City Policy and Procedure

SECTION: MUNICIPAL GOVERNMENT **NO: MU – AP – 01**

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

Next Review Date: October 2028

TITLE: Council Appointments to Boards, Committee, Agencies and Organizations

1. 0 STATEMENT

The Corporation of The City of Dryden supports and values internal and external boards and committees including those for local, regional, provincial and national agencies, associations and organizations.

The City shall ensure all appointments are made in a fair and equitable manner and in accordance with applicable legislation and procedures.

2. 0 Scope

2.1 This policy applies to all members of Council.

3. 0 Procedure

This procedure defines the appointment process for members of Council to internal and external boards and committees including those of local, regional, provincial and national agencies, associations and organizations and Council participation in municipal government associations.

3.1 Appointments to Internal and External Boards and Committees:

3.1.1 Where any of the boards and committees identified in Appendix "A" requires Council representation, a member of Council may nominate him/herself or any other member.

3.1.2 Recommended appointments to external boards and committees will be in accordance with their mandate, terms of reference or invitation.

3.1.3 Boards and committees will be informed in writing by the City Clerk, of Council appointments or recommended appointments, where appropriate.

3.1.4 Members appointed to boards and committees shall represent the position of Council during their term of appointment unless otherwise approved by Council.

3.1.5 Council may by resolution withdraw its support to any member appointed to these bodies.

3.2 Participation in Municipal Government Associations:

3.2.1. Members of Council may apply for membership in an association or appointment to participate on its committees in accordance with each association's mandate.

3.2.2 Members interested in participating in an association should notify the City Clerk in writing (email acceptable), who will then submit a Staff Report to Council addressing the member's interest in participating in an association and any related costs to the City.

3.2.3 Council will determine whether to support its member's participation based on its review of the Staff Report, the demands of representation, and capacity of individual members to contribute to the work of the association.

3.2.4 Where Council supports such participation by resolution, a letter of support shall be prepared by the City Clerk and supplied to the member for submission to the association.

3.2.5 Members participating in an association shall represent the views of Council to the association.

3.2.6 Council may by resolution withdraw its support to any member appointed to participate in the association.

3.3 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:**	By-law 4242-2014
Amendment Date:	September 2, 2020	**Approved by:**	CAO
Amendment Date:	September 6, 2022	**Approved by:**	CAO
Amendment Date:	November 1, 2022	**Approved by:**	CAO
Amendment Date:	December 6, 2022	**Approved by:**	CAO
Amendment Date:	January 5, 2023	**Approved by:**	CAO
Amendment Date:	May 1, 2025	**Approved by:**	CAO
Amendment Date:	October 28, 2026	**Approved by:**	City Clerk

Appendix "A" – List of Boards, Committees, Associations and Organizations

Boards:

1. Dryden Public Library Board
2. Dryden Ontario Provincial Police Detachment Board 1
3. Northwestern Health Unit Board (Area II Representative re Dryden and Machin)
4. Kenora District Home for the Aged Board
5. Kenora District Services Board
6. Patricia Area Community Endeavours Board

Advisory Boards:

1. Dryden Museum Advisory Board

Associations:

1. KDMA – Kenora District Municipal Association
2. NOMA – Northwestern Ontario Municipal Association
3. AMO – Association of Municipalities of Ontario
4. FCM – Federation of Canadian Municipalities

Committees:

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

Organizations:

None.

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