



POLICY

Deputy Mayor	
Policy Number: 110-003	Supersedes Policy Number: Not Applicable
Effective Date: 2000-11-14 2021-12-21	Approval By Council (Motion No.): 02-11S2-00 34-12-21

1.0 Purpose

To establish a policy on the appointment of Deputy Mayor, as required under the *Municipal Government Act*.

2.0 Scope

This Policy is applicable to the Town Council of Wolfville in the selection and appointment of a Deputy Mayor.

3.0 References

- 3.1 [Nova Scotia Municipal Government Act](#)

4.0 Definitions

- 4.1 **“Deputy Mayor”** - The *Municipal Government Act* states that Council shall select one of its members to be Deputy Mayor. The member, who shall be called Deputy Mayor, shall during any vacancy in the office of Mayor, or during any absence or illness of the Mayor, have and exercise all the powers and authority and discharge all the duties of the Mayor.

5.0 Policy

The Town of Wolfville establishes the following policy concerning the selection of Deputy Mayor:

- 5.1 During the Council meeting immediately after the swearing in of new Councillors, following the regular municipal elections in the Province of Nova Scotia, Council shall entertain expressions of interest by all those interested in the Deputy Mayor position.
- a. Councillors shall express interest individually and will not be required to be nominated by fellow Council members.
 - b. If only one Councillor expresses interest, they will be acclaimed to the position at this meeting via resolution of Council.
 - c. If more than one Councillor expresses interest the decision will be deferred to the next regular Council meeting in accordance with Section 5.2.



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- 5.2 If more than one Councillor expresses interest in the Deputy Mayor position, at the next regular Council meeting:
 - a. All interested Councillors will be provided with up to five minutes to share why they are interested in the position and what they feel they will bring to the role.
 - b. A vote will be taken by secret ballot, which shall be scrutinized by the Town Clerk and one other staff member, and
 - c. After the vote is tallied Council shall by resolution select the successful candidate to serve as Deputy Mayor.
- 5.3 The Deputy Mayor shall serve until the end of the first regular monthly Council meeting that occurs after a year (12 month) term has expired.
- 5.4 At the regular Council meeting prior to the current Deputy Mayor term expiring, Council will entertain expressions of interest for the Deputy Mayor position and follow the same process outlined in 5.1 and 5.2.
 - a. The successful candidate, if acclaimed, will not commence their position until the current Deputy Mayor has completed their term as per Section 5.3.
- 5.5 Councillors are eligible to reoffer and serve consecutive terms as Deputy Mayor.
- 5.6 If the Deputy Mayor resigns as member of Council, or leaves Council for any other reason, Council will select a replacement Deputy Mayor for the balance of the term in accordance with the process outlined in 5.4.
- 5.7 The Deputy Mayor has all the power and authority, and shall perform all the duties of Mayor when the Deputy Mayor is notified that:
 - a. the Mayor is absent or unable to fulfil the duties of Mayor,
 - b. the office of Mayor is vacant

CAO

December 21, 2021

DATE