

Mayor & Acting Mayor's Role

Policy Type: GOVERNANCE PROCESS | GP-B-2.1

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.

1 Role of the Mayor as Head of Council:**(1) Leadership:**

- (a) The Mayor provides leadership to Council.
- (b) The Mayor ensures integrity in the Council process.
- (c) The Mayor ensures meeting discussion content will be on issues which according to Council policy clearly belong to Council to decide or to monitor.
- (d) The Mayor will appoint Councillors to City and affiliated committees.

(2) Relationship/Link with City Manager:

- (a) The Mayor is the principal elected link between Council and the City Manager.
- (b) The Mayor will review Council Agendas with the City Manager.

(3) Representation:

- (a) The Mayor is the official spokesperson of Council unless otherwise delegated.
- (b) The Mayor will represent The City at public functions and ceremonies that Council or the Mayor determines appropriate.
- (c) The Mayor will liaise with elected officials from other municipalities and other levels of government on matters of concern to The City.
- (d) 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:**(1) Policy Guidance Monitoring & Review:**

- (a) The Mayor is authorized to make reasonable interpretations of Governance Process policies and Council-Management Delegation policies.
- (b) The Mayor will monitor Council's adherence to its policies and ensure annual review of the Red Deer Governance Framework.

(2) Conflict Resolution:

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

(3) Compliance with the Code of Conduct:

- (a) 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:

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

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- 4 Acting Mayor:
- (1) An Acting Mayor will be appointed when the Mayor is absent for a minimum of one month.
 - (2) The Acting Mayor will receive the same compensation as the Mayor during the period they are in the role of Acting Mayor.

Document History:

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

Administrative Revisions:

Date:	Description:
October 6, 2017	Updated to current format.