

GOV-003 Town of Viking Governance Policy

Roles and Responsibilities of the Mayor and Deputy Mayor

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Policy Statement

PURPOSE

To clearly define the roles and responsibilities of the Mayor and Deputy Mayor.

DEFINITIONS

"Mayor" means Chief Elected Official (CEO) under section 154.

"Deputy Mayor" means Deputy Chief Elected Official (DCEO) under section 152.

"Councillor" means the person elected under the Local Authorities Election Act (LAEA) to the Council of the Town of Viking.

POLICY


1. The CEO will be the Mayor of the Town of Viking.
2. The Deputy CEO will be the Deputy Mayor of the Town of Viking.
3. The Mayor will preside over all Council meetings.
4. The Deputy Mayor is appointed by Council at the organizational meeting after the general election (held every four (4) years) and every eight (8) months thereafter and will preside over Council meetings in the absence of the Mayor.
5. The Mayor is automatically a member of all Council Committees except;
 - a. where Council provides otherwise; or
 - b. where the Mayor has not been named directly under Part 17 of the MGA as a member of a board, commission, subdivision authority or development authority.
6. In addition to the duties of a Mayor under the MGA or policy, the Mayor has the duties of a Councillor.
7. The Mayor shall not purport to speak for the Council or the municipality unless the Mayor has reason to believe that a consensus exists among a majority of the Councillors.

8. The Mayor is authorized to assume Ceremonial duties such as invitations to attend ceremonies, ribbon cuttings, banquets, speaking engagements, signing of official documents and other related ceremonial duties. The Mayor may delegate this responsibility to another Councillor from time to time.

IMPLEMENTATION

1. This policy shall be posted on the website.
2. All former policies relating to this section are hereby repealed.

Mayor



CAO

