



## Alternate Directors

### Statutory Authority

*Local Government Act*

### Alternate directors: electoral areas

- 201** (1) An electoral area director must appoint an alternate director as follows:
- (a) the appointment must be made within 60 days of
    - (i) the electoral area director being elected, or
    - (ii) the office of the alternate director becoming vacant through resignation, disqualification or death;
  - (b) the person appointed must have the qualifications necessary to be nominated as a director for the electoral area.
- (2) An appointment under subsection (1) takes effect when
- (a) the appointment has been approved in writing by 2 electors who reside in the electoral area that the director represents, and
  - (b) the director notifies, in writing, the regional district corporate officer of the appointment of the alternate.
- (3) If an electoral area director does not appoint an alternate director in accordance with subsection (1), the board must, by resolution, appoint a person who has the qualifications necessary to be nominated as a director for that electoral area as alternate director for the electoral area director.
- (4) An appointment under subsection (3) takes effect when the resolution making the appointment is passed, and the alternate director so appointed holds office until the next general local election.
- (5) If the office of an electoral area director becomes vacant through resignation, disqualification or death,
- (a) the alternate director holds the office until that person's successor takes office following the next election for the office, or
  - (b) if the alternate director is unable or unwilling to hold office as director, the board must, by resolution, appoint another person who has the qualifications to be

nominated as a director for the electoral area and that person holds the office as provided in paragraph (a).

(6) On behalf of an absent electoral area director, the alternate director appointed under this section may take the place of, vote and generally act in all matters for the absent electoral area director, including in relation to a matter delegated to that director by the board.

(7) The electoral area director who appointed an alternate director may appoint, as a replacement for the alternate director, another person who has the qualifications necessary to be nominated as a director for that electoral area.

(8) An alternate director appointed by an electoral area director holds office as alternate director until a replacement is appointed under subsection (7) or until the next general local election, whichever is earlier.

### **Oath or affirmation of office for board members**

**202** (1) A person elected or appointed to office on a board must make an oath or solemn affirmation of office within the following applicable time limit:

(a) in the case of an electoral area director elected by acclamation, within 50 days after the date set for general voting day had an election by voting been required;

(b) in the case of an electoral area director elected by voting, within 45 days after the declaration of the results of the election;

(c) in the case of a person appointed to an electoral area under section 100 [*appointment if an insufficient number of candidates are elected*], within 45 days after the effective date of the appointment;

(d) in the case of a person appointed as municipal director, within 45 days after the effective date of the appointment;

(e) in the case of a person appointed as an alternate director, within 45 days after the effective date of the appointment or the first board meeting or board committee meeting at which the person acts in that capacity, whichever is latest.

## Best Practice

While our system requires the appointment of an Alternate Director, care and attention must be utilized as ultimately those people will carry the power and authority of an Elected Director, while not being voted-in themselves.

If an Alternate Director is to appear at the Board or Committee table on your behalf, you should:

1. Ensure that the Board/Committee Chair and Staff are aware that you will not be attending and that your Alternate Director will.
2. Ensure that you review the time, place and conditions of the meeting they are to appear at, covering issues such as:
  - a. Is there a code of conduct for the meeting?
  - b. What are the procedures to be followed?
  - c. Is there a dress code?
  - d. Are meals/accommodations being provided?
3. Ensure that your Alternate Director has access to the agenda well in advance of the meeting. If needed, involve staff.
4. Go over the agenda with your Alternate Director. Ensure that they understand your positions and wishes on the various agenda items.
5. Ensure that your Alternate Director will not be introducing new items for discussion. It is appropriate, should you decide, to have your Alternate Director provide notice that you wish to discuss an issue upon your return.
6. Ensuring that your Alternate Director will report back to you upon your return so that you are informed and prepared to participate in any future discussions.

Remember, your Alternate Director is appointed by you, and in your absence has the full power and authority to act on behalf of the Elected Area you were elected to represent. Also remember that you must be absent from the meeting room in order for your Alternate to be able to participate and vote at the meeting. You cannot simply vacate your seat and sit in the public gallery.

Alternate Directors should:

1. Be ready to participate
2. Understand your views on the issues before the Board or Committee
3. Report back to you on the discussion and decisions reached

Alternate Directors should NOT:

1. Introduce new items for discussion
2. Try to reargue already decided issues

Please note that there is nothing in the *Local Government Act* that compels an Alternate Director to act as directed by you. There is no way to legally bind them to a course of action. The Elected Area Director will be held accountable for the actions of the appointed Alternate Director.

Please also remember that should you become ill and not be able to perform your duties that your Alternate Director will have the exact same authority and ability to make decisions as an unelected person that you have as an elected official. Choose wisely.