Cape Breton Regional Municipality

Council Meeting Addendum

Tuesday, November 10, 2026
10:00 a.m.

Council Chambers
Second Floor, City Hall
320 Esplanade, Sydney, Nova Scotia

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4. Business Arising – Committee of the Whole – November 3, 2026

4.5 Deputy Mayor Policy: Christa Dicks, Municipal Clerk / Director of Corporate Information Services (See page **_4_**)

Adjournment

Cape Breton Regional Municipality

STAFF REPORT

TO:	**Mayor and Council**
SUBMITTED BY:	**Christa Dicks, Municipal Clerk**
DATE:	**November 3, 2026**
SUBJECT:	**Deputy Mayor Policy**

ORIGIN

Enterprise-wide policy review as approved by Council.

LEGISLATIVE AUTHORITIES AND RELATED POLICIES

Policy Respecting the Deputy Mayor
Municipal Government Act
Council Policies and Procedures

RECOMMENDATIONS

It is recommended that Council:

1. Repeal the Policy Respecting the Deputy Mayor and adopt the Deputy Mayor Policy as proposed.

PURPOSE

The purpose of this report is to present the proposed Deputy Mayor Policy to Committee of the Whole for review and discussion and to provide the required seven-day notice required by Section 48(1) of the *Municipal Government Act* in advance of Council's consideration of repealing the existing Policy Respecting the Deputy Mayor and adopting the proposed Deputy Mayor Policy at the November 10, 2026 Council meeting. The proposed Deputy Mayor Policy clarifies the selection process, duties, term priorities, accountability, and governance expectations associated with the role of Deputy Mayor.

BACKGROUND

The Deputy Mayor role encompasses committee leadership, budget introduction, emergency preparedness and continuity planning, audit-related oversight, policy review, acting in the Mayor's absence, and other duties assigned by Council and the Mayor that carry measurable governance impacts.

This proposed Deputy Mayor Policy has been drafted as part of the enterprise-wide policy review and to ensure:

- A clear definition of the role;
- A method that reduces the likelihood of wage stagnation; and
- Supports a full-time role

The proposed Deputy Mayor Policy is provided for Council's consideration in Attachment B.

Summary of Changes from the Policy Respecting the Deputy Mayor

The proposed Deputy Mayor Policy replaces the brief policy last amended on March 11, 2005 with a more detailed framework for appointment, assigned responsibilities, reporting, and governance. The principal changes are summarized below.

Topic	Policy Respecting the Deputy Mayor	Proposed Deputy Mayor Policy
Selection and term	Annual selection; all Council members eligible. One-year term from November 1 to October 31, with a maximum of two consecutive years.	Retains eligibility for all sitting Councillors and a maximum of two consecutive terms. Establishes a twelve-month term ending at the first regular monthly Council meeting after expiry. Adds open nominations and seconding, paper ballots, scrutiny, tie-vote procedures, withdrawal, and deferral where no nominee accepts.
Vacancy and replacement	No express provisions.	Adds appointment of a replacement for the unexpired term, unless Council determines otherwise, and revocation of appointment by a two-thirds vote in accordance with the policy.
Duties and committees	Acts when the Mayor is absent or incapacitated; is apprised of labour relations issues; may chair Audit Committee; brings the annual budget to Council; chairs assigned special committees and reports findings; assumes other duties assigned by the Mayor or Council.	Retains and expands acting, audit, budget, and special committee responsibilities. Defines supporting responsibilities for the Mayor, CAO, Municipal Clerk, and Councillors. Limits committee chairing to four committees at one time. Does not carry forward the express labour relations requirement.
Term priorities	General authority for duties and special committees assigned by the Mayor or Council; no term-priority appendix.	Adds Council-approved Appendix A for 2024–2028, covering Fire and Emergency Services, policy review, emergency preparedness and continuity planning, audit, annual budget introduction, and agenda review. Specifies activities, reporting

