

**Memo to:** Members of Burlington City Council  
**Date to Council:** Dec. 14, 2020  
**Subject:** Follow up from report MO-9-20 regarding Deputy Mayor Rotation for 2021-2022

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**Recommendation:**

Endorse the Deputy Mayor rotation for 2021-2022, subject to any future modifications arising from discussions on an enhanced role.

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Dear colleagues,

As discussed at the Environment, Infrastructure & Community Services Committee of Dec. 7, we referred further discussion of an enhanced role for the Deputy Mayor position at the City of Burlington to a future Governance and Training workshop. In the interim, committee further directed the Mayor to bring forward the schedule for the Deputy Mayor rotation for 2021-2022 to the Dec. 14, 2020 council meeting. That schedule, along with the history of the rotation, is below.

**Background:**

Thus far in this term of council the rotation for Deputy Mayor has been as follows:

**2019:**

**January:** Councillor Galbraith  
**February:** Councillor Nisan  
**March:** Councillor Bentivegna  
**April:** Councillor Galbraith  
**May:** Councillor Nisan  
**June:** Councillor Bentivegna  
**July:** Councillor Galbraith

**August:** Councillor Nisan  
**September:** Councillor Bentivegna  
**October:** Councillor Galbraith  
**November:** Councillor Nisan  
**December:** Councillor Bentivegna

You will note that only three of six council members served as Deputy Mayor in 2019. At that time, our Procedure Bylaw prevented the Chairs of Standing Committees from serving as Deputy Mayor. That rule was subsequently changed in our Procedure Bylaw, to allow Chairs to serve as Deputy Mayor. This allows all members of council the opportunity to serve.

Additionally, feedback in 2019 from councillors indicated that people found the monthly rotation challenging and confusing due to changing so often. An additional change was made in our Procedure Bylaw taking effect in 2020 for a quarterly rotation. With the extended period, and the increased chance for travel, holidays or other scheduling issues to occur at some point within a 3-month period, we also created an Alternate Deputy Mayor.

As a result of these changes, the 2020 rotation was as follows, rotating (with one exception) in order of Ward:

**2020:**

**January February March:** Councillor Galbraith, with Councillor Bentivegna as back-up

**April May June:** Councillor Kearns, with Councillor Stolte as back-up

**July August September:** Councillor Nisan, with Councillor Sharman as back-up

**October November December:** Councillor Bentivegna, with Councillor Galbraith as back-up

Given the quarterly rotation, only four members of council had an opportunity to serve as primary Deputy Mayor. The Ward 4 and 5 councillors did not. As a result, they will be at the top of the rotation for the 2021-2022 cycle, with the remaining rotation returning to sequential in order of Ward, for both the Deputy Mayor and Alternate.

A planned and published alternate schedule provides clarity, transparency and advance notice around who would be contacted should the Mayor and Deputy Mayor both be unavailable.

As discussed at committee, some municipalities default back to the previously scheduled Deputy Mayor, if the current Deputy is unavailable. Given our quarterly rotation, that would mean only four members of council ever having the chance to serve, whereas a schedule of Deputies and Alternates rotating by Ward provides at least the potential for all members of council to serve in a calendar year.

With these considerations in mind, the rotation for 2021-2022 is as follows, with all members of council getting an opportunity to serve either as Deputy or as Alternate:

**2021:**

**January February March 2021:**

Deputy Mayor: Ward 4 Councillor

Alternate: Ward 6 Councillor

**April May June 2021:**

Deputy Mayor: Ward 5 Councillor

Alternate: Ward 1 councillor

**July August September 2021:**

Deputy: Ward 6 Councillor

Alternate: Ward 2 Councillor

**October November December 2021:**

Deputy: Ward 1 Councillor

Alternate: Ward 3 Councillor

**2022:**

**January February March 2022:**

Deputy: Ward 2 Councillor

Alternate: Ward 4 Councillor

**April May June 2022:**

Deputy: Ward 3 Councillor

Alternate: Ward 5 Councillor

**July August September 2022:**

Deputy: Ward 4 Councillor

Alternate Ward 6 Councillor

**October November December 2022:**

Deputy: Ward 5 Councillor

Alternate: Ward 1 Councillor

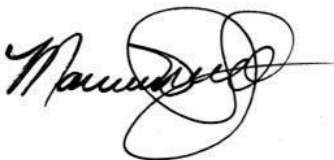
Please reach out to me prior to council if you cannot serve in the quarterly rotation assigned to you, and we will work to make necessary adjustments.

**Conclusion:**

Council has referred the discussion of enhanced roles for the Deputy Mayor to a future Governance and Training workshop. In the interim, I will continue to foster Partnership/Advice with council members on select initiatives based on their interests or areas of expertise, for example business support. I will also give further thought to how to ensure Continuity of Operations and provide mentorship opportunities in service to Good Governance outside of the purview, for now, of an enhanced Deputy Mayor role.

Please reach out if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Marianne Meed". The signature is stylized with large, overlapping loops and a long horizontal stroke at the end.

Mayor Marianne Meed Ward