

Council Policy No.:	CP2026-008
Council Policy Name:	Deputy Mayor Roles and Responsibilities
Date Approved by Council:	March 24, 2026 CW2026-057/CR2026-082
Date revision approved by Council:	
Related SOP, Management Directive, Council Policy, Forms	Procedural By-Law; Remuneration to Council By-Law

Policy Statement and Rationale:

To provide clarity and guidelines for the role of Deputy Mayor, as outlined in the Procedural By-Law.

Scope:

This policy applies to all Members of the Council of the Corporation of The City of Kawartha Lakes while serving their respective elected or appointed full terms.

Definitions:

‘Absence of the Mayor’: When the Mayor has delegated, in writing, their duties for a specified period of time (e.g., when on vacation); **or**, when the Mayor is unable to carry out one or more of their legislated duties as outlined in the Procedural By-Law and the Deputy Mayor, by default, must assume those duties. This delegation of authority may be re-affirmed through resolution by Council.

‘Strong Mayor Powers’: Provincial legislation granted additional powers and authorities to Heads of Council for a proscribed set of municipalities, including Kawartha Lakes. This legislation grants the Head of Council additional authority and power in specific areas including administration, budgeting, and by-laws.

Policy:

1. Role and Responsibilities

- 1.1 As outlined in the City's Procedural By-Law, Council elects annually a Deputy Mayor to act as Head of Council in the absence of the Mayor and to carry out specific duties while serving in this capacity.
- 1.2 The Deputy Mayor, while acting as Head of Council, is granted most powers bestowed upon the Head of Council in the Municipal Act, except those granted through Strong Mayor Powers.
- 1.3 The following duties may be carried out by a Deputy Mayor **while acting as Head of Council in the absence of the Mayor:**
 - 1.3.1 Chair Council and Committee of the Whole Meetings
 - 1.3.2 Convene a Special Council Meeting
 - 1.3.3 Make recommendations to appoint members of Council to committees/task forces (unless created through Strong Mayor legislation)
 - 1.3.4 Review memoranda by members of Council for submission to Council and Committee of the Whole meetings
 - 1.3.5 Attend Senior Management Team meetings
 - 1.3.6 Attend Emergency Control Group meetings, and/or declare a Municipal Emergency
 - 1.3.7 Liaise with Provincial and Federal partners
 - 1.3.8 Attend official and ceremonial events or functions
 - 1.3.9 Respond to Media inquiries and interviews
 - 1.3.10 Sign and execute agreements, policies, and financial transactions, including those that bind the corporation
 - 1.3.11 Approve Council, CAO, and EA to Mayor/Council expenses and manage Council's operating budget
 - 1.3.12 Provide guidance to members of Council on processes, decorum, policies

1.3.13 Respond to inquiries, letters, complaints on behalf of the Mayor's Office

Note: Strong Mayor Powers do not transfer to the Deputy Mayor while acting as Head of Council.

1.4 The following duties are expected to be carried out while in the role of Deputy Mayor:

1.4.1 Attending events and ceremonies when available

1.4.2 Attendance at Emergency Control Group meetings

1.4.3 Supporting and advocating the City's strategic initiatives and priorities

1.4.4 Responding to escalated resident complaints

1.4.5 Any other duties as requested by the Mayor

2. Selection Process

2.1 As outlined in the Procedural By-Law, the Deputy Mayor is elected each year for a one-year term. All Councillors are eligible to be elected and there are no limits on the number of terms a Councillor may be elected to this position.

3. Resignation of a Deputy Mayor

3.1 In the event the Deputy Mayor must resign from the position of Deputy Mayor, they must do so in writing to the Office of the Mayor, providing an effective date. The Mayor will inform the City Clerk and CAO, and then communicate the change to Council.

3.2 Following the effective resignation date, the City Clerk will conduct an election for a Deputy Mayor at the next available regular meeting of Council.

Note: A resignation from the position of Deputy Mayor does not constitute a resignation of the Councillor's seat.

4. Remuneration

Remuneration for the Deputy Mayor is set out in the By-Law to Set the Remuneration Level to be Paid to the Municipal Council.

5. Resources

- 1.5 The Deputy Mayor may use the Mayor's office space when acting as Head of Council.
- 1.6 The Deputy Mayor may be provided additional Fob Access for City buildings in addition to City Hall at the request of the Mayor and as approved by the CAO.

Revision History:

Proposed Date of Review:

Revision	Date	Description of Changes	Requested By
0.0	March 24, 2026	Initial Approval	