

**Deputy Mayor:  
Representation at Functions**

Policy Type: GOVERNANCE PROCESS | GP-B-2.2/01

Part of the role of Deputy Mayor is to attend public functions or ceremonies which the Mayor is unavailable to attend. The following is the process the Mayor's office will follow for coordinating representation at such events.

- 1 Function is Time Sensitive:
  - (1) Contact the Deputy Mayor on rotation.
  - (2) Allow 24hrs for response; or, specify when a response is needed.
  - (3) If no response is received by the specified time, contact all other Councillors. The first Councillor to respond who is able to attend will be confirmed.
  - (4) If no response is received by other Councillors, decline the request on behalf of The City.
  
- 2 Function is Not Time Sensitive:
  - (1) Contact the Deputy Mayor on rotation.
  - (2) Allow 2 days for a response; or, specify when a response is needed.
  - (3) If no response is received by the specified time, contact all other Councillors. The first Councillor to respond who is able to attend will be confirmed for that function.
  - (4) If no response is received by other Councillors, decline the request on behalf of The City.

**Document History:**

Policy Adopted	October 15, 2012
Policy Revised	March 18, 2013

**Administrative Revisions:**

<b>Date:</b>	<b>Description:</b>
October 10, 2017	Updated to current format.