

# The Township of The Archipelago

## Information Report to Council

**Report No.:** 2024-09

**Date:** October 17, 2024

**Originator:** Maryann Martin, Clerk

**Subject:** Creation of the Deputy Reeve Position

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### **BACKGROUND**

On September 20th, 2024, Council provided direction to staff to investigate the process of appointing a current Member of Council to serve as Deputy Reeve. The Township of The Archipelago Council presently consists of 11 members, representing 6 wards divided into a North and South Archipelago.

To assist in clarifying and supporting Council in making this decision, below is a reminder of the roles and responsibilities of the Head of Council.

### **Head of Council (Reeve) - Role and Responsibilities**

#### **1. Presiding Officer at Council Meetings**

- The Head of Council presides over Council meetings to ensure orderly conduct and adherence to rules of procedure.
- They must facilitate productive discussions while ensuring that all members of the Council have the opportunity to contribute.

#### **2. Leadership Role**

- The Head of Council provides leadership to the Council by encouraging a unified direction and supporting effective governance.
- They must uphold and promote the municipality's by-laws, resolutions, and decisions.

#### **3. Representative of the Municipality**

- The Head of Council represents the municipality in official functions, ceremonies, and in communications with other levels of government.
- They often act as the public face of the municipality, speaking on its behalf at various events and in dealings with the media.

#### **4. Ex-officio Member of All Committees**

- By virtue of their position, the Head of Council is an ex-officio member of all committees within the municipality, which means they can attend committee meetings and participate, but do not necessarily vote unless otherwise prescribed.

#### **5. Execution of Municipal Documents**

- The Head of Council is responsible for signing all official documents and agreements on behalf of the municipality, ensuring that they are in line with council decisions and legal requirements.

#### **6. Ensuring Accountability and Transparency**

- A key responsibility is to ensure that the council operates with accountability and transparency, following best practices for decision-making and public disclosure.

## **7. Emergency Powers**

- In situations of declared emergencies under the Emergency Management and Civil Protection Act, the Head of Council has additional powers, such as implementing emergency measures and issuing orders to protect public safety.

## **8. Promoting Good Governance**

- The Head of Council plays a critical role in guiding the Council in promoting good governance, maintaining municipal integrity, and ensuring that policies and initiatives are aligned with the community's goals.

## **Deputy Reeve Duties and Responsibilities**

The Municipal Act, 2001 does not require Municipalities to have a Deputy Reeve and therefore there is no specific role outlined in the legislation for that position. A Deputy Reeve would be expected to fulfill their regular duties as a member of Council in accordance with Section 224 of the Act.

This includes:

- a. to represent the public and to consider the well-being and interests of the municipality;
- b. to develop and evaluate the policies and programs of the municipality;
- c. to determine which services the municipality provides;
- d. to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
- e. to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- f. to maintain the financial integrity of the municipality; and
- g. to carry out the duties of council under this or any other Act.

If appointed, the Deputy Reeve would then take on the powers and duties of the Reeve when the Reeve is absent, refuses to act, or if the office is vacant.

The absence of a formal Deputy Reeve role could lead to challenges in representation, particularly during the Reeve's absence. Establishing a Deputy Reeve position can address these challenges by providing a secondary leader to act if the need arises.

Overall, creating a Deputy Reeve position can enhance leadership and governance within a municipality, but careful planning around responsibilities and costs is essential.

## **NEXT STEPS**

Many municipalities create the position of Deputy Reeve by either restructuring the Council to make it an elected role or by appointing the Councillor with the highest vote count in the election. However, due to the current ward-based Council structure, which is divided into North and South sections, the options for appointment processes are limited.

To implement this new role, amendments to the existing Procedural By-law will be required, along with the introduction of a By-law to appoint a Deputy Reeve. Several options for Council's consideration are outlined below.