		routes, and timing. Material changes require Council approval.
Work planning and reporting	Requires reporting of findings from assigned special committees; no express workplan or scheduled check-ins.	Adds a workplan developed by the Mayor with the Deputy Mayor, periodic updates to the Mayor and Council, twice-annual check-ins, and procedures to change or withdraw from assigned activities.
Governance and communications	No express provisions defining administrative boundaries or communications requirements.	Preserves Council's governance authority, the CAO's administrative authority, and Councillors' local roles. Prohibits staff direction and operational administration by the Deputy Mayor. Clarifies that the role and remuneration confer no additional decision-making authority. Defines authorized representation and communications consistent with Council-approved positions.
Remuneration	Provides $5,000 per year for the office of Deputy Mayor.	Maintains annual remuneration at percentage of the Mayor's annual salary, using the approved 2026 budget as the baseline. Future adjustments scale proportionately with the Mayor's salary through the annual remuneration and budget process, subject to annual budget approval, Finance calculation, and applicable payroll requirements. Formalizes the ongoing relationship rather than seeking a new 2026 remuneration award.
Administration and compliance	Records Council approval and amendment dates; no express stewardship, review, orientation, or compliance provisions.	Designates the Municipal Clerk as policy steward; provides for annual review or review as required, public availability, and Councillor orientation. Expressly addresses legislation, Council procedures, the Code of Conduct, confidentiality, and conflicts of interest.

The Mayor's role is a full-time function with statutory responsibilities under the *Municipal Government Act*, leadership in municipal governance, and accountability for advancing the municipality's strategic direction.

The Deputy Mayor Policy being advanced for Council's approval clarifies and delineates the role. The policy assigns the Deputy Mayor a defined set of responsibilities that extend beyond those of a Councillor and require increased engagement in the municipality's governance and oversight functions.

The Deputy Mayor's duties are set out in Appendix A of the policy and reflected in the supporting materials attached to this report.

FINANCIAL IMPLICATIONS

The Deputy Mayor remuneration approved through the 2026 budget process provides the baseline for the proposed framework. The policy will maintain annual remuneration at 50% of the Mayor's annual salary so that subsequent changes scale proportionately, subject to annual budget approval. The percentage is approximately aligned to amounts approved in the 2026 budget and to other municipalities throughout the Maritimes.

Halifax	54.4%
St. John's	46.5%
Moncton	43.8%
Saint John	47.7%
Charlottetown	54.9%

OPTIONS

1. **Option 1:** Repeal the existing Policy Respecting the Deputy Mayor and adopt the proposed Deputy Mayor Policy, including the defined duties and term priorities.
2. **Option 2:** Repeal the existing Policy Respecting the Deputy Mayor and adopt the proposed Deputy Mayor Policy with amendments specified by Council.
3. **Option 3:** Council may choose to retain the existing Policy Respecting the Deputy Mayor, decline the proposed policy, and direct Administration to return with alternative wording or additional analysis.

Legal Considerations

The policy must be administered consistently with the *Municipal Government Act*, the CBRM Code of Conduct for Elected Officials, Council procedures, confidentiality obligations, conflict-of-interest requirements, and all applicable legislation, by-laws, and policies.

Accessibility Considerations

No direct unequal service or accessibility impacts have been identified. The policy applies consistently to any sitting Councillor appointed as Deputy Mayor and establishes transparent eligibility, selection, duties, and accountability.

COMMUNITY ENGAGEMENT

Following approval, the policy will be made available to the public through the CBRM website, consistent with an inform level of engagement and current practice.

ATTACHMENTS

- Attachment A – Policy Respecting the Deputy Mayor
- Attachment B –Deputy Mayor Policy

- Policy Appendix A – Deputy Mayor Activities and Term Priorities 2024–2028

A copy of this report can be obtained online at www.cbrm.ns.ca or by contacting the Office of the Municipal Clerk at 902-563-5010.

Report Prepared by: Christa Dicks, Municipal Clerk & Director of Corporate Information Services

ATTACHMENT A – POLICY RESPECTING THE DEPUTY MAYOR

CBRM *A Community of Communities*

Cape Breton Regional Municipality

Policy Respecting the Deputy Mayor

STATEMENT OF POLICY:

- It is the policy of the Cape Breton Regional Municipality (CBRM) to select a Deputy Mayor on an annual basis.

1.0 TERM OF OFFICE:

- The term of office for the Deputy Mayor shall be for one year running from November 1st to October 31st and all Council members are eligible to run for the office on an annual basis. The Deputy Mayor shall serve no more than two consecutive years (for clarity, an example in a four year term, a Councillor could serve as Deputy Mayor in year one and two, but would be ineligible for the third consecutive year, and would be eligible again thereafter.)

2.0 REMUNERATION:

- The remuneration for the office of Deputy Mayor shall be $5,000 per year.

