

To:	Warden Halliday and Members of Grey County Council
Committee Date:	January 11, 2018
Subject / Report No:	CCR-CW-03-18
Title:	Alternate Member Attendance
Prepared by:	Heather Morrison
Reviewed by:	Kim Wingrove
Lower Tier(s) Affected:	County-wide
Status:	Recommendation adopted by Committee as presented per Resolution CW30-18; Endorsed by County Council January 25, 2018 per Resolution CC18-18;

Recommendation

1. That Report CCR-CW-03-18 regarding Alternate Member Attendance be received and that policy G-GEN-011 Alternate Member Attendance be endorsed.

Executive Summary

Beginning January 1, 2018 lower tier councils may appoint an alternate member to attend County Council if a regular member is absent. The Alternate Member Policy provides guidance regarding notice, compensation, voting, etc.

Background and Discussion

Bill 68, Modernizing Ontario's Municipal Legislation Act, 2017 received Royal Assent May 30, 2017. Among several other changes to the Municipal Act is the inclusion of Section 268 Temporary Replacement of Upper-Tier Council.

Section 268 provides for a lower tier council to appoint one of its members as an alternate to the upper tier council to act in place of a person who is a member of both the upper and lower tier councils when a person is unable to attend a meeting of the upper tier council for any reason. The appointment must be one member for the term of council and cannot be the appointment of an alternate head of council of the upper tier municipality.

Section 268 does not cover vacancies of a local council where a seat has been declared vacant in accordance with Section 259.

It will be up to each local municipality to determine if it wishes to appoint an alternate member to Grey County Council.

Legal and Legislated Requirements

This change is legislated under Bill 68 and Section 268 of The Municipal Act, 2001, as amended and comes into force and effect January 1, 2018.

Financial and Resource Implications

There will be costs associated with this change in legislation and subsequent approval of this policy. Mileage and current per diem rates will be paid to alternate members who attend in place of a current County Council member. This will be in addition to the current salary paid to each member of Grey County Council.

There may be other implications related to the policy including access of closed meeting documents, weighted voting, orientation and swearing in of members, all of which have been addressed in the attached policy.

There will also be staff time involved in meeting with alternate member on an as needed basis, prior to a meeting to review agenda material and answer any questions for those members.

Relevant Consultation

- Internal (list)
- External –Grey County Clerks

Appendices and Attachments

Policy G-GEN-011 Alternate Member Attendance Policy.

Council Alternate Member Policy

Approved by: County Council
Last Revision Date: N/A
Scheduled for Review by: 2023

Date Approved:
Replaces: N/A

Policy Number: G-GEN-011
Sub Section: General

Section: Governance

References and Related Documents
Municipal Act, 2001-Section 268

Policy Statement

Bill 68 permits a lower tier municipality to appoint one alternate member per term to sit at the upper tier council in the absence of one of their members.

Purpose

This purpose of this policy is to provide consistent application of an alternate member policy for members from a lower tier municipality appointed for the term of council to attend an upper tier council/committee of the whole meeting in place of a regular upper tier member.

Scope

Notice

It is recommended that at least ten (10) days' notice be provided to the Grey County Clerk's department if the alternate member is attending in order to schedule time to review the agenda package and provide any additional information to the member as required. It is understood that in some cases, such as illness, the notice period can be waived. In these cases, notice should come to the Clerk's department as soon as practicable.

Compensation

Alternate members who attend a council/committee of the whole meeting will be compensated for their time. Mileage and a per diem, based on the County's current per diem rates, will be paid to the alternate member.

Voting

An alternate member attending a council/committee of the whole meeting will have the same number of weighted votes that the member they are representing would normally have.

Orientation

An orientation to Grey County and its operations will be provided to alternate members. If several lower tier municipalities appoint an alternate member within a similar time frame (i.e. after the beginning of a new term of council) there will be an orientation meeting scheduled for these members to familiarize themselves with Grey County. Additional orientation meetings will be scheduled as necessary throughout the term of council.

Meeting Preparation

In order to provide the alternate member with as much information as possible prior to a meeting in order for them to feel prepared and participate in the discussions, staff will schedule a meeting with an alternate member within one week of the meeting in order to review the agenda, reports and answer any questions or provide clarification on issues.

Other Items

Alternate members will need to be sworn in. This can occur at their first meeting or if there are several appointed within a similar time frame, it can be completed during orientation.

If the alternate member is required to have a copy of closed meeting minutes or reports for the purpose of participating in discussions, these will be provided to the member on paper, to be returned at the end of the meeting. Access to the Council portal will not be provided for alternate members unless they are appointed to cover a long-term absence (illness, maternity etc.).

The alternate member will continue to use their lower tier email address and necessary agenda items will be sent to that address for review.

Grey County will not provide alternate members with an iPad or cell phone.

Seats declared vacant by a lower tier council will be dealt with as outlined in the Municipal Act.