

**APPENDIX 5  
BY-LAW 27-2022**

**PROCESS FOR APPOINTING AN ALTERNATE MEMBER  
TO ATTEND REGIONAL COUNCIL MEETINGS**

1. One City Councillor may serve as an Alternate Council Member to act in the place of a Councillor who is unable to attend a meeting of the Regional Council for any reason. (Municipal Act, s. 268) subject to the following rules:
  - a. Appointment of an alternate member only applies to absence from Region of Peel Council meetings;
  - b. If more than one Regional Councillor is absent, the alternate member may only substitute for one of the absent Regional Councillors;
  - c. The alternate member only applies to short-term substitutions when a Regional Councillor is absent from a Region of Peel Council meeting for any reason; and
  - d. At no time shall an alternate member be appointed as an alternate Chair for the Region of Peel. If an alternate member is substituting for the Councillor who is the Regional Chair (where the Regional Chair is an elected Regional Councillor) or for the Councillor who is the Acting Chair for that specified period, the alternate member shall not exercise any of the powers or duties of the Chair and the procedures outlined in Section 2.3.2 to 2.3.5 of this By-law shall be followed with respect to appointing the Acting Chair.
2. A Regional Councillor shall simultaneously notify (in writing) the City Clerk, Regional Clerk, alternate member and Regional Chair of the absence as soon as possible before the scheduled commencement of a Region of Peel Council meeting.
3. Only one designation of an alternate member replacement can occur for each Regional Council meeting.
4. The City Clerk shall notify (in writing) all Brampton or Caledon Regional Councillors of the designation of the alternate member for the Regional Council meeting.
5. If the Regional Councillor, who was to be absent, and after notification has been provided in writing:
  - a. Attends the Regional Council meeting before the start of the meeting, the alternate member shall immediately withdraw from the meeting and the Regional Councillor shall assume his or her seat at the Regional Council meeting, or
  - b. Attends the Regional Council meeting after the start of the meeting, will be subject to the rules of the Region of Peel Council in regard to the formal representation status of the Regional Councillor and alternate member at that meeting.
6. The alternate member, while serving on Regional Council, will not receive additional remuneration from the Region of Peel and will be subject to all the applicable Region of Peel policies and procedures at the discretion of the Regional Clerk.