

2020 February 24

Re: **Administrative Response – Deputy Mayor Protocol**

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**How does the City Clerk's Office manage the protocol for Deputy Mayor responsibilities during the designated months for individual Councillors? Specifically:**

- **Who are the key contacts for the monthly designated Deputy Mayor and the City Clerk's Office, the Mayor's Office, the City Manager and City Administration on the need for Deputy Mayor representation at events?**

The key contact for an official ceremony or hosting event organized by City Clerk's Office is Tim Mowrey, Deputy City Clerk, Governance and Protocol Services. The City Clerk's Office is not responsible for identifying the need for Deputy City Mayor representation at other events and does not manage the protocol for Deputy Mayor responsibilities.

- **Who advises the monthly Deputy Mayor of the need for a formal proclamation at an event which they are attending as Deputy Mayor?**

Not all written, formal proclamations have associated events. Requests for attendance at an event are submitted to the Mayor's Office, City Councillor or Administration directly and are not managed by the City Clerk's Office.

- **Who advises the monthly Deputy Mayor of the Mayor's absence from Calgary?**
- **Who advises City Administration such as CEMA, the City Manager's Office, and Media Relations of the Mayor's absence from Calgary?**

City Clerk's Office does not advise the monthly Deputy Mayor or City Administration on the Mayor's absences from Calgary.

- **Who holds responsibility to work together in advance with the monthly Deputy Mayor's office to give an overview of what may be needed from the Deputy Mayor?**

City Clerk's Office advises the Deputy Mayor on:

- Providing support and information for a meeting of Council in relation to chairing the meeting,
- Ceremonial or Council-hosted events organized by the City Clerk's Office

**If no protocol is in place for the above, what would be the process to create one so that monthly Deputy Mayors have the necessary information to perform their duties, are aware of the Mayor's absence from Calgary in case of an emergency situation, and have certainty around how the Mayor's Office will communicate with them regarding the need for City representation on behalf of the Mayor?**

Should there be a request to more formally articulate a procedure regarding Deputy Mayor duties, The City Clerk's Office, Mayor's Office, City Manager's Office, General Manager's Offices and Office of the Councillors would need to collaborate to define roles and ensure all aspects of a Deputy Mayor's potential obligations and expectations are covered.