

Town of Whitewood Statement of POLICY and PROCEDURE			
Department:	General Government	Policy No.	8
Section		Issued:	
Subject:	Mayor	Effective:	
Council Resolution # and Date:	477/13- Nov 5/13 McEwen/Maki	Pages:	
Issued By:		Replaces:	
Approved By:		Dated:	

1. POLICY

1.01 The Town of Whitewood shall establish a policy for Mayor based on recommendations from *Cuff's Guide for Municipal Leaders: The Case for Effective Governance Volume 2*.

2. PURPOSE

2.01 The purpose of this policy is to:

- To establish a policy to define the key roles for Mayor.

3. SCOPE

3.01 This Statement of Policy and Procedure applies to the General Government department.

4. RESPONSIBILITY

4.01 Council shall be responsible for governance of the Town of Whitewood.

5. PROCEDURE

5.01 The position of mayor is designated under the governance of *the Municipalities Act* and any other legislation created by the Provincial Government for local authorities.

5.02 The mayor exhibits leadership as he/she is seen most frequently by both the public and council. Key roles under this function are as follows:¹

- 5.02.1 Chair of regular meetings of council; consensus-seeker on behalf of all members.
- 5.02.2 Key spokesperson to community and to the municipal organization
- 5.02.3 Appointment of members of council to council committees and to council-liaison positions on external agencies, boards and committees.
- 5.02.4 Authority to make recommendations re: peace, order, good government.

1. Chapter 8, *Cuff's Guide for Municipal Leaders, The Case for Effective Governance Volume 2*

- 5.03 One of the key roles to effective leadership is the ability of a mayor to ensure that the council as a whole is well-briefed at all times with regards to the information that the mayor becomes privy to as a result of his/her office. Those roles are as follows:¹
- 5.03.1 Brief council members on all meetings and correspondence.
 - 5.03.2 Liaison with the CAO.
 - 5.03.3 Liaison with the Public.
 - 5.03.4 Key linkage and spokesperson to other levels of government.
 - 5.03.5 Spokesperson for the decisions of council, both internally and externally; expresses the “will of council”.
- 5.04 The mayor has an implied obligation to monitor the delivery of local government services. This does not imply that any member of council including the mayor, is to directly supervise the work of the administration. Rather, the mayor must maintain an awareness of what services, programs and policies are being implemented, and continually assess whether or not these are meeting community needs and standards¹. This can be determined by following these key points:
- 5.04.1 Acts as council’s eyes and ears in maintaining an oversight with regard to the conduct of employees.
 - 5.04.2 Ability to recommend the suspension of an employee.
 - 5.04.3 Ensure that the law is carried out.
- 5.05 The mayor shall eliminate any public criticism of an employee by a member of council. This matter should be brought to the attention of the CAO to use his/her authority and to act as deemed appropriate given his/her assessment. Regardless of the rationale behind this, the mayor should immediately rule such comments as out of order and remind councillors of their commitment to protocol. Such comments should be in a closed meeting between the council and the CAO during administrative performance.
- 5.06 The mayor, by virtue of office, may be appointed to various boards and committees. These bodies are often appointed by council and may consist, at least in part, of public citizens who are asked to advise the municipality on one or more key functions (eg. planning, recreation and health).¹
- 5.07 The mayor roles for representation functions are:
- 5.07.1 Acts in an *ex officio* capacity to boards and committees (if so permitted by legislation).
 - 5.07.2 Performs a ceremonial role on special occasions.
 - 5.07.3 Main spokesperson to other levels of government.
- 5.08 As mayor all of the above must be supported fully by council in order to be effective in the governance of the municipality.