

From: "[Hagiwara, Rosemary](mailto:rosemary.hagiwara@vancouver.ca)" <[rosemary.hagiwara@vancouver.ca](mailto:rosemary.hagiwara@vancouver.ca)>  
To: "[Direct to Mayor and Council - DL](#)"  
Date: 11/29/2022 2:19:56 PM  
Subject: RE: Roles and Responsibilities of Acting Mayor, Deputy Mayor and Duty Councillor

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Please see the revised memo attached. Thank you.

Rosemary Hagiwara | *she/her*  
Chief Election Officer | Acting City Clerk  
Office of the City Clerk | City of Vancouver  
e: [rosemary.hagiwara@vancouver.ca](mailto:rosemary.hagiwara@vancouver.ca)  
t: 604.873.7177

We acknowledge and honour the unceded, ancestral and shared territory of the x̱m̱əθḵʷəy̱əm (Musqueam), Sḵw̱x̱w̱ú7mesh (Squamish), and səliwətał (Tsleil-Waututh) Nations.

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**From:** Mochrie, Paul <[Paul.Mochrie@vancouver.ca](mailto:Paul.Mochrie@vancouver.ca)>  
**Sent:** Tuesday, November 29, 2022 7:32 AM  
**To:** Direct to Mayor and Council - DL  
**Cc:** Hagiwara, Rosemary <[rosemary.hagiwara@vancouver.ca](mailto:rosemary.hagiwara@vancouver.ca)>; City Manager's Correspondence Group - DL  
**Subject:** Roles and Responsibilities of Acting Mayor, Deputy Mayor and Duty Councillor

Dear Mayor and Council,

Please see the attached memo from Rosemary Hagiwara providing the clarification of roles of Acting Mayor, Deputy Mayor and Duty Councillor. A short summary of the memo is as follows:

- Section 209 of the Vancouver Charter prescribe the responsibilities of the Acting Mayor should the Mayor is not able to fulfill their role.
- Section 207(2) of the Vancouver Charter authorizes Council to appoint a Deputy Mayor.
- The role of a Duty Councillor is to represent the Mayor or Deputy Mayor if either is not able to attend community events to represent the City.

If you have any questions, please contact Rosemary Hagiwara at 604-873-7177 or [rosemary.hagiwara@vancouver.ca](mailto:rosemary.hagiwara@vancouver.ca).

Best,  
Paul

**Paul Mochrie** (he/him)  
City Manager  
City of Vancouver  
[paul.mochrie@vancouver.ca](mailto:paul.mochrie@vancouver.ca)



City of Vancouver acknowledges that it is situated on the unceded traditional territories of the x̱m̱əθḵʷəy̱əm (Musqueam), Sḵw̱x̱w̱ú7mesh (Squamish), and səliwətał (Tsleil-Waututh) Nations.

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## MEMORANDUM

November 29, 2022

TO: Mayor and Council

CC: Paul Mochrie, City Manager  
Armin Amrolia, Deputy City Manager  
Karen Levitt, Deputy City Manager  
Maria Pontikis, Chief Communications Officer, CEC  
Teresa Jong, Administration Services Manager, City Manager's Office  
Kareem Allam, Chief of Staff, Mayor's Office  
Trevor Ford, Director of Operations, Mayor's Office  
David Grewal, Senior Advisor, Mayor's Office  
Francie Connell, Director of Legal Services & City Solicitor  
Lesley Matthews, Acting Deputy City Clerk  
Tina Penney, Deputy City Clerk

FROM: Rosemary Hagiwara  
Acting City Clerk

SUBJECT: Roles and Responsibilities of Acting Mayor, Deputy Mayor and Duty Councillors

RTS #: N/A

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### Purpose of Memo

To provide clarification on the roles and responsibilities of the Acting Mayor, Deputy Mayor and Duty Councillors.

### General Duties of Acting Mayor, Deputy Mayor and Duty Councillor

#### Acting Mayor

Council may appoint a Councillor to be the Acting Mayor under section 209 of the Vancouver Charter. The Emergency Program Act also contemplates an Acting Mayor who could declare a state of local emergency.

The role of the Acting 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;

- chairs meetings of Council if the Mayor is not available; and
- when the Mayor is unavailable, remain within the Lower Mainland and accessible to respond to emergencies, including possibly ordering a declaration of a state of local emergency, convening emergency meetings of Council and representing the City in public communication regarding the emergency.

### 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.

As approved by Council on November 7, 2022, the Deputy Mayor is appointed on a monthly, rotating schedule, provided for in COMM-2, dated November 1, 2022 and entitled *Acting Mayor, Deputy Mayor and Roster of Councillors to Represent Council*.

The role of the Deputy Mayor is to:

- chair meetings of Council, normally chaired by the Mayor or Acting Mayor, and
- perform ceremonial duties on behalf of the Mayor.

### Duty Councillor

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

As approved by Council on November 7, 2022, the Duty Councillor is appointed on a monthly, rotating schedule, provided for in COMM-2, dated November 1, 2022 and entitled *Acting Mayor, 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, Acting 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 604.873.7177 or [Rosemary.Hagiwara@vancouver.ca](mailto:Rosemary.Hagiwara@vancouver.ca) with questions relating to this information.

Sincerely,



Rosemary Hagiwara  
Acting City Clerk  
604.873.7177 | [rosemary.hagiwara@vancouver.ca](mailto:rosemary.hagiwara@vancouver.ca)