

# The Township of The Archipelago

## Recommendation Report to Council

**Report No.:** 2025-01

**Date:** January 16<sup>th</sup>, 2025

**Originator:** Maryann Martin, Clerk

**Subject:** Procedural By-law Amendment: Appointment of Deputy Reeve

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### **RECOMMENDATION**

1. That Council approve an amendment to Procedural By-law No. 2017-07, as outlined in this report and detailed in Appendix "A" (By-law No. 2025-XX).
  2. That Council approve the Deputy Reeve's remuneration, establishing it at a midpoint between the compensation for the Reeve and Councillors, totaling \$37,401.84, effective January 1, 2025.
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### **BACKGROUND**

At the Council meeting held on October 18, 2024, Council passed a resolution appointing Councillor Scott Sheard to the position of Deputy Reeve for the remainder of the current term of Council. The resolution also included the following staff directives:

1. To amend the Procedural By-law to reflect the role and function of the Deputy Reeve.
2. To review and finalize the Deputy Reeve remuneration for implementation on January 1, 2025.

The current Procedural By-law (2017-07) does not include provisions for a Deputy Reeve. The proposed amendments aim to formalize this role through the following updates:

1. **Role Definition:** Include a definition and references to the Deputy Reeve within the By-law.
2. **Appointment:**
  - The Deputy Reeve will serve a four-year term, aligning with the Council term.
  - The Deputy Reeve must reside in and represent the area opposite to the Reeve's representation.
  - Appointment will occur at the Inaugural Meeting of the newly elected Council or the first regular meeting thereafter, and the role will be formalized by a By-law.

### 3. Responsibilities:

- Carry out standard duties of a Council Member under Section 224 of the Municipal Act.
- Represent or act in the Reeve's capacity during situations of absence, conflicts of interest, unwillingness to act, or a vacancy.

This report summarizes the actions taken in response to the resolution and highlights the proposed changes for Council's review. For the specific amendments, please refer to the proposed, By-law attached to this report as Appendix "A".

Along with the amendments to the By-law, Council has directed staff to establish the remuneration for the position to the midpoint between the current Reeve and Councillor roles. Based on calculations provided by the Finance Department, the Deputy Reeve's salary for 2025 is determined to be \$37,401.84.

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### **FINANCIAL IMPLICATIONS**

The 2025 remuneration rates are \$49,020.18 for the Reeve and \$25,783.49 for a Councillor. The proposed remuneration for the new Deputy Reeve position results in a difference of \$11,618.35.

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### **ANALYSIS/OPTIONS**

Option #1: Approve the proposed amendment and remuneration, as presented.

Option #2: Modify the proposed amendment and/or remuneration.

Option #3: Reject the proposed amendment and/or remuneration.

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### **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**

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### **CONCLUSION**

It is recommended that Council amend Procedural By-law 2017-07, to establish a process for the appointment a Deputy Reeve.

Respectfully Submitted,



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Maryann Martin,  
Municipal Clerk

I concur with this report,



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Shauna Lehtimaki,  
Director of Legislative and  
Information Services

I concur with this report,



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John B. Fior  
Chief Administrative Officer

**Attachments:**

- Appendix "A", Draft By-law No. 2025-XX to Amend Procedural By-law No. 2017-07.