

Request for Decision

Title	Process for Appointing the Deputy Chief Elected Official (Deputy Mayor)
Proposed Motion	There is no recommended motion.
Administrative Recommendation	Administration recommends that Council consider the information presented and provide direction on desired next steps.
Previous Council / Committee Direction	<p><u>March 14, 2023 Regular Council Meeting</u></p> <p>Motion 069/23: That Council direct Administration to research the process that comparator municipalities use to appoint the deputy chief elected official and report back to Council by the April 11, 2023 Regular Council Meeting.</p>
Report	<p><u>Background Information</u></p> <ul style="list-style-type: none"> At the February 28, 2023 Regular Council Meeting, Mayor Hnatiw provided notice that she would introduce the following motion at the March 14, 2023 Regular Council Meeting: <p><i>That Council direct Administration to research the process that comparator municipalities use to appoint the deputy chief elected official and report back to Council by the April 11, 2023 Regular Council Meeting.</i></p> The motion was presented and passed at the March 14, 2023 Regular Council Meeting. Section 152(1) of the <i>Municipal Government Act</i> (MGA) requires that Council appoint one or more Councillors as deputy chief elected official (Deputy Mayor) so that only one Councillor holds the office at any one time, and so that the office is filled at all times. The MGA does not prescribe a process by which Council must appoint the Deputy Chief Elected Official; this is at the discretion of each respective municipal council. In addition to fulfilling all duties of a Councillor, the Deputy Mayor performs the Mayor's duties when the Mayor is unable to perform them or if the office of the Mayor is vacant. Section 61.3 of Sturgeon County's Procedure Bylaw 1301/13 states that Council shall establish by resolution the roster for Deputy Mayor on a rotating basis.

- By convention, Sturgeon County has adopted a rotating schedule so that each Councillor serves as Deputy Mayor for an equal amount of time over the 4-year Council term (8 months each).
- Administration researched the process that comparator municipalities use to appoint the deputy chief elected official in comparator municipalities, including rural municipalities like Sturgeon County, including Strathcona County, Leduc County, Parkland County, Rocky View County, County of Grande Prairie, Regional Municipality of Wood Buffalo, and Red Deer County.
- To identify any differences in process, and to ensure Council has fulsome information and a range of options, Administration also researched the process that select urban municipalities use to appoint the deputy chief elected official. Comparators included towns and cities in the Edmonton Metropolitan Region and other municipalities that had information readily available for comparison purposes.

Analysis

Amongst key comparators:

- Three municipalities (Strathcona County, Leduc County and Red Deer County) set a schedule single rotation during the Council term with equal term lengths based on the number of members that comprise Council.
- Two municipalities (Parkland County and Regional Municipality of Wood Buffalo) set a schedule with multiple rotations, with each Councillor serving an equal number of terms of varying lengths (2, 4, or 6 months, depending on the number of members that comprise Council).
- Two municipalities (County of Grande Prairie and Rocky View County) elect Deputy Mayor position from within annually at the annual Organizational Meeting, using a nomination, acceptance, and secret ballot system.

Amongst additional comparators (6, where information was readily available):

- City of Edmonton – 12 Wards, each Ward Councillor serves a one-month term as Deputy Mayor on an annual basis.
- City of St. Albert – Each Councillor serves a two-month term as Deputy Mayor on an annual basis.
- Town of Morinville – Each Councillor serves an eight-month term as Deputy Mayor during the four-year Council term.
- Three municipalities (City of Spruce Grove, Town of Stony Plain and Town of Westlock) – Each Councillor serves two, four-month terms as Deputy Mayor during the four-year Council term.

