



The Corporation of the Municipality of Red Lake

**COUNCIL POLICY MANUAL**

<b>Subject:</b> Appointments of Citizens to Boards & Committees	<b>Approval Date:</b> November 19, 2012	<b>By-Law No.</b> 1716-12
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1.9 STATEMENT

The Council of The Corporation of the Municipality of Red Lake encourages the participation of the general public in the municipal government process by appointing citizens to various Boards, Committees, Groups or other bodies as required by statute, invitation or initiative.

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

1. ELIGIBILITY

- 1.1 All applicants must be at least 18 years of age.
- 1.2 All applicants must be a Canadian citizen.
- 1.3 All applicants must be an eligible municipal elector of the Municipality of Red Lake.
- 1.4 Municipal employees may be appointed to any board or body as members of the general public to which Council makes appointments, as a voting member, provided such appointment is not directly related to the department of their employment.
- 1.5 Municipal employees may be appointed as Resource Persons, to any board or body to which Council makes appointments, not as a voting member, and such appointment may be directly related to their department of employment.

2. APPLICATION

- 1.1 The Office of the Clerk shall arrange for a public notice to be placed in the Municipal Newsletter or local newspaper in September of a Municipal Election year advising eligible citizens of the various Boards and Committees Appointee positions available.



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2.2 All applicants must complete an application on the standard form and submit same to the Office of the Clerk in accordance with any imposed deadline date. Appointment to Local Boards and Committees Form is attached as Appendix "A". The Clerk's Office shall be authorized to make changes to the attached form without amendment to the By-Law or Resolution of Council.

3. APPOINTMENT

3.1 Applications may be considered at a meeting of the Council or Committee of the Whole – Closed session. The Clerk shall provide members of Committee with the application of each applicant, and recommendations as required.

3.2 Committee of the Whole/Council may consider the applications and provide direction to the Office of the Clerk as to the appointments to be made by resolution to be presented in an Open session of a regular meeting of Council.

3.3 Unless otherwise provided for by legislation or operating procedures, the term of new appointments shall be a maximum of four (4) years, commencing with the term of the new Council, the first Monday in December after a municipal election and expiring November 30<sup>th</sup> in an election year.

3.4 Members whose terms of office are expiring may be considered for reappointments, subject to their desire to serve.

4. NOTIFICATIONS

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

4.2 The Office of the Clerk notifies all resource persons of Boards and Committees, in writing, of the Council appointee(s) immediately following ratification of the appointments by Municipal Council.



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### 5. VACANCIES

- 5.1 Where a vacancy occurs as a result of resignation or other reasons, the Clerk may notify the previous unsuccessful candidates to determine whether they wish to let their name be reconsidered for appointment. If there is no interest or no pool of candidates to draw from, the Clerk will arrange for a public notice to be placed in the Municipal Newsletter advising of the vacancy.
- 5.2 Section 2.0 –Application above is then followed.



**THE CORPORATION OF THE MUNICIPALITY OF RED LAKE**

APPOINTMENT TO LOCAL BOARDS AND COMMITTEES FORM



Full Name of Applicant: Mr./Mrs./Ms. \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone Number : \_\_\_\_\_ (w) \_\_\_\_\_ (h)

Facsimile Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**NAME OF COMMITTEE OR BOARD** which you are seeking appointment to (in order of preference):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Please provide a brief summary of your employment, education and/or other qualifications related to the work of the Committee(s), as well as what you personally expect to contribute which may be helpful in consideration of your application:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE \_\_\_\_\_

***Please note: Appointments are for 4 years in accordance with the term of Council***

***Deadline for Receipt of Application is \_\_\_\_\_***

Return form to:  
OFFICE OF THE CLERK  
The Corporation of the Municipality of Red Lake  
2 Fifth Street, P.O. Box 1000  
Balmertown, Ontario  
POV 1C0  
Ph: 735-2096 ext. 235, Fax: (866) 681-2954

Personal information collected on this form is subject to the Municipal Freedom of Information and Protection of Privacy Act and will be used only for the purpose of recruiting individuals to Municipal Boards, Committees and Commissions. Information collected on this form will be disclosed to Council for candidate selection purposes only.