



Staff Report

Administration

Report To: Committee of the Whole
Meeting Date: April 23, 2018
Report Number: FAF.18.35
Subject: Appointment of Alternate Council Member to County of Grey
Prepared by: Corrina Giles, Town Clerk

A. Recommendations

THAT Council receive Staff Report FAF.18.35 “Appointment of Alternate Council Member to County of Grey”;

AND THAT Council appoint Town of The Blue Mountains Councillor _____ as the “Alternate Member” to County of Grey Council for the remainder of 2014-2018 Term of Council;

AND THAT Council direct staff to bring a staff report forward to a future Committee of the Whole Meeting including a draft policy regarding the appointment of an Alternate Member in accordance with Option 2 described in this staff report, that the councillor that receives the most votes during the municipal election has the first right of refusal to act as the Alternate Member to County of Grey Council.

B. Overview

The purpose of this report is to provide Council with information regarding the opportunity to appoint an Alternate Member of Council to attend Grey County Council meetings in the place of the Mayor or Deputy Mayor, should they be unable to attend a meeting.

C. Background

Commencing January 1, 2018, through the changes to the Municipal Act effected by Bill 68, lower tier councils may appoint an alternate member of Council to attend County Council, if a regular member is absent.

The County of Grey adopted “Council Alternate Member Policy G-GEN-011” that provides guidance regarding notice, compensation, voting, etc.

At the February 5, 2018 Special Committee of the Whole meeting, the Committee made the following recommendation, which was then confirmed by Council at the February 12, 2018 Council Meeting:

THAT with respect to Staff Report FAF.18.13 “Proposed Changes to the Town Procedural By-law 2009-59, as revised”, Council directs Staff to bring a report to a future Committee of the Whole meeting to consider the appointment of an Alternate Council Member to attend Grey County Council/Committee of the Whole meetings in the absence of the Mayor or Deputy Mayor, in accordance with section 268(1) of the *Municipal Act*, Carried.

D. Analysis

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 that a lower tier council may 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 of an Alternate Council Member is not mandatory.

The Alternate Member appointment is for the full term of Council and the Alternate Member. The Alternate C cannot act as the alternate for the Warden of the County. Section 268 does not cover vacancies of a local council where a seat has been declared vacant in accordance with Section 259, which must be treated separately.

The County of Grey will be the primary contact for all alternate appointments and future training, declarations, and communication relating to this appointment

Benefits of appointing an alternate include:

- Ensuring a level playing field when voting at the County; and
- Additional experience gained by Alternate Member.

Disadvantages of appointing an Alternate Member include:

- Additional work for the Alternate Member; and
- Additional cost to County.

If Council wishes to appoint an Alternate Member for the remainder of this term, it is staff’s recommendation that following a nomination process, Council pass a motion to appoint the nominated Council member as an Alternate Member to Grey County Council with a term to run concurrent with the term of Council.

Staff are also seeking direction on whether Council wishes to implement a policy on how the appointment of future Alternate Members of County Council would be made. Staff are proposing the following two options:

Option 1

Nominations be presented at an open meeting of Council and each nominee voted on with a motion to appoint the alternate member for the term of Council.

Option 2 (Staff recommended Option)

The Councillor who receives the most votes during the municipal election has the first right of refusal to be appointed as the Alternate Member. Following the inaugural meeting, the Town Clerk would contact Council members in the order of highest votes received until a member agrees to the Alternate Member appointment. If no one agrees, no Alternate Member appointment would be made for the term of Council. The Clerk would prepare an open report and recommendation to appoint the Alternate Member.

E. The Blue Mountains Strategic Plan

Goal #4: Promote a Culture of Organizational & Operational Excellence

F. Environmental Impacts

N/A

G. Financial Impact

In accordance with Grey County Corporate Policy G-GEN-011, Alternate Members who attend a County 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 by the County. There are no direct financial implications to the Town of The Blue Mountains.

H. In consultation with

1. The Blue Mountains Council, through the Procedural By-law Review
2. Grey County Clerks
3. Senior Management Team

I. Attached

1. Grey County Report No. CCR-CW-03-18 and Policy No. G-GEN-011

Respectfully submitted,

Corrina Giles
Town Clerk

Shawn Everitt
Interim Chief Administrative Officer

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Committee Report

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.