



POLICY

Deputy Mayor Policy	
Policy Number: 110-003	Supersedes Policy Number: Not Applicable
Effective Date: 2000-11-14 2021-12-21 2024-09-24 2025-10-21	Approval By Council (Motion No.): 02-11-00 34-12-21 16-09-24 06-10-25

1.0 Purpose

To establish a policy on the appointment of Deputy Mayor, as required under the Municipal Government Act.

2.0 Scope

This Policy is applicable to the Town Council of Wolfville in the selection and appointment of a Deputy Mayor.

3.0 References

3.1 [Nova Scotia Municipal Government Act](#)

4.0 Definitions

4.1 **Deputy Mayor:** The Municipal Government Act states that Council shall select one of its members to be Deputy Mayor. The member, who shall be called Deputy Mayor, shall during any vacancy in the office of Mayor, or during any absence or illness of the Mayor, have and exercise all the powers and authority and discharge all the duties of the Mayor.

5.0 Policy

The Town of Wolfville establishes the following policy concerning the selection of Deputy Mayor.



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- 5.1 At the first Council meeting following:
- i. a general municipal election and immediately after the swearing in of new Councillors,
 - ii. the expiry of the term of a previous Deputy Mayor,
 - iii. council receiving notice of the resignation of a Deputy Mayor,
 - iv. the office of the Deputy Mayor otherwise becoming vacant,

Council shall select from among its members a Deputy Mayor in accordance with the process and rules set out in this Policy.

- 5.2 The selection process for the office of Deputy Mayor shall be as follows:
- 5.2.1 The Mayor or, in the absence of the Mayor, the Chief Administrative Officer (CAO) or designate shall preside as Chair during the selection process.
 - 5.2.2 After announcing that the business of Council at the meeting is to elect a Deputy Mayor, the Chair shall call for nominations. All nominations and seconding's shall be made openly and publicly, by raising of the hand to attract the attention of the Chair and announcing the nomination or seconding of a candidate when called upon.
 - 5.2.3 A candidate may be nominated by any other member of council, including a member of council who is a nominator or seconder of a previously nominated candidate, or who is a previously nominated candidate.
 - 5.2.4 The Chair shall ask if there is a seconder for the nomination. Any member of council except the nominator and the candidate may second the nomination. Failure to obtain a seconder shall result in the nominee's name not being included in the list of candidates to be voted upon.
 - 5.2.5 Each nominee shall be asked if they consent to being nominated.
 - 5.2.6 If the nominee declines to give unconditional consent, the nominee's name shall not be included in the list of candidates to be voted upon.
 - 5.2.7 The Chair shall repeatedly call for additional nominations until, after calling three successive times without a successful nomination, the Chair shall announce that nominations are closed.
 - 5.2.8 If only one Councillor expresses interest, they will be acclaimed to the position at this meeting via resolution of Council.



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- 5.2.9 If more than one Councillor expresses interest the decision will be deferred to the next regular Council meeting in accordance with Section 5.3.
- 5.3 If more than one Councillor expresses interest in the Deputy Mayor position, at the next regular Council meeting:
 - 5.3.1 All interested Councillors will be provided with up to five minutes to share why they are interested in the position and what they feel they will bring to the role.
 - 5.3.2 A vote will be taken by secret ballot, which shall be scrutinized by the Town Clerk and one other staff member, and
 - 5.3.3 After the vote is tallied Council shall by resolution select the successful candidate to serve as Deputy Mayor.
- 5.4 If, after any vote, a majority has not voted for any one candidate the following process shall be followed:
 - 5.4.1 New ballots shall be prepared but the name of the candidate with the fewest number of votes on the previous vote shall be excluded from the new ballots. Voting shall continue in the same fashion until a Deputy Mayor is declared elected by the CAO or designate.
 - 5.4.2 In the event of a tie or deadlock, the Chair shall fairly use the following methods firstly, to have the voting progress towards reducing the number of candidates to two, and secondly to elect a Deputy Mayor by a majority:
 - 5.4.3 If, with no candidate elected by majority, there is more than one candidate in a tie with the fewest votes, all such candidates in the tie shall be excluded from the new ballot unless their exclusion would result in one candidate remaining upon the ballot.
 - 5.4.4 The Chair shall ask if any candidate is prepared to withdraw his or her name from the next ballot.
 - 5.4.5 If the second vote results in yet another tie, one revote will be conducted.
 - 5.4.6 After every reasonable effort by the Chair to find a candidate with majority support, the deadlock shall be broken by having the CAO or designate place the names of the candidates on equal size pieces of paper in a box and having one name being drawn by a person chosen by the CAO or designate.



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- 5.5 The Deputy Mayor shall serve until the end of the first regular monthly Council meeting that occurs after a two-year (24 month) term has expired.
- 5.6 At the regular Council meeting prior to the current Deputy Mayor term expiring, Council will follow the nomination process as outlined in sections 5.2, 5.3 and 5.4.
 - 5.6.1 The successful candidate, if acclaimed, will not commence their position until the current Deputy Mayor has completed their term as per Section 5.1.
- 5.7 Councillors are eligible to reoffer and serve consecutive terms as Deputy Mayor.
- 5.8 If the Deputy Mayor resigns as member of Council, or leaves Council for any other reason, Council will select a replacement Deputy Mayor for the balance of the term in accordance with the processes outlined in 5.2, 5.3 & 5.4.
- 5.9 The Deputy Mayor has all the power and authority, and shall perform all the duties of Mayor when the Deputy Mayor is notified that:
 - 5.9.1 the Mayor is absent or unable to fulfil the duties of Mayor,
 - 5.9.2 the office of Mayor is vacant
- 5.10 Deputy Mayor's official duties are to:
 - 5.10.1 Chair the Committee of the Whole meetings. In the absence of the Deputy Mayor, the Mayor will Chair the meeting.
 - 5.10.2 Coordinate the CAO Performance Evaluation process. the CAO Evaluation Meetings.
 - 5.10.3 As Per Policy Proceedings Attend the regular meeting of the Mayor, CAO and Town Clerk.

Town Clerk

October 21, 2025

Date