



County of Peterborough

Policy Manual

Department:	Council	Approved Leadership Team:	March 20, 2019
Policy #:	CO-13	Originally Approved by Council:	April 3, 2019
Subject:	Council Alternate Member	Revised by Council:	
Related By-laws:	2019-34		

Policy Statement:

Bill 68 permits a lower tier Council to appoint one Alternate Member per term to sit in place of a person who is a member of both upper and lower tier Councils when a person is unable to attend a meeting.

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

Purpose:

The 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 meeting in place of a regular upper tier member.

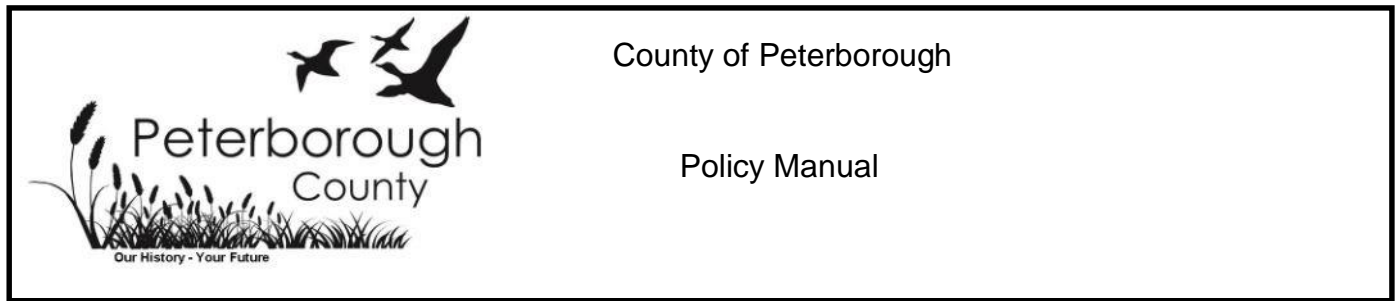
Scope:

An Alternate Member shall not take a seat on County Council until the Clerk of the County has received a certified copy of the Appointment By-law passed by the lower tier municipality naming the Alternate.

An Alternate Member may take their seat on County Council upon the County Clerk receiving a certified Appointment By-law passed by the lower-tier municipality which names the Alternate Member and the Alternate Member has taken the Oath of Office as administered by the County Clerk at the first meeting attended.

The County Clerk shall be notified of an Alternate Member's participation at least ten (10) days prior to the date of the meeting, where possible.

An Alternate Member's appointment shall be for the term of the Council that appointed them, or until their Appointment By-law is rescinded, or until such time as the Alternate Member's seat is declared vacant in accordance with Section 259 of the Municipal Act.



An Alternate Member may, in the absence of the elected member, participate at meetings of the County Council, however membership and voting rights, including weighted votes, are limited to only those privileges held by the County Councillor that the Alternate Member is representing.

An Alternate Member shall not represent a County Councillor at any Inaugural Meetings, or any County Council Board, Committee or Agency.

The appointment must be one member for the term of council and shall not be the appointment of an alternate head of council of the upper tier municipality.

An Alternate Member shall not be eligible for election to the County's Head of Council (Warden) or Deputy Warden, nor shall an Alternate Member assume the role of Warden or Deputy Warden when attending meetings of County Council.

An Alternate Member shall receive a per diem as well as mileage in accordance with the County's current per diem rate identified in the Remuneration By-law for any meetings of County Council he/she is required to attend in the absence of the elected member.

An Alternate Member shall not be eligible to be reimbursed for a convention, or seminar or training by the County.

An Alternate Member shall coordinate receipt of County Council Agendas and Minutes with the applicable Clerk of the lower tier.

An Alternate Member may attend Closed Session meetings. If the Alternate Member is required to have a copy of the Closed Session Agenda package for the purpose of participating in discussions, it will be provided to the member in coordination with the County Clerk.

An Alternate Member, while acting in their capacity, shall be governed by all applicable policies of County Council, such as but not limited to the Council Code of Conduct, Council-Staff Relations Policy and all other applicable Acts and Legislation and shall have access to applicable support resources such as but not limited to the Integrity Commissioner.

Review Cycle:

This Policy will be reviewed once a term of Council or as deemed necessary.