



Office of the Regional Chair | Jim Bradley

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Memorandum

CL-C 80-2020

TO: Members of Regional Council

FROM: Daryl Barnhart, Executive Regional Chair

DATE: July 23, 2020

SUBJECT: The Established Practice for Identifying an Official Representative of the Niagara Region

Given the recent public interest in councillor representation of the Niagara Region, this memo will provide a high-level overview of the practice undertaken by the Regional Chair's office to select an official and formal representative of the Regional Chair.

The Regional Chair serves as the official representative of the Regional Municipality of Niagara at various functions, events, announcements and meetings with dignitaries. From time to time, the Chair may be unavailable to attend these events due to scheduling conflicts or other personal matters. In these cases, the Chair will ask another elected official to formally represent him.

The practice for selecting this representative is as follows:

1. The Regional Councillor from the municipality in which the announcement/event is being held will be asked first to represent the chair
2. In the event there is no local Regional Councillor available, the chair of the most appropriate standing committee will be asked
3. In the event no standing committee chair is available, the chair's office will reach out to a local city or town councillor to represent his office

Due to a number of logistical complexities, the 12 local area mayors are not asked to represent the Regional Chair in a formal capacity.

This practice is separate and distinct from the provisions laid out in the council-approved Acting Chair By-law. This by-law establishes an alphabetical rotation of councillors who are required to serve as the Regional Chair in the event he or she is unable to perform the duties required by the office. This by-law ensures equitable legislative continuity and is only utilized in the exceptionally rare occasion the Regional Chair is otherwise unavailable.

It is worth noting that all Regional Councillors, including those who serve in their capacity as a mayor, are legislatively required under the *Municipal Act, 2001* to carry out the business of the Region as an elected official.

Sincerely,

Daryl Barnhart, M.A., APR

Executive Officer to the Regional Chair