in their place.

Further Information

Please contact me directly at 604.879.7998 or katrina.leckovic@vancouver.ca with questions relating to this information.

Sincerely,



Katrina Leckovic
City Clerk

katrina.leckovic@vancouver.ca
604.879.7998