City Policy and Procedure

SECTION: MUNICIPAL GOVERNMENT **NO: MU-AP-02**

REFERENCE: APPOINTMENTS - CITIZEN **Date: Oct. 28, 2026**

Next Review Date: October 2028

TITLE: Citizen Appointments to Boards, Committees, Agencies and Organizations

1. 0 STATEMENT

The Corporation of The City of Dryden supports and values internal and external boards, committees, agencies and organizations. Appointments to these bodies shall be conducted in a fair and equitable manner and in accordance with applicable legislation or procedures.

2. 0 Scope

This policy applies to all applicants for City of Dryden internal boards, committees, agencies and organizations.

3. 0 Procedure

Where any of the boards, committees, agencies and organizations identified in Appendix "A" require a public appointment, this procedure defines the assessment criteria, application process and terms of appointment of citizens to The Corporation of The City of Dryden's board, committees, agencies and organizations.

3.1 Eligibility:

3.1.1 The following eligibility criteria must be met to be eligible for appointment to City of Dryden internal boards, committees, agencies and organizations unless otherwise outlined in the Terms of Reference for that body:

(a) Be at least 18 years of age;

(b) Be a Canadian Citizen; and,

(c) Be an eligible municipal elector of the City of Dryden (except for 2 appointments to the Dryden Museum Advisory Board).

3.2 Assessment Criteria:

3.2.1 Applicant must meet the eligibility requirements as per 3.1.

3.2.2 Diversity of the community shall be considered in making appointments to boards, committees, agencies and organizations and where possible, appointments shall reflect this diversity.

3.2.3 Applications will be assessed based on the membership requirements in the board's, committee's, agency's or organization's Terms of Reference.

3.3 Application Procedure:

3.3.1 Notice of vacancies on boards, committees, agencies or organizations will be posted on the City's website and Facebook page and will be included under Public Notices on Council Meeting agendas.

3.3.2 Citizens interested in applying to participate on a board, committee, agency or organization of the City may obtain an application form from the City's website and submit the completed application form electronically or in person to the City Clerk.

3.3.3 The City Clerk shall submit a Closed Staff Report to Council outlining the available appointments, a list of applicants and their application forms for consideration by Council.

3.3.4 Council shall provide direction to the City Clerk as to appointments to be made by resolution to be presented in an Open Council meeting.

3.3.5 Applicants will be notified in writing of the final determination of their application.

3.4 Terms of Appointment:

3.4.1 Members of boards, committees, agencies or organizations are expected to familiarize themselves with and adhere to all applicable corporate policies and procedures and those of external agencies and organizations.

3.4.2 Proceedings of the boards, committees, agencies and organizations shall be subject to the applicable Terms of Reference and Council's Procedural By-law.

3.4.3 The usual term of membership shall be concurrent with the term of Council, unless otherwise determined by Council.

3.4.4 Appointees to boards, committees, agencies and organizations shall normally be limited to serving a maximum of two (2) consecutive terms unless otherwise determined by Council.

3.4.5 Board, committee, agency and organization members must maintain residency within the City of Dryden throughout the term of the appointment, unless otherwise outlined in the Terms of Reference for that body (Dryden Museum Advisory Board).

3.4.6 The appointment of an individual to a board, committee, agency or organization shall be rescinded should they be absent from three (3) consecutive meetings or absent from over fifty per cent (50%) of the meetings in one year, unless the board, committee, agency or organization determines otherwise. Council shall be copied on correspondence relating to members who contravene this section.

3.4.7 In the event of the resignation of a member, the resignation shall be submitted in writing to the City Clerk.

3.4.8 In the event of the resignation of a member, the position shall be filled in accordance with this policy and procedure.

3.5 Responsibility:

The City Clerk shall be responsible for the administration and maintenance of this policy and procedure.

History			
Approval Date:	September 15, 2014	**Approved by:**	4242-2014
Amendment Date:	September 2, 2020	**Approved by:**	CAO
Amendment Date:	September 6, 2022	**Approved by:**	CAO
Amendment Date:	October 31, 2024	**Approved by:**	CAO
Amendment Date:	October 28, 2026	**Approved by:**	City Clerk
Amendment Date:		**Approved by:**	

Appendix "A" – Listing of Internal Boards and Committees

Boards and Advisory Boards:

1. Dryden Public Library Board
2. Dryden Ontario Provincial Police (OPP) Detachment Board 1
3. Dryden Museum Advisory Board

Committees:

1. City of Dryden Committee of Adjustment
2. City of Dryden Working Circle
3. Dryden Tourism Development Corporation

This list shall be amended by the City Clerk, as required.