

## Council Alternate Member Attendance Policy

**Approved by:** County Council  
**Last Revision Date:** January 25, 2018  
**Scheduled for Review by:** 2023

**Date Approved:** January 25, 2018  
**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.