

Excerpt – County of Oxford Procedural By-Law No. 5852-2016

3.6 ABSENCE OF A COUNCIL MEMBER OTHER THAN THE WARDEN OR DEPUTY WARDEN

- 3.6.1 If a person who is a member of the council of an area municipality and a member of County Council is **unable to act** as a member of those councils for a period exceeding one month, the council of the respective area municipality may appoint one of its members as an alternate member of County Council to act in place of the member until the member is able to resume acting as a member of those councils. This subsection does not authorize the appointment of an alternate head of Council of the County.
- 3.6.2 If the offices of a person who is a member of council of both an area municipality and the County **becomes vacant** and the vacancies will not be filled for a period exceeding one month, the council of the respective area municipality may appoint one of its members as an alternate member of County Council until the vacancies are filled permanently. This subsection does not authorize the appointment of an alternate head of Council of the County.
- 3.6.3 The council of an area municipality may appoint one of its members as an **alternate member** of County Council to act in place of a person who is a member of the councils of the area municipality and the County when the person is unable to attend a meeting of County Council for any reason. This subsection does not allow for more than one alternate member during the term of council unless the seat of the member who has been appointed as an alternate member becomes vacant then another of its members may be appointed; the appointment of an alternate member to act in place of an alternate member appointed under subsection 3.6.1 or 3.6.2; or the appointment of an alternate head of Council of the County.
- 3.6.4 When an alternate member is appointed under subsection 3.6.1 or 3.6.2 or 3.6.3 the following rules will apply:
1. The area municipality will advise County Council of any appointment in writing providing a certified appointment resolution.
 2. An alternate member shall take the Oath of Office, administered by the Clerk, prior to taking their seat on County Council.
 3. An alternate member shall not represent a County Councillor at an Inaugural meeting, or any County board or agency.
 4. An alternate member may, in the absence of the County Councillor, participate at meetings of County Council, its committees and information sessions.
 5. Upon notice under subsections 3.6.1 and 3.6.2, the County Councillor's compensation and expense reimbursement eligibility will cease and will be provided to the alternate member in the same manner.

6. An alternate member, appointed at the discretion of an area municipality under subsection 3.6.3, shall not receive compensation and expense reimbursement by the County for any meetings of County Council they are required to attend in the absence of the County Councillor.
7. An alternate member, appointed under subsection 3.6.3, shall not be eligible to be reimbursed for attendance at conventions, seminars, or training.
8. An alternate member, appointed under subsections 3.6.1, 3.6.2, and 3.6.3, while acting in their capacity, shall be governed by all applicable policies of the County such as but not limited to the Council Code of Conduct.
9. An alternate member, appointed under subsections 3.6.1 and 3.6.2, shall have access to applicable support resources such as but not limited to the County's Integrity Commissioner.
10. A County Councillor requesting an alternate member, under subsection 3.6.3, to act in their place at a meeting will advise the County Clerk's office by email forty-eight hours in advance of the meeting to enable the alternate member access to Closed Session items.