### Appointment Options

OPTIONS	DESCRIPTION	KEY FEATURES
Option 1	<b>Maintain Status Quo</b>	<ul style="list-style-type: none"> <li>• <b>Retain current structure, no changes.</b></li> </ul>
Option 2	<b>Appoint a Deputy Reeve from a Specific Area</b>	<ul style="list-style-type: none"> <li>• <b>Appoint Deputy Reeve from opposite area (e.g., North Archipelago) to balance representation.</b></li> </ul>
Option 2a	Rotation for Deputy Reeve Role (Area-Based)	<ul style="list-style-type: none"> <li>• Establish a rotation for Deputy Reeve role among councillors from the opposite area, ensuring balanced turn.</li> <li>• Ensures balanced representation and a fair turn for councillors in different areas.</li> </ul>
Option 2b	Invitation for Deputy Reeve Role (Area-Based)	<ul style="list-style-type: none"> <li>• Interested Members from the opposite area can submit their names for consideration.</li> <li>• Encourages active participation and representation from councillors based on interest.</li> </ul>
Option 3	<b>Appoint a Deputy Reeve Role from all Ward Councillors (10 Members)</b>	<ul style="list-style-type: none"> <li>• <b>Appoint a Deputy Reeve from the 10 Council Members without geographic limitations.</b></li> </ul>
Option 3a	Rotation for Deputy Reeve Role (Council-Wide)	<ul style="list-style-type: none"> <li>• Establish a rotation for the Deputy Reeve role among all councillors, providing equal opportunity.</li> <li>• Allows every interested councillor to take on the role during their term, promoting fairness.</li> </ul>
Option 3b	Invitation for Deputy Reeve Role (Council-Wide)	<ul style="list-style-type: none"> <li>• Interested council members can submit their names for consideration, without geographic limitations.</li> <li>• Creates a more flexible process where anyone interested can step forward for the role.</li> </ul>

CATEGORY	OPTION	DESCRIPTION
<b>Term Options</b>	Option 1: 4-Year term	<ul style="list-style-type: none"> <li>• The Deputy Reeve serves a full 4-year term, aligned with the Council term.</li> </ul>
	Option 2: 2-Year term	<ul style="list-style-type: none"> <li>• The Deputy Reeve serves a 2-year term, with the option to review or reappoint after the term.</li> </ul>
	Option 3: 1-Year term	<ul style="list-style-type: none"> <li>• The Deputy serves a 1-year term, providing frequent opportunities for rotation or reassessment.</li> </ul>

CATEGORY	OPTION	DESCRIPTION	EXAMPLE
<b>Remuneration Options</b>	Option 1: Maintain Status Quo	<ul style="list-style-type: none"> <li>Retain the current Councillor level of remuneration for the Deputy Reeve position.</li> </ul>	<ul style="list-style-type: none"> <li>\$25,000</li> </ul>
	Option 2: Percentage	<ul style="list-style-type: none"> <li>Increase current remuneration by a specific percentage.</li> </ul>	<ul style="list-style-type: none"> <li>10% (\$27,500)</li> </ul>
	Option 3: Midpoint	<ul style="list-style-type: none"> <li>Adjust remuneration to a midpoint between the current Reeve and Councillor positions.</li> </ul>	<ul style="list-style-type: none"> <li>\$36,300</li> </ul>
	Option 4: Fixed Amount	<ul style="list-style-type: none"> <li>Adjust remuneration to a fixed amount between the current Reeve and Councillor position.</li> </ul>	<ul style="list-style-type: none"> <li>\$30,000</li> </ul>

\*Please note that COLA has not been factored into these figures, so the numbers are only approximate estimates.

### **STRATEGIC PLAN**

This amendment of the Procedural By-law is in line with the following Strategic Priorities and Goals of the Township's Strategic Plan:

- **Leadership & Communications**
- **Effective Relationships & Partnerships**

### **CONCLUSION**

There are no legislative requirements for appointing a Deputy Reeve, and the Municipal Act does not mandate this position. Prior to moving forward, Council must determine the desired process. Once staff receives clear direction, the appropriate amendments to the Procedural By-law will be come forward for their consideration.

If Council chooses to move forward with an appointment process, it will take place after each election during the appointment of Members to various agencies, boards, committees, and task forces for future terms.

Respectfully Submitted,




Maryann Martin,  
Municipal Clerk

I concur with this report,



Shauna Lehtimaki,  
Director of Legislative and  
Information Services

I concur with this report,



John B. Fior  
Chief Administrative Officer