

Legislative and Procedural Considerations Related to Invitations

The **Municipal Government Act** defines the appointment of deputy and acting chief elected officials:

- 152(1) A council must appoint one or more councillors as deputy chief elected official so that
 - (a) only one councillor will hold that office at any one time, and
 - (b) the office will be filled at all times.
- (2) A deputy chief elected official must act as the chief elected official
 - (a) when the chief elected official is unable to perform the duties of the chief elected official, or
 - (b) if the office of chief elected official is vacant.
- (3) A council may appoint a councillor as an acting chief elected official to act as the chief elected official
 - (a) if both the chief elected official and the deputy chief elected official are unable to perform the duties of the chief elected official, or
 - (b) if both the office of chief elected official and the office of deputy chief elected official are vacant.

Furthermore the chief elected officials duties are defined as:

- 154(1) A chief elected official, in addition to performing the duties of a councillor, must
 - (a) preside when in attendance at a council meeting unless a bylaw provides that another councillor or other person is to preside, and
 - (b) perform any other duty imposed on a chief elected official by this or any other enactment or bylaw.
- (2) Repealed 2022 c16 s9(40).
- (3) Despite subsection (2), the chief elected official may be a member of a board, commission, subdivision authority or development authority established under Part 17 only if the chief elected official is appointed in the chief elected official's personal name.

ADDENDUM Attachment 2

The **Code of Conduct** specifies that if a Councillor becomes aware of or receives an inquiry that is a ward-specific constituency issue relating to another Councillor's ward, the Councillor will refer the matter to the ward Councillor or request that the person contact the ward Councillor, or alternatively, the Mayor.