3.0 ROLES AND RESPONSIBILITIES:

The Deputy Mayor, in addition to filling in when the Mayor is absent or incapacitated, shall:

- Be apprised of ongoing labour relations issues;
- May be Chairman of the Audit Committee;
- Be responsible for bringing the annual budget forward for Council perusal;
- Chair special committees as assigned by the Mayor or Council and report findings back to Council;

- Assume other duties assigned by the Mayor or Council.

Approved by Council: **January 20, 1998**
Amended by Council: **March 11, 2005**

ATTACHMENT B – DEPUTY MAYOR POLICY

1. Title

Deputy Mayor Policy

2. Legislative Authorities and Related Policies

Policy Respecting the Deputy Mayor
Municipal Government Act
CBRM Code of Conduct for Elected Officials

3. Policy Statement

The Cape Breton Regional Municipality will maintain a clear and transparent framework for the selection, appointment, duties, accountability, and remuneration of the Deputy Mayor, supporting continuity of municipal leadership and good governance.

4. Purpose

This policy establishes a consistent appointment process; defines the term, eligibility, duties, accountability, and replacement process; identifies Council-approved term priorities; and sets the Deputy Mayor's remuneration.

5. Scope

This policy applies to CBRM Council and to staff supporting the selection, appointment, administration, remuneration, and work of the Deputy Mayor.

6. Definitions

Deputy Mayor: The Councillor appointed by Council to act on behalf of the Mayor when authorized or when the Mayor is unavailable; and as set out in term priorities.

Mayor: The elected head of Council.

Chair: The Mayor, or the CAO or designate when the Mayor is unavailable, presiding over the selection process.

Term Priorities: Activities assigned to the Deputy Mayor by the Mayor, with Council approval.

7. Appointment and Term

7.1 Any sitting Councillor may be nominated.
7.2 Nominations and seconding will occur openly at a Council meeting.
7.3 Voting will be by paper ballot, scrutinized in the presence of the Municipal Clerk and Regional Solicitor or CAO, and the Chair will announce the result.

7.4 If there is a tie, additional ballots will be held until one nominee receives a majority of the votes cast by members of Council present and voting.
7.5 A nominee may withdraw before voting. If no nominee accepts, the selection will be deferred to the next regular Council meeting or another meeting determined by Council.
7.6 The Deputy Mayor serves a twelve-month term ending at the first regular monthly Council meeting after the term expires.
7.7 A Councillor may be reappointed for no more than two consecutive terms.

8. Roles and Responsibilities

8.1 The Mayor will preside over the selection process, propose term priorities aligned with Council-approved priorities, monitor assigned activities, and bring material changes requiring Council direction forward through the appropriate process.
8.2 The Deputy Mayor will carry out Council-approved term priorities; act for the Mayor when authorized or when the Mayor is unavailable; provide updates to the Mayor and Council; raise concerns affecting approved objectives; and perform other duties assigned by the Mayor that are consistent with legislation, Council authority, municipal policies, and the approved term priorities.
8.3 Any material assignment outside the approved term priorities will be brought to Council for approval in accordance with Section 10.
8.4 The CAO will support implementation and administration of this policy and ensure appropriate staff support.
8.5 The Municipal Clerk, with the Regional Solicitor or CAO, will scrutinize ballots, maintain the official appointment record and approved policy, provide procedural advice, and record Council decisions respecting the appointment and term priorities.
8.6 Councillors will participate in the selection process, including nominations, seconding, statements of interest, and voting.
8.7 The Deputy Mayor will, at any one time, chair no more than four committees.

9. Vacancy and Replacement

9.1 If the office becomes vacant, Council will appoint a replacement using the process in this policy.
9.2 The replacing Councillor will serve the balance of the unexpired term unless Council determines otherwise.
9.3 Council may revoke appointment, in accordance with policy, with a 2/3 vote.

10. Council Approval of Term Priorities

Appendix A forms part of this policy and sets out the Deputy Mayor's activities and term priorities. Council approval is required for those priorities and any material change to them.

11. Remuneration

The Deputy Mayor's annual remuneration will be maintained at 50% of the Mayor's annual remuneration, subject to annual budget process and approval.

12. Governance and Accountability

12.1 The Deputy Mayor's activities do not replace Council's governance authority or the CAO's administrative authority. The Deputy Mayor will operate at a strategic level, will not direct staff or become involved in operational administration, and will not receive additional authority unless expressly provided by legislation, by-law, policy, or Council resolution.

