



CORPORATE SERVICES APPOINTMENT OF AN ALTERNATE TO COUNTY COUNCIL POLICY

Policy #: CS-

Issued:

Reviewed/Revised:

Prepared By: Jennifer Astrologo

Reviewed By:

Approved By:

1.0 PURPOSE

To establish a procedure to be followed for the appointment of an Alternate Member to Essex County Council following a Municipal Election.

2.0 SCOPE

This policy applies to all Members of Council.

This policy is intended to:

- i. Ensure compliance with the *Municipal Act, 2001*.
- ii. Establish a clear process for the appointment of an Alternate Member to Essex County Council who can attend those Council meetings in the event that the Mayor or Deputy Mayor are unable to attend, for any reason.
- iii. Provide direction in the event that no Member of Council wishes to accept the appointment of Alternate Member to Essex County Council.

3.0 DEFINITIONS

Alternate Member means the Member of Council of the Town appointed by Council who will attend a County Council meeting in the place of the Mayor or Deputy Mayor in the event that either are unable to attend a County Council meeting for any reason.

Clerk means the Clerk, or designate, of the Town as appointed by Council

County Council means the Council of The Corporation of the County of Essex

Inaugural Meeting means the first Council meeting in the Town after the new Council Term commences in which elected members are sworn into office for the Term of Council

Lower Tier means the Council of the Town

Municipal Election means the voting process undertaken by municipalities in accordance with the *Municipal Elections Act, 1996*, to elect members to municipal council and School Board Trustees.

Policy means the Appointment of an Alternate to County Council Policy

Town means The Corporation of the Town of Kingsville.

Upper Tier means the Council of The Corporation of the County of Essex

4.0 REFERENCE DOCUMENTS

Municipal Act, 2001

5.0 RESPONSIBILITIES

The Clerk shall be responsible for interpreting and where appropriate administering the Policy.

This Policy will be reviewed by the Clerk once per Council term, and will be updated in accordance with legislative requirements.

6.0 PROCEDURE

- 6.1 Following the Inaugural Meeting, the Clerk of the Town will contact the newly appointed Councillors in the order of highest votes received in the most recent Municipal Election, until a Councillor agrees to the Alternate Member appointment.
- 6.2 The Councillor who receives the most votes in the most recent Municipal Election has the first right of refusal to be appointed as the Alternate Council Member for the term of Council, to attend the County Council Meetings in the place of the Mayor or Deputy Mayor, when absent.
- 6.3 If the seat of the council member appointed as the Alternate Member becomes vacant, Council of the Town of Kingsville may appoint another of its Councillors as the Alternate Member for the remainder of the Council term, following the same process identified above.
- 6.4 If no Councillor wishes to be appointed as the Alternate Member, no Alternate Member appointment will be made for the term of Council.
- 6.5 The Clerk will prepare the necessary by-law to give effect to an appointment under this Policy.

Exclusions

- 6.6 The appointed Alternate Member cannot act as the alternate for the Warden of the County

- 6.7 The appointed Alternate Member cannot cover vacancies of the local council where a seat has been declared vacant in accordance with Section 259.
- 6.8 The appointed Alternate Member shall only attend upper tier Council Meetings when the Mayor or Deputy Mayor cannot attend for any reason.

7.0 REVIEW/REVISIONS

No.	Revision Details (incl. provision #)	Revision By	Date
1.			
2.			
3.			

Questions about this Policy can be referred to the Director of Corporate Services.