

POLICY & PROCEDURE MANUAL

SECTION	COUNCIL	POLICY NUMBER	1-2-09
SUB-SECTION	Council Procedures	EFFECTIVE DATE	January 1, 2019
SUBJECT	Council Alternate Member Attendance		
AUTHORITY	General Government Services – September 27, 2018 Council – October 11, 2018 Amended – General Government Services – October 26, 2023 Amended – Council – November 9, 2023		

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 meeting in place of a regular upper tier member.

STATEMENT:

Section 268, of the Municipal Act permits a lower tier municipality to appoint one alternate member per term to sit at the upper tier council or committee meeting in the absence of one of their members.

PROCEDURES:

Notice

A local municipality shall notify the County Clerk in the event that its council appoints an alternate member of County Council. The County Clerk will keep a record of all appointed alternate members which shall be available to the public.

Written notice is to be provided to the Dufferin County Clerk’s department by the local Municipal Clerk or from the Council Member, as soon as reasonably possible, if the alternate member is attending County Council. Each municipality will be responsible for notifying its alternate member that they are to attend any County Council meetings.

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For longer-term absences, written notice should come from the local Municipal Clerk or the Council Member stating the expected duration of the absence. This notice shall serve as the sole notification that the alternate member will attend all required meetings during the absent period.

Compensation

Alternate members who attend a council or committee meeting will not be compensated by the County of Dufferin.

Meetings

The meetings that the alternate member is permitted to attend on behalf of the County Councillor are Council and the Standing Committee that the incumbent councillor is a member of. Alternate members must only be used when a Dufferin County Councillor is unavailable to attend an entire meeting.

The alternate members’ powers and duties as County Councillors extend only to the time they are present at the Council or Committee meeting.

The alternate member may only substitute for the County Councillor they were appointed to act as an alternate for.

Voting

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

Orientation

An orientation to Dufferin 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 Dufferin County. Additional orientation meetings will be scheduled as necessary throughout the term of Council.

Meeting Preparation

Alternate Members are required to read agenda material and keep abreast of County business. Staff are available to answer questions prior to the meeting. The alternate member is required to bring their own copies of the agenda.

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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 at the meeting, to be returned at the end of the meeting. If the member is participating electronically, a copy of the confidential documents will be sent by email, with acknowledgement that they have received them and will delete after 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.

Dufferin County will not provide alternate members with any technology.