	THE CORPORATION OF THE COUNTY OF LAMBTON POLICY MANUAL			
	Subject:	**Alternate Members**	**Section C12**	**Policy #01**
	Effective Date:	February 06, 2019	Approved By: County Council	
	Revision Date:	January, 2025		

PURPOSE

The purpose hereof is to set out The Corporation of the County of Lambton Council's policy on the appointment of alternate members by its local member municipalities.

APPOINTMENT OF ALTERNATE MEMBER

Lambton County Council acknowledges that its local municipalities may appoint an alternate member for each of its member(s) elected to County Council in the circumstances set out in the *Municipal Act, 2001*, S.O. 2001, c. 35 ("Act"), namely, as at the date of this Policy, in the following two (2) circumstances:

(a) pursuant to s. 267(1) of the Act, where the County Council's elected member is unable to act as a member of County Council and his or her local municipal council for a period exceeding one (1) month or his or her offices on both councils become vacant and that vacancy will not be filled for a period exceeding one (1) month; and

(b) pursuant to s. 268(1) of the Act, where the County Council's elected member is unable to attend a meeting of the upper-tier council for any reason.

POLICY

1. Communication of Appointment

(a) A local municipality who appoints an alternate member pursuant to ss. 267(1) and/or 268(1) of the Act shall, before the municipality's alternate member may assume his or her seat at County Council and participate in Council's meeting:

i. inform, in writing, the County Clerk of the alternate member's appointment, and in doing so, provide the County Clerk with the following information:

a. the effective date of the alternate member's appointment by the local municipality;

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b. the local municipality's by-law appointing the alternate member;

c. the name of the appointed alternate member and his or her address, telephone number (if any) and e-mail address (if any); and

ii. provide the County Clerk with the appointed alternate member's certificate of election prescribed in s. 232(3) of the Act.

2. Communication of Appointment to Warden and County Council

(a) Upon receipt of the information stipulated in paragraph (a) above, the County Clerk shall forthwith advise the Warden of the appointment of the alternate member.

(b) The County Clerk shall also inform all members of County Council of the appointment of the alternate member at County Council's next regular meeting scheduled after the date of the appointment of the alternate member.

3. Assumption of Seat by Alternate Member

(a) No alternate member shall assume his or her seat at County Council unless he or she has first taken the declaration of office prescribed at s. 232(1) of the Act.

(b) The alternate member shall not assume or be eligible to assume the position of Deputy Warden or Warden of County Council. In the event the position of Deputy Warden or Warden shall become vacant, that vacancy shall be filled in accordance with the County of Lambton's Rules of Procedure.

4. Meeting Participation

(a) An alternate member who has taken the declaration of office may attend and participate, as an alternate, only at a meeting of County Council (regular and *in camera* sessions) and not any other meetings (including Committee A.M., Committee P.M. and any other County board or agency committees). In attending a County Council meeting, the alternate member shall be subject to and adhere to all of the policies, rules (including rules of procedure) and laws (including conflict of interest laws) applicable to members of County Council.

5. Notice of Attendance

(a) It is recommended that prior to attending a meeting of County Council, the alternate member shall first inform, where possible in the circumstances, the

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Warden and the County Clerk, in writing, as much in advance as possible, of his or her attendance at the meeting that he or she will attend as an alternate.

(b) Unless the alternate member has informed the Warden and County Clerk of his or her attendance at County Council prior to the release of the applicable meeting package by the County Clerk's office, it shall be the alternate member's responsibility to seek a copy of any meeting materials delivered to the member whom he or she serves as an alternate (to avoid duplication of materials). If such notice is provided prior to meeting materials being delivered to members, the County Clerk shall deliver such materials to the alternate member prior to the meeting.

6. Compensation

(a) Nothing herein shall be construed as affecting the absent member's eligibility for continued payment of his or her salary. Unless otherwise directed by Council, the absent member's salary shall continue to be paid by the County to the absent member for the period calculated as follows:

i. for that period that the absent member's local council has defined, by resolution, to extend member's compensation while the absent member is on leave of absence, which may include, for greater certainty, no extension of such member's compensation; or

ii. if the absent member's local council has not adopted a resolution as contemplated in subparagraph 6(a)i. above, for a period equal to the lesser of: (i) the absent member's leave; and, (ii) twenty (20) weeks.

Notwithstanding the foregoing, for leaves of absence as contemplated in policy **C00.12 – Council Member Pregnancy, Birth and/or Adoption of Child Leave Policy**, the member's eligibility for continued payment of his or her salary shall be determined in accordance with such policy.

(b) The alternate member shall not be entitled to a salary from the County.

(c) If an alternate member attends a meeting, he or she shall be entitled to meeting pay, plus reimbursement for kilometres travelled to attend the meeting, payable in accordance with County policies in effect from time to time.

(d) Unless otherwise authorized by Council, the alternate member shall not be entitled to any other compensation - including reimbursements for any other travel, conference, conventions and training fees.

EFFECTIVE DATE

This policy takes shall come into force on February 06, 2019.

POLICY REVIEW

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County Council shall review this policy once per term.

ASSOCIATED DOCUMENTS

- C00.12 – Council Member Pregnancy, Birth and/or Adoption of Child Leave Policy

POLICY HISTORY

REVISION	DATE	PREPARED BY
Policy Creation	February 06, 2019	Legal Services/ Clerk's Dept.
Policy reviewed and revised: (1) compensation language to reflect current County policies; and, (2) consistency with C00.12 – Council Member Pregnancy, Birth and/or Adoption of Child Leave Policy	October 18, 2023	Legal Services/ Clerk's Dept.
Policy reviewed and no changes made	January, 2025	Human Resources

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