

**DATE:** April 16, 2020

**TO:** MAYOR AND COUNCIL

**NAME AND TITLE:** Walter Babicz, General Manager of Administrative Services

**SUBJECT:** Proposed Revised Structure for Appointments of Secondary Alternate Municipal Directors to the Regional District of Fraser Fort-George Board

**ATTACHMENTS:** **Appendix 1** – Report to Council dated October 25, 2018 titled “Appointment of Municipal Directors to the Regional District of Fraser-Fort George”  
**Appendix 2** – Current Structure for Secondary Alternate Municipal Directors  
**Appendix 3** – Proposed Revised Structure for Secondary Alternate Municipal Directors

**RECOMMENDATION:**

1. THAT Council APPROVES the appointment of Councillor Frizzell, Councillor Ramsay, Councillor Scott and Councillor Skakun as Secondary Alternate Municipal Directors to each of the four (4) Municipal Directors on the Regional District of Fraser-Fort George Board until the inaugural meeting of Council after the 2022 General Local Election.
2. THAT Council ESTABLISHES the system shown on Appendix 3 attached to the report dated April 16, 2020 from the General Manager of Administrative Services titled “Proposed Revised Structure for Appointments of Secondary Alternate Municipal Directors to the Regional District of Fraser Fort-George Board”, to determine which alternate municipal director is to act in the place of any absent municipal director.

**PURPOSE:**

This report proposes a revised structure for Members of Council appointed as Secondary Alternate Municipal Directors to the Regional District of Fraser-Fort George Board to align with the recent amendments to “City of Prince George Council Procedures Bylaw No. 8388, 2011.”

**BACKGROUND/ANALYSIS:**

At the inaugural meeting on November 5, 2018, Council appointed four Members of Council to each serve as a Secondary Alternate Municipal Director to one (1) of the four (4) Municipal Directors on the Regional District of Fraser-Fort George Board until the first meeting of Council is held after the 2022 General Local Election. Appendix 2 illustrates the existing appointments and system.

The “City of Prince Georges Council Procedure Bylaw No. 8388, 2011” (the “Council Procedures Bylaw”) at the time, set out the following system to determine Alternate Municipal Director positions:

One (1) Councillor is appointed as a “Floating Primary Alternate Municipal Director”, who may take the place of any absent Municipal Director; and each of the four (4) remaining Councillors are appointed as a “Secondary Alternate Municipal Director” to one (1) of the four (4) Municipal Directors, if the Floating Primary Alternate Municipal Director is absent, or if more than one (1) Municipal Director is absent. The Council Procedure Bylaw further stated that if more than three (3) Councillors are nominated as Municipal Directors, then the Councillor receiving the fourth highest number of votes in the ballot voting will be appointed as the Floating Primary Alternate Municipal Director. These designated Alternates are permitted to take the place of, vote and generally act in all matters for an absent municipal director in accordance with section 200 of the *Local Government Act*.

### **Proposed Revised Structure**

At the April 6, 2020 regular meeting, Council approved an amendment to section 7 of the Council Procedures Bylaw related to appointments to the Regional District of Fraser-Fort George Board. Specifically, section 7(5) was amended involving the process to appoint alternate municipal directors to the Board to provide for more flexibility and maximize the opportunity for full City representation at board meetings. The floating primary alternate municipal director remains in place. However, rather than each of the remaining four Councillors being assigned as the secondary alternate to only one of the four specific municipal directors, the remaining four Councillors would instead all be appointed as secondary alternates to all four municipal directors. Appendix 3 illustrates the revised system. This system retains the benefit of the continuity of the floating primary alternate but would be more flexible in the circumstances when more than one municipal director is absent, or when the floating primary alternate is absent. The Secondary Alternate Municipal Directors will be called upon in the order indicated in Appendix 3. The order of Secondary Alternate Municipal directors for Municipal Director 1 was determined alphabetically by last name. The order of Secondary Alternate Municipal Directors was then rotated by one position progressively for each of Municipal Director 2, Municipal Director 3 and Municipal Director 4.

### **SUMMARY AND CONCLUSION:**

Council is requested to update their Secondary Alternate Municipal Director system to align with the Council Procedure Bylaw. Appendix 3 sets out a proposed revised structure for Secondary Alternate Municipal Directors for Council’s consideration. This system would remain in effect until the inaugural meeting of Council following the General Local Election in 2022.

### **RESPECTFULLY SUBMITTED:**

Walter Babicz, General Manager of Administrative Services

**PREPARED BY:** Maureen Connelly, Manager of Legislative Services

### **APPROVED:**

Kathleen Soltis, City Manager

Meeting Date: 2020/04/27