

**Policy No: C-1**

**POLICY FOR APPOINTMENT OF CITIZEN REPRESENTATIVES TO VARIOUS BOARDS AND COMMISSIONS ON BEHALF OF TOWN COUNCIL**

**Purpose**

To provide certain guidelines and requirements when appointing citizens to various boards and commissions.

**Policy and Procedure**

1. (a) Names of persons being nominated, or wishing to apply for positions on various Boards and Commissions shall be submitted to the Municipal Administrator's Department, and a listing of said names will be forwarded to all members of Council for review.
- (b) A completed Application Form C-1 shall be required. Completed Form C-1 is to be circulated to all members of Council for review.
2. The word 'term' refers to a period of three (3) consecutive years.
3. Members whose terms of office are expiring are automatically considered for re-appointment, subject to maximum term limitations and their desire to serve.
4. The maximum term of appointment to any one Board or Commission will be nine (9) consecutive years. Members becoming ineligible for re-appointment due to having served for nine (9) consecutive years will be eligible for re-appointment to that Board or Commission following a one year absence or break in service.
5. All boards or Commissions to which Council has made an appointment will be advised by the Municipal Administrator, in writing, 3 months in advance of the expiration of any appointment.
6. Application shall include a list in order of priority of the appointments being sought by each applicant, together with such applicant's qualifications for such position and any application for a Council appointment must be an eligible resident municipal elector resident in the Town of Rainy River, or an eligible resident of a contributing municipality, to have his/her application for appointment considered.
7. Municipal employees cannot be appointed as voting member to any Board or Commission to which the Council make appointments, but may be appointed as resource persons.
8. The Municipal Administrator will notify each respective board or Commission in Writing of the Council Appointee(s) to that Board or Commission.

9. Should a Council appointee fail to attend regular meetings of a Board or Commission for 3 consecutive months without the permission of that Board or Commission, the appointed position shall be declared vacant. Upon receipt by the Municipal Administrator of notice from the Board or Commission of the vacancy, the Council will appoint another person to that position.
10. When an incumbent qualifies to run for an elected office in the Town of Rainy River, a leave of absence should be requested for the election period. If successful in the election the incumbent shall then resign so as not to undertake an elected duty plus a voluntary one.
11. Should a vacancy occur in an appointed position following the meeting at which appointments are considered, the Municipal Administrator is to notify the previous unsuccessful applicants of the vacancy to ascertain whether or not they wish to let their name be re-considered for appointment. The Municipal Administrator will advertise for applicants to fill the vacancy only if none of the unsuccessful applicants wish to let their name stand, or if otherwise directed by Council to advertise for supplementary applicants.
12. Applicants are not eligible for appointment to a Board or Commission if a member of their immediate family is an employee of that Board or Commission i.e. father, mother, brother, sister, son, daughter, father-in-law, mother-in-law, brother-in-law or sister-in-law.

**ADOPTION & REVIEW GUIDELINES**

*Approved by Motion #03-0056 on June 16, 2003*

*Reviewed/Revised by Res. #*

*Approximate date of next review:*

**REFERENCES:**

**POLICY AREA**

**POLICY NUMBER**

*Appointment to Board or Commission*

*Section C-1*

Form C-1

**TOWN OF RAINY RIVER  
APPLICATION TO TOWN COUNCIL  
FOR APPOINTMENT TO  
SPECIAL COMMITTEES, BOARDS & COMMISSIONS**

**DATE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**OCCUPATION:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_  
(Residence) (Work)

*COMMITTEE, BOARD OR COMMISSION TO WHICH YOU ARE SEEKING APPOINTMENT: (if more than one, please list in order of preference)*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**REASON FOR SEEKING APPOINTMENT:**

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

**ADDITIONAL INFORMATION WHICH MAY BE HELPFUL TO TOWN COUNCIL IN IT'S CONSIDERATION OF YOUR APPLICATION: (if space is insufficient please attach hereto)**

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

**Note: All applicants must be an eligible municipal elector resident of the Town of Rainy River or be an eligible resident of a contributing municipality.**

**Please Return to:** *Municipal Administrator  
Town of Rainy River  
P.O. Box 488  
Rainy River, Ontario  
P0W 1L0*

**Policy No: C-2**

**POLICY FOR CORPORATE SEAL AND LOGO/SYMBOL**

1. The Corporate Seal is adopted.
2. The Logo/Symbol shall be the beaver set in black with red maple leaves encircling the beaver. The word “INDUSTRY” is located at the bottom of the maple leaf branch, and sits on a ribbon in the same red colour as the leaves.
3. The Logo/Symbol shall be used on official documents of the Corporation. The Logo/Symbol is to be used in sizes appropriate to the overall size and relationship and aesthetics of the document, advertisement, sign, etc., on which it is used.
4. Use of the Logo/Symbol shall be by approval of the Town Council.

**ADOPTION & REVIEW GUIDELINES**

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*Approximate date of next review:*

**REFERENCES:**

**POLICY AREA**

**POLICY NUMBER**

*Corporate Seal & Logo/Symbol*

*Section C-2*