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**Title:** Alternate Member of County Council

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**Department/Division:** Clerks

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**Purpose:**

1. To set out the procedure for selecting an alternate member of County Council, which Council has resolved to follow each term (R-180129-013), in accordance with section 268 of the *Municipal Act, 2001*.

**Scope:**

2. This policy applies to all member of City Council, save and except the Mayor and Deputy Mayor who already sit on County Council.

**Policy:**

3. Council appoints a member at the beginning of each term, to serve as an alternate member of County Council, for the term of Council.
4. The alternate member of County Council acts in the place of the Mayor or Deputy Mayor when either is unable to attend a meeting of County Council for any reason.
5. The following procedure determines the selection of an alternate member of County Council:
  - a. The Mayor opens the floor for nominations.
  - b. Members state, "I nominate \_\_\_\_\_ for the position of alternate member of County Council." A seconder is not required for the nomination to stand.
  - c. The Mayor asks the nominee if they will accept the nomination.
  - d. The Mayor asks if there are any further nominations.
  - e. When there are no further nominations, the Mayor will declare the nominations closed.

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- f. Where there is only one nominee, that member is acclaimed to the position.
  - g. Where an election is required, members may only vote once. The Mayor will ask for a show of hands in favour of the first member nominated. If there is a majority show of hands for the first nominee, that member is declared the alternate member of County Council.
  - h. Where there is not a majority, the Mayor will ask for a show of hands in favour of the second member nominated and so forth until there is a majority.
  - i. Where all nominated members have been voted on and there is no majority, the nominated member with the highest number of votes is declared the alternate member of County Council.
  - j. Where there is a tie for the highest number of votes, the names of the tied nominees are placed into a 'hat' and one name is drawn – the member whose name is drawn is declared the alternate member of County Council.
  - k. Where no members accept a nomination, all members', save and except the Mayor and Deputy Mayor, are placed into a 'hat' and one name is drawn – the member whose name is drawn is declared the alternate member of County Council.
- 6. The selected member is appointed by by-law as soon as practicable after the nomination process.
  - 7. The City Clerk notifies the County Clerk of the election and provides any pertinent details of the selected member.

**Related Information:**

- 8. City Report CR-18-011.
- 9. Council Resolution R-180129-013.
- 10. County Report CCR-CW-03-18.

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- 11. County Policy G-Gen-011.
- 12. City Report CR-18-125.
- 13. Council Resolution R-181217-XXX.

**Revision History:**

Authorization	Date