

	<b>Mayor and Deputy Mayor's Roles</b>	
	<b>Policy Type:</b>	Governance Process
	<b>Number:</b>	GP-B-2.1
	<b>To be Reviewed:</b>	Once per term
	<b>Approval Date:</b>	March 9, 2020
	<b>Motion Number:</b>	20.C.109
	<b>Revised Date(s):</b>	

**Policy Statement:**

The primary function of the Mayor is to help Council do its work and accomplish its objectives. The assigned result of the Mayor's job is that Council behaves consistently with its own policies and those legitimately imposed upon it from outside the organization.

**Definitions:**

**Mayor** is the Councillor duly elected as the Chief Elected Official and continuing to hold office, and is the Chair at all meetings of Council.

**Deputy Mayor** is the Councillor who is appointed by Council at the Inaugural Meeting to preside at any meeting of Council in the absence, ineligibility or incapacity of the Mayor as per the current Deputy Mayor Rotation schedule.

**1. Role of the Mayor as Head of Council**

1.1 Leadership

- 1.1.1 The Mayor provides leadership to Council.
- 1.1.2 The Mayor ensures integrity in the Council process.
- 1.1.3 The Mayor ensures meeting discussion content will be on issues which under Council policy clearly belong to Council to decide or to monitor.
- 1.1.4 The Mayor will coordinate the appointment of Councillors to Town and affiliated committees.

1.2 Relationship/Link with the Chief Administrative Officer

- 1.2.1 The Mayor is the principal elected link between Council and the Chief Administrative Officer.
- 1.2.2 The Mayor will review items for consideration on Council agendas with the Chief Administrative Officer.

1.3 Representation

- 1.3.1 The Mayor is the official spokesperson of Council unless otherwise delegated.
- 1.3.2 The Mayor will represent the Town at public functions and ceremonies that Council or the Mayor determines appropriate.

- 1.3.3 The Mayor will liaise with elected officials from other municipalities and other levels of government on matters of concern to the Town.
- 1.3.4 The Mayor is a member of all Council committees and all bodies to which Council has the right to appoint members, unless Council provides otherwise.

## **2. Role of the Mayor as Chief Governance Officer**

### 2.1 Policy Guidance Monitoring and Review

- 2.1.1 The Mayor is authorized to make reasonable interpretations of Governance Process policies and Council-Management Delegation policies.
- 2.1.2 The Mayor will monitor Council's adherence to its policies and ensure annual review of the Town of Okotoks Governance Framework.

### 2.2 Conflict Resolution

- 2.2.1 The Mayor will assist Council members, when necessary, in resolving disputes and issues.

### 2.3 Compliance with the Code of Conduct

- 2.3.1 The Mayor will address any matters brought to his/her attention that are either perceived or actual violations of the Code of Conduct.

## **3. Delegation**

- 3.1 The Mayor may delegate this authority within Council, but remains accountable for its use.