

BOARDS & COMMITTEES APPOINTMENTS POLICY

SECTION	DATE	APPROVED BY	PAGE	OF
COUNCIL	March 17, 2008	Resolution # 5 & By-law # 39-2008	1	2
SUBSECTION	Supersedes By-law Number:		POLICY NO.	
Boards & Committees Appointments			CC-14-1	

I. BACKGROUND/PURPOSE

Following each Municipal Election Council appoints Members at-large to serve on a number of Boards, Committees, Groups or other bodies, typically for the term of the Council, and it is necessary to have a Policy to cover the process of making these appointments for consistency purposes.

II. POLICY STATEMENT

The Corporation of the City of Kenora encourages the participation of the general public in the municipal government process by appointing citizens to its various Committees as required by statute, invitation or initiative.

It shall be the policy of the City of Kenora that all municipal appointments, unless stated in part of a statute, by-law, regulation, and constitution or otherwise, shall generally be on the basis of public advertisement through the Clerk's Office. Such advertisement shall invite applications by persons for appointments and submitted to Council for consideration and approval by way of resolution.

III. ELIGIBILITY

All applicants must be at least 18 years of age, unless deemed otherwise by Council should they wish to invite participation from Kenora's youth.

All applicants must be a Canadian Citizen.

All applicants must be an eligible municipal elector of the City of Kenora, however from time to time, Council may wish to involve citizens from the outlying or unincorporated areas, and they reserve the right to waive this requirement to allow such citizens to participate.

Municipal employees cannot be appointed to any board or body to which the Council makes appointments as a voting member, however municipal employees may be appointed as resource persons.

IV. APPLICATION

The Office of the Clerk shall arrange for a public notice to be placed in the local newspaper in the fall of a Municipal Election year advising eligible citizens of the various Boards and Committees that require appointments.

All applicants must complete a Committee Membership Application Form and submit same to the Office of the City Clerk in accordance with any imposed deadline date.

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V. APPOINTMENT

Applications shall be considered at the appropriate Standing Committee meeting of Council. Administration shall provide members of Committee with the application of each applicant and recommendation(s) as required. As such it may be necessary for Committee to meet in Closed Session for this purpose.

Committee shall consider the applications and provide direction to Administration as to the appointments to be made by resolution to be presented in an Open Session of Council.

Unless otherwise provided for by legislation or operating procedures, the term of appointments shall correspond with the term of Council, or for a four (4) year period commencing at the beginning of the term of a newly elected Council. Alternatively, an appointment would run to the end of the Council term in the event a vacancy is needed to be filled anytime throughout the existing term.

Members whose terms of office are expiring may be considered for reappointment, subject to their desire to serve, however it is preferred that no Member of any Committee be appointed for more than two (2) consecutive terms of Council, i.e. eight (8) years. As such Council reserves the right to override this rule as deemed necessary.

VI. NOTIFICATION

The Office of the Clerk notifies all applicants, in writing, of Council's decision.

The Office of the Clerk notifies all Boards and Committees, in writing, of the Council appointee(s) following ratification of such appointment(s) by Council.

VII. VACANCIES

Where a vacancy occurs as a result of resignation or other reason, the City Clerk is to be so advised and shall notify any previous unsuccessful candidates to determine whether they wish to let their name stand for appointment. If there is no interest or no pool of candidates to draw from, the City Clerk will arrange for a public notice and advertise the applicable vacancy, which will be approved by Council resolution.

VIII. EFFECTIVE DATE

This policy shall take effect and come into force upon adoption by Council. Any such appointments already in place which may be contrary to this policy shall be deemed to be grandfathered until the completion of this term of Council (or to November 30, 2010).