

TITLE: APPOINTMENT OF ALTERNATES OR TEMPORARY BOARD MEMBERS	SECTION: ORGANIZATION
DATE: October 28, 2004	POLICY NO.: KDSB-ORG-III-01
APPROVED BY: Resolution No. 2004-90	REVISED:

1. Policy Statement

It is the policy of the Kenora District Services Board (KDSB) to allow the appointment of Board Member Alternates or Temporary Members by Kenora District municipalities and Unincorporated Area representatives to the KDSB Board of Directors.

2. Definitions

Alternate Member

Municipal - is a member of council, appointed by the majority of council by resolution or by-law, to replace the 'regular' member of council appointed as the council representative to the Board of Directors of the KDSB. The resolution or by-law may appoint the Alternate for a limited time or for the duration of the current term of council. A certified copy of the resolution or by-law must be received by the KDSB Board of Directors prior to the Alternate being allowed to sit as the municipality's representative.

Unincorporated - is an individual appointed by the elected representative of the unincorporated area, to replace the elected member to the Board of Directors of the KDSB. The individual may be appointed as the Alternate for a limited time or for the duration of the elected members term of office.

Temporary Member

Municipal - is a member of council, appointed by the majority of council by resolution or by-law to replace the Alternate member or the 'regular' member of council appointed as the council representative to the Board of Directors of the KDSB. The resolution or by-law shall indicate the specific meeting or a specific period of time to which the Temporary member is appointed but such appointment shall not exceed the duration of the current councils term of office. A certified copy of the resolution or by-law must be received by the KDSB Board of Directors prior to the Temporary member being allowed to sit as the municipality's representative.

Unincorporated - is an individual appointed by the elected member of the unincorporated area, to replace the Alternate member or elected member to the Board of Directors of the KDSB. The individual shall be appointed for a specific meeting or a specific period of time but such appointment shall not exceed the duration of the elected members term of office.

The elected member appointing the Alternate or Temporary Member shall notify the KDSB Board of Directors of such appointment by means of a letter duly signed by the elected member and such letter must be received by the KDSB Board of Directors prior to the Alternate or Temporary member being allowed to sit as the unincorporated representative.

**TITLE: APPOINTMENT OF ALTERNATES OR
TEMPORARY BOARD MEMBERS**

SECTION: ORGANIZATION

3. General

- 3.1 An Alternate and/or Temporary Member duly appointed by a municipal council will be entitled to the privileges of the 'regular' appointed member except:
- (i) the Alternate or Temporary Member shall not have the right to vote at a meeting of the Board of Directors;
 - (ii) the Alternate or Temporary Member shall be subject to further exceptions contained in this policy.
- 3.2 An Alternate and/or Temporary Member duly appointed by an elected member representing an unincorporated area on the KDSB Board of Directors will be entitled to the privileges of the elected member except:
- (i) the Alternate or Temporary Member shall not have the right to vote at a meeting of the Board of Directors;
 - (ii) the Alternate or Temporary Member shall be subject to further exceptions contained in this policy.
- 3.3 An Alternate or Temporary member who has been appointed as per the terms of this policy shall be allowed to take his/her seat at the Board table and to participate in the proceedings of the meeting provided he/she abides by the Rules of Order and Proceedings of the Board (Policy No. KDSB-ORG-II-01) with necessary modifications with respect to the right to vote.
- 3.4 An Alternate or Temporary Member shall not take part in Board meeting proceedings if the 'regular' appointed member, appointed by council or elected unincorporated representative is present at the same meeting of the Board.
- 3.5 An Alternate or Temporary Member shall be entitled to receive the Board approved per diem and travel/accommodation costs only when taking the place of the 'regular' appointed/elected member, who is unable to attend the Board meeting. The Board shall pay such costs provided a duly signed claim form has been completed and forwarded to the Board for payment.
- 3.6 An Alternate or Temporary Member shall not be appointed to any KDSB committee to replace a 'regular' member who may be unable to attend the committee meeting.
- 3.7 An Alternate or Temporary Member shall not be a representative of the KDSB Board of Directors at any official function or meeting of an external organization at which the Board is entitled to have representation.
- 3.8 An Alternate or Temporary Member shall not be entitled to attend an In-Camera meeting of the Board at which the subject matter deals with personnel matters of one or more identifiable KDSB employees.
- 3.9 An Alternate or Temporary Member shall not 'Move' or 'Second' a motion put before the Board for disposition.