12.2 Where a matter affects a specific district or community, the Deputy Mayor will work with the applicable Councillor and will not replace that Councillor's local role.

13. Policy Review and Communication

13.1 The Municipal Clerk is designated as policy steward and will coordinate review and maintenance annually or as required by legislative change, Council direction, or operational need.

13.2 The approved policy will be provided to Council, relevant staff, and the public through the CBRM website. New Councillors will receive an orientation briefing on the selection process, duties, accountability, and remuneration provisions.

14. Compliance

The Deputy Mayor and all members of Council remain subject to the Code of Conduct for Elected Officials, Council procedures, confidentiality obligations, conflict-of-interest requirements, and all applicable legislation, by-laws, and policies.

Note: In the event of a conflict or inconsistency between this policy and the *Municipal Government Act*, the Act prevails.

POLICY APPENDIX A – DEPUTY MAYOR ACTIVITIES AND TERM PRIORITIES 2024–2028

When Council adopts the policy, it also approves the term priorities listed here. Any significant change to these priorities must be approved by Council through the policy amendment process.

A.1 Scope of Deputy Mayor Activities

- Support the Mayor in advancing Council-approved strategic priorities and municipal initiatives.
- Act as the Mayor's representative when requested or when the Mayor is unavailable, including ceremonial, public engagement, emergency, and continuity functions, subject to the *Municipal Government Act*, applicable emergency-management legislation, by-laws, policies, and Council procedures.
- Participate in intergovernmental, regional, community, and stakeholder meetings on matters assigned by the Mayor or approved by Council.
- Assist in raising awareness of strategic initiatives and communicating Council-approved priorities to residents, partners, and community organizations.
- Sponsor, co-sponsor, or introduce policy proposals, motions, advocacy items, or reports within assigned areas, subject to Council approval and applicable procedural requirements.
- Chair or participate in special committees, working groups, or task teams assigned by Council and report findings or recommendations to Council.

A.2 2024–2028 Approved Term Priorities

For the 2024–2028 Council term, the Deputy Mayor's approved term priorities include the following areas. Any amendments remain subject to Council approval through the appropriate Council process.

Priority	Expected Activity	Reporting Route	Timing/Frequency
Fire and Emergency Services Committee	Chair the committee and support committee governance, public-safety oversight, and related recommendations to Council.	Applicable committee and Council process.	As required by the committee schedule and Council direction, at minimum quarterly.
Policy Committee	Chair the committee and support policy review, development, modernization, implementation, and recommendations to Council.	Applicable committee and Council process.	As required by the committee schedule and Council direction.
Emergency Preparedness	Support continuity of municipal leadership and assist with emergency preparedness, response, recovery, and	Under the direction of the Mayor and in	As required during planning cycles, exercises, emergencies, or events.

and Continuity Planning	continuity matters when requested or authorized.	accordance with EMO processes.	
Audit Committee	Chair or participate in the Audit Committee, as assigned, and support oversight of audit-related matters, financial accountability, risk management, and recommendations to Council.	Audit Committee and Council process.	As required by the committee schedule, audit timelines, and Council direction.
Annual Budget Introduction	Introduce the annual budget, as assigned, and support communication of the budget process, Council-approved financial priorities, and related recommendations to Council.	Budget process, applicable committee process, and Council.	Annually, in accordance with the budget schedule and Council direction.
Agenda Review Group(s)	Participate in the Agenda Review Group(s) to support agenda planning, confirm readiness of items, identify procedural or governance considerations, and align agenda items with Council-approved priorities and timelines.	Mayor, CAO, Agenda Review Group process, and Council or committee process as required.	As required by agenda-preparation timelines, Council and committee schedules, and municipal procedural requirements.

A.3 Communications and Representation

The Mayor remains Council's primary spokesperson unless another member is authorized. The Deputy Mayor may represent the Mayor at events, meetings, ceremonies, delegations, and community engagements when requested or when the Mayor is unavailable. Public communications must reflect Council-approved policies/positions and municipal communications protocols.

A.4 Changes to Assigned Priorities

The Mayor may recommend changes to the Deputy Mayor's assigned activities or term priorities during the Council term. Any material change to priorities approved by Council will be brought forward to Council for approval through the appropriate Council process. The Deputy Mayor may request to resign from an assigned activity or priority by providing written notice to the Mayor and identifying the proposed effective date. Approved changes will be communicated to the CAO, Municipal Clerk, and Council through the appropriate municipal process.