



Municipal Committee and Board Appointment Policy

Policy Statement

The Township of Bonfield is committed to a municipal committee and board appointment process that is fair, consistent, transparent and accessible.

Appointments shall support meaningful community participation while ensuring that members have the skills, experience, availability and commitment required to fulfill the mandate of the committee or board.

2. Purpose

The purpose of this policy is to establish a consistent process for:

- Recruiting and selecting resident members;
- Appointing members of Council;
- Reviewing applicants fairly;
- Protecting applicants' personal information;
- Confirming appointments;
- Filling vacancies;
- Providing orientation; and
- Managing resignations, attendance concerns and removals.

3. Scope

This policy applies to:

- Committees of Council;
- Municipal advisory committees;
- Project-specific or ad hoc committees;
- Municipal boards and local boards, where applicable;
- External organizations to which Council appoints representatives; and
- Other bodies established or appointed by Council.

This policy does not replace appointment requirements established by provincial or federal legislation, an agreement, regulation or the governing documents of an external organization. Where a conflict exists, the applicable legislation, agreement or governing document shall prevail.

This policy does not apply to internal staff working groups unless Council has established the group as a committee or delegated municipal authority to it.

4. Legislative Authority

This policy shall be administered in accordance with applicable legislation, including:

- *Municipal Act, 2001*;
- *Municipal Conflict of Interest Act*;
- *Municipal Freedom of Information and Protection of Privacy Act*;
- *Accessibility for Ontarians with Disabilities Act, 2005*; and
- Any legislation governing a specific committee, board or appointment.

5. Definitions

For the purpose of this policy:

Advisory Committee means a body established by Council to provide advice, recommendations, information or community input to Council.

Applicant means an individual who submits an application for appointment to a committee, board or external organization.

Appointment By-law means a by-law adopted by Council identifying the individuals appointed to committees, boards or other municipal positions.

Committee means a committee of Council, advisory committee, ad hoc committee, project committee or other body established by Council.

Council means the Council of the Corporation of the Township of Bonfield.

Council Representative means a member of Council appointed to serve on a committee, board or external organization.

Local Board has the same meaning as provided in applicable municipal legislation.

Resident Member means an individual appointed by Council who is not serving in their capacity as a member of Council or municipal employee.

Terms of Reference means the Council-approved document establishing the committee's mandate, membership, authority and operating requirements.

Township means the Corporation of the Township of Bonfield.

6. General Principles

Committee and board appointments shall be guided by the following principles:

1. Appointments shall be made in an open, fair and consistent manner.
2. Qualified residents shall be provided with a reasonable opportunity to apply.
3. Selection criteria shall relate to the committee's mandate and responsibilities.
4. Council shall consider the overall skills, experience and perspectives needed by the committee.
5. Personal information shall be collected, used, retained and disclosed only as permitted by law.
6. Appointments shall be made by Council through an appointment by-law unless another legally authorized process applies.
7. Committees shall operate within their Council-approved mandates.
8. Reappointment is not automatic.
9. Previous committee experience may be considered but shall not guarantee reappointment.
10. Council retains the authority to appoint, decline to appoint, remove or replace members, subject to applicable legislation.

7. Establishment of Committees

Before establishing or continuing a committee, Council shall consider:

- Whether the committee serves a municipal purpose;



- Whether its work duplicates the responsibilities of staff or another body;
- The need for public participation or specialized knowledge;
- The anticipated workload and meeting schedule;
- Staff and financial resources required;
- Whether the committee will be advisory or receive delegated authority; and
- The expected duration of the committee.

A committee shall be established or continued through a Council-approved by-law or resolution supported by terms of reference.

8. Terms of Reference

Each committee shall have Council-approved terms of reference addressing, at minimum:

- Purpose and mandate;
- Membership composition;
- Eligibility requirements;
- Appointment terms;
- Chair and vice-chair selection;
- Quorum and voting;
- Meeting frequency;
- Reporting to Council;
- Staff support;
- Budget authority;
- Conflict-of-interest and confidentiality requirements;
- Attendance expectations;
- Vacancies, resignation and removal; and
- Review or completion date, where applicable.

Unless expressly authorized by legislation or delegated authority, committees are advisory and shall not:

- Direct municipal staff;
- Approve municipal expenditures;
- Enter contracts or make financial commitments;
- Speak on behalf of the Township;
- Commit the Township to a position or course of action; or
- Exercise authority assigned to Council or municipal officers.

