

**TOWN OF LOCKEPORT
POLICY STATEMENT**

Policy #L-005

DUTIES OF THE MAYOR

**Effective Date:
July 11, 2011**

Revision Date:

TITLE

1. This Policy is entitled « Duties of the Mayor Policy”.

INTERPRETATION

2. Nothing in this Policy is intended to affect:
 - (a) The authority, powers, rights, duties and responsibilities conferred upon the Mayor by statute; or
 - (b) Limitations on the authority, powers, rights, duties and responsibilities of the Mayor stipulated by statute; except to the extent that the statute permits variation by policy.
3. Subject to any limitations arising from other Town policies or guidelines, the Mayor will:
 - (a) Act as Chairperson of Council:

The Mayor is expected to chair all meetings of Council and Committee of the Whole in accordance with the Council Meetings and Proceedings Policy and ensure that the business of the meeting is carried out effectively.

- (b) Liaison with the Town Clerk/Treasurer:

Mainly due to the more frequent presence of the Mayor, and the acknowledged role as leader, the Mayor is the main point of contact to the Town Clerk/Treasurer. It is important that the Mayor and the Town Clerk/Treasurer have a good relationship in order to discuss issues of concern to the Town, develop opinions, and present quality advice to Council.

- (c) Ex Officio member of all Committees and various boards:

In order for the Mayor to keep current on matters affecting the Town, he or she may attend committees as an ex officio member. This provides the committee with a sense that the Town is interested in its mandate, and the Mayor brings the voice of Council to the table.

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(d) Ceremonial Responsibilities:

In each Community, it is natural that the Mayor is requested frequently to represent the Town in a special ceremony marking a special event. It is important that the Town respond positively to the requests to encourage a Community culture. Depending upon the demands of the Mayor, he or she should be permitted to draw upon the Deputy Mayor or another Councillor as designated by the Mayor to represent him or her at these functions.

(e) Develops consensus among Councillors:

Decision making is the most important role of Council. Making decisions in many cases requires some level of consensus building, in order to arrive at the decision. The Mayor is expected to lead this process, as he or she is expected to understand the issue on a broader perspective within the Council. As difficult as this task is at times, the Mayor is the person who will attempt to bring consensus on each issue.

(f) Key liaison with other levels of Government:

The Mayor is expected to represent the Town in discussions with the Provincial Government, the Federal Government, the Union of Nova Scotia Municipalities and other Municipalities in Nova Scotia at their discretion. It is the expectation of these institutions to have the Chief Elected Officer as the central spokesperson of the Town. However, depending on the other demands on the Mayor, and considering the importance of the issue, the Mayor may designate the Deputy Mayor or Councillor of their choosing to attend meetings on the Mayor's behalf. Whenever possible it is recommend that a second member of Council be in attendance.

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Town Clerk/Treasurer's Annotation For Official Policy Book

Date of Notice to Council Members

Of Intent to Consider (7 days minimum): April 6, 2011

Date of Passage of Current Policy: July 11, 2011

I certify that this Policy was adopted by Council as indicated above.

Joyce Y. Young

Town Clerk/Treasurer

July 12, 2011

Date