	<ul style="list-style-type: none"> The methods of developing the schedule and other points of interest vary by municipality as noted in Attachment 1 of this Request for Decision. In considering if any changes should be made to the process of appointing the Deputy Mayor, Council may wish to consider Councillors' interest in, or willingness to be, appointed Deputy Mayor, in consideration of time commitment and additional workload. If Council seeks to change the process for appointing the Deputy Mayor, this would be achieved through amendments to the Procedure Bylaw. <p><u>External Communication</u></p> <ul style="list-style-type: none"> None. <p><u>Relevant Policy/Legislation/Practices</u></p> <ul style="list-style-type: none"> Section 152(1) of the <i>Municipal Government Act</i> (MGA) requires that Council appoint one or more Councillors as deputy chief elected official (Deputy Mayor) so that only one Councillor holds the office at any one time, and so that the office is filled at all times. Section 61.3 of Sturgeon County's Procedure Bylaw 1301/13 states that Council shall establish by resolution the roster for Deputy Mayor on a rotating basis.
Alternatives Considered	<p>Options for Council consideration include the following potential motions:</p> <ol style="list-style-type: none"> That Council accept the Request for Decision regarding the process for appointing the Deputy Chief Elected Official (Deputy Mayor) as information. That Council direct Administration to prepare amendments to the Procedure Bylaw to change how the Deputy Chief Elected Official (Deputy Mayor) is appointed.
Implications of Alternatives	<p>Collaborative Governance – Respectful and informed debate; clear and supportive governance processes.</p> <p><u>Organizational</u></p> <ol style="list-style-type: none"> If Council receives the Request for Decision as information, thereby supporting the status quo, there would be no organizational impacts. Preparing amendments to the Procedure Bylaw would require approximately 5 hours of Administration's time. Any resulting impacts would be non-substantial. <p><u>Financial</u></p> <ol style="list-style-type: none"> If Council receives the Request for Decision as information, thereby supporting the status quo, there would be no financial impacts.

	2. If Council approves amendments to the Procedure Bylaw to change how the Deputy Chief Elected Official (Deputy Mayor) is appointed, there would be no financial implications as Deputy Mayor remuneration is prescribed in the Elected Official Remuneration Policy.
Follow up Action	1. Administration will take direction as identified by Council.
Attachment(s)	1. Attachment 1: Deputy Mayor Appointments – Comparator Municipality Research
Report Reviewed by:	Jesse Sopko, General Manager, Corporate Services Reegan McCullough, County Commissioner – CAO

Strategic Alignment Checklist

Vision: *Offering a rich tapestry of historical, cultural, and natural experiences, Sturgeon County is a municipality that honours its rural roots and cultivates desirable communities. Uniquely situated to provide world-class agricultural, energy, and business investment opportunities, the County prioritizes responsible stewardship and dreaming big.*

Guiding Principles: Collaboration | Accountability | Flexibility | Excellence | Safety | Future Readiness | Affordability | Innovation

Community Outcome	Not consistent	Consistent	N/A
Planned Growth			
<ul style="list-style-type: none"> Internationally competitive to attract, grow and sustain diverse businesses; tenacious focus on new growth and innovation 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Modern broadband and digital capabilities 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Low cost, minimal red-tape regulations 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Reliable and effective infrastructure planning; comprehensive land use and infrastructure planning 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Thriving Communities			
<ul style="list-style-type: none"> Beautiful, surprising places with high standards; integrated natural spaces & trail systems; healthy and resilient 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Engaging cultural, historical, and civic amenities; strong community identity and pride 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Safe, welcoming, and diverse communities; small community feel and personal connection; commitment to high quality of life 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Environmental Stewardship			
<ul style="list-style-type: none"> Clean air, land, and water; Carbon neutral municipal practices; circular economy opportunities 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Conservation of natural areas and agricultural lands; enhanced greening and biodiversity; safekeeping ecosystems 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Sustainable development; partnerships with industry and others to drive emission reductions 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Collaborative Governance			
<ul style="list-style-type: none"> Predictable and stable external relationships; volunteer partnerships 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Meaningful connections with Indigenous communities 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Ongoing community consultation and engagement; transparent and action-oriented decision making based on sound rationale 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Respectful and informed debate; clear and supportive governance processes 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Operational Excellence			
<ul style="list-style-type: none"> Engaged and effective people – Council, Admin and Volunteers; continuous learning and improvement mindset; nimble and bold, with strong leadership 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Quality cost-effective service delivery; robust procurement and operational practices and policies; asset management and performance measurement; careful debt and reserve stewardship; long-term financial planning and sustainability 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Future focused thinking to proactively respond to emerging opportunities and challenges 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Alternative revenue generation and service delivery models integrated strategic and business planning 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>