

The Corporation of the City of Burlington

City of Burlington By-law XX-2023

A by-law to amend By-law 31-2021 as amended to provide for the changes to the Deputy Mayor Section  
File:110-04-1 (CL-15-23)

Whereas sections 225 and 226 of the *Municipal Act, 2001, S.O. 2001, c. 25*, (Municipal Act) provides a legislative framework for the role of the Mayor, as Head of Council, and as the Chief Executive Officer for the municipality; and

Whereas sections 226 and 242 of the Municipal Act, recognizes the need for business continuity and provides for delegation to ensure that the municipality could continue in the absence of the Mayor; and

Whereas at the Inaugural meeting of Council and through Report MO-03-01, the concept of Deputy Mayors with Portfolio was introduced, to assist the Mayor in conducting their Chief Executive Officer duties in accordance with section 226.1 of the Municipal Act;

Now therefore the Council of the Corporation of the City of Burlington hereby enacts as follows:

1. Section 4 of By-law 31-2021 as amended is be deleted in its entirety and replaced with the following:

4. **Deputy Mayor**

- Deputy Mayor Emergencies/Ceremonial

- 4.1 Except as outlined in section 3, when the Mayor gives notice to the Clerk that they will be absent from the City, or is absent through illness, or their office is vacant, then the Deputy Mayor Emergencies/Ceremonial will act in the place of the Mayor, and while so acting, has and may exercise all the rights, powers and authority of the Head of Council. The function of the Deputy Mayor Emergencies/Ceremonial is for corporate/administrative purposes, and will be filled by two members, three times per year by ward.

- 4.2 The rotation of the Deputy Mayor Emergencies/Ceremonial will be on a three times per year basis, determined by the Mayor in consultation with council prior to the start of each term of Council, subject to the provisions of section 4.1 and availability.

#### Deputy Mayor with Portfolio

- 4.3 Deputy Mayor with Portfolio will work in collaboration with the Office of the Mayor to enhance and support the existing governance framework and Council approved priorities, while respecting that decision-making remains with Council.
  - 4.4 Deputy Mayor portfolios will be assigned at the beginning of each term of Council by the Mayor in consultation with individual councillors. Portfolios will be determined by the skills, expertise, knowledge base and interests of the member as it relates to the Vision to Focus Workplan (V2F) and other strategic documents and initiatives.
  - 4.5 It is the Role of the Deputy Mayor with Portfolio to work collaboratively with the Mayor to:
    - a) Raise awareness and support the advancement of strategic initiatives.
    - b) Bring forward to Council and sponsor policy and city related legislation proposals within their portfolio; and
    - c) Participate in intergovernmental meetings and delegations on portfolio items and other advocacy work.
  - 4.6 A Deputy Mayor with Portfolio shall work collaboratively with the City Manager and assigned executive staff lead(s). All interactions shall be compliant with the Council-Staff Relations Policy, Council Code of Good Governance and any other applicable policies deemed by the City Manager.
  - 4.7 A Deputy Mayor with Portfolio is not authorized to make independent decisions on behalf of the city or to direct staff on ongoing operational matters. Directions to staff are processed in accordance with this By-law.
2. Subject to the amendments made in this By-law, in all other respects, By-law 31-2021, as amended, is hereby confirmed unchanged.
  3. This By-law comes into force on the date of its passing.

Passed this 11<sup>th</sup> day of July 2023

Mayor Marianne Meed Ward \_\_\_\_\_

City Clerk Kevin Arjoon \_\_\_\_\_