9. Eligibility

Unless different requirements are established by legislation or the committee's terms of reference, an applicant should:

- Be at least 18 years of age;
- Be a resident, property owner, tenant or business owner within the Township, where appropriate;
- Have an interest in the committee's mandate;
- Be available to attend meetings regularly;
- Be willing to comply with applicable municipal policies and legislation; and
- Not have an unresolved conflict that would prevent the individual from fulfilling the committee's responsibilities.

Council may appoint a non-resident where specialized knowledge, experience or representation would benefit the committee and where the terms of reference permit the appointment.



Municipal employees shall not normally be appointed as voting resident members of committees they support or advise, unless approved in the terms of reference for the committee.

10. Public Recruitment

Resident appointments shall normally be advertised publicly. Notices may be published through:

- The Township website;
- Municipal social media accounts;
- Municipal notice boards;
- Community facilities;

The notice shall include:

- The name and purpose of the committee;
- The number of available positions;
- Eligibility requirements / Preferred qualifications;
- Expected meeting frequency;
- Instructions for submitting an application;
- The application deadline; and
- A statement concerning the collection and use of personal information.

The application period should normally remain open for at least two weeks.

The Township may extend or readvertise the application period if an insufficient number of qualified applications is received. Likewise, the Township may reduce the application period if a sufficient number of qualified applications is received.

11. Application Requirements

Applicants shall submit the prescribed application form by the established deadline. The application may request:

- Name and contact information;
- Confirmation of eligibility;
- Relevant skills, knowledge and experience;
- Community involvement;
- Reasons for applying;
- Availability to attend meetings;
- Potential conflicts of interest; and
- Consent to the collection and use of personal information.

Only information reasonably necessary for the appointment process shall be collected.

References, background checks or other screening requirements shall only be requested where reasonably connected to the responsibilities of the position.

12. Late or Incomplete Applications

Applications received after the deadline may be considered only when:

- An insufficient number of applications has been received;
- A position remains vacant;
- Council authorizes an extension; or
- Exceptional circumstances justify consideration.



Where practical, applicants who submit incomplete applications may be given an opportunity to provide the missing information before the applications are presented for consideration.

13. Eligibility Screening

The Clerk or designate shall review applications to determine whether applicants meet the mandatory eligibility requirements.

Staff may contact an applicant to:

- Confirm information;
- Request missing information;
- Clarify availability;
- Discuss a potential conflict; or
- Confirm continued interest.

Eligibility screening shall not replace Council's authority to make the final appointment.

14. Evaluation Criteria

Eligible applicants shall be evaluated using criteria relevant to the committee's mandate. The following general evaluation framework may be used:

Criteria	Weight
Understanding of the committee's mandate	20%
Relevant knowledge, skills or experience	25%
Community involvement or local perspective	20%
Ability to work collaboratively and respectfully	20%
Availability and commitment	15%
Total	100%

The evaluation framework is intended to support Council's decision-making and does not require Council to appoint the applicant receiving the highest numerical score.

Council may also consider:

- The overall balance of skills and experience;
- Different geographic and community perspectives;
- Continuity and organizational knowledge;
- Representation of affected community interests;
- The applicant's attendance record on previous committees; and
- The ability to work constructively within an advisory environment.

Criteria shall not be applied in a discriminatory manner.

15. Consideration of Incumbent Members

A current member whose appointment is ending may apply for reappointment. Previous service may be considered based on:

- Attendance;
- Participation;
- Understanding of the committee's mandate;



- Compliance with municipal policies;
- Ability to work respectfully with others; and
- Contributions to the committee's work.

Previous appointment to a committee does not create an entitlement to reappointment.

16. Council Member Appointments

Council representatives shall be appointed by Council.

When making Council appointments, consideration may be given to:

- The member's knowledge and interest;
- The committee's mandate;
- Distribution of Council workload;
- Availability;
- Continuity;
- Potential conflicts of interest; and
- Legislative or organizational requirements.

The Head of Council shall not independently make an appointment unless that authority is expressly provided by legislation or municipal by-law.

17. Review of Applications by Council

The Mayor, along with the Councillors appointed to the Committee, shall review each application and make recommendations on appointment to Council.

Staff shall provide Council members with sufficient information to evaluate eligible applicants.

Information may include:

- The applications received;
- Confirmation of eligibility;
- Relevant qualifications;
- Evaluation results; and
- Required committee composition.

Council may consider personal information about identifiable applicants during a properly authorized closed meeting in accordance with the *Municipal Act, 2001*.

Council shall not conduct a final substantive vote in closed session unless permitted by law. Final appointments shall be confirmed in open session through an appointment by-law.

18. Appointment Terms

Unless legislation or the terms of reference provide otherwise:

- Appointments should generally correspond with the term of Council;
- Council may establish shorter or staggered terms;
- Ad-hoc committee appointments may continue until the project is completed;
- Members may continue until their successors are appointed where authorized by the appointment by-law;
- Appointments shall not automatically continue into a new term of Council; and
- Council may establish limits on consecutive appointments where appropriate.



19. Notification of Applicants

Following Council's decision:

- Successful applicants shall receive written confirmation of their appointment;
- Unsuccessful applicants shall be thanked and advised that they were not selected;
- Applicant rankings, evaluation notes and confidential Council discussions shall not be publicly disclosed; and
- The names of appointed members may be published after adoption of the appointment by-law.

20. Acceptance and Orientation

An appointee shall confirm their acceptance before beginning committee duties. Appointed members shall receive orientation appropriate to their responsibilities. Orientation may include:

- Committee terms of reference;
- Municipal procedure and open-meeting rules;
- Roles of Council, staff and committee members;
- Conflict-of-interest obligations;
- Code of conduct;
- Confidentiality and privacy;
- Accessibility;
- Respectful conduct;
- Health and safety, where applicable;
- Budget restrictions; and
- Reporting procedures
- Some external training may be available for certain committees.

Members shall be required to sign an acknowledgement confirming that they have reviewed and agree to comply with the applicable requirements.

21. Compensation and Expenses

Committee members shall serve without compensation unless Council has approved remuneration. Approved expenses may be reimbursed in accordance with the Township's applicable policies and budget.

Committee members shall obtain authorization before incurring an expense on behalf of the Township.

22. Records Management

Applications, evaluation records, appointment documents and committee records shall be managed in accordance with:

- The Township's records retention requirements;
- Municipal privacy legislation;
- Applicable access-to-information requirements; and
- Direction from the Clerk.

Applications shall not be retained longer than required by the applicable retention schedule.

23. Accessibility and Accommodation

The appointment process and committee operations shall be accessible and inclusive.



Applicants and members may request accommodation in accordance with applicable legislation and Township policies.

Accommodation needs shall not negatively affect an applicant's consideration for appointment.

24. Review of Committees

Council should review its committees at least once during each term of Council or more frequently where appropriate.

The review may consider:

- Continued need for the committee;
- Progress toward its mandate;
- Attendance and participation;
- Quality and usefulness of recommendations;
- Staff and financial resources required;
- Duplication with another committee or municipal function; and
- Whether the committee should continue, change or be dissolved.

25. Responsibilities

Council shall:

- Establish and dissolve committees;
- Approve terms of reference;
- Make appointments;
- Approve delegated authority;
- Consider committee recommendations; and
- Remove or replace appointees where necessary.

The Clerk or Designate shall:

- Administer the recruitment and appointment process;
- Maintain appointment records;
- Confirm eligibility;
- Protect personal information;
- Prepare appointment by-laws;
- Provide procedural advice; and
- Coordinate orientation.

The CAO shall:

- Identify staff and financial implications;
- Assign appropriate staff support;
- Ensure committees do not improperly direct staff; and
- Support the consistent administration of this policy.

Committee Chairs shall:

- Facilitate orderly and respectful meetings;
- Apply the committee's terms of reference;
- Encourage participation;
- Work with the committee secretary on agendas; and
- Ensure recommendations are clearly presented to Council.



Committee Members shall:

- Attend and prepare for meetings;
- Act honestly, respectfully and in good faith;
- Remain within the committee's mandate;
- Declare applicable conflicts;
- Protect confidential information; and
- Comply with legislation and municipal policies.

26. Exceptions

Council may approve an exception to this policy where:

- Required by legislation;
- Required under an agreement;
- Necessary to fill an urgent or specialized position;
- An insufficient number of qualified applications is received; or
- Council determines that an alternative process is in the Township's best interests.

The reason for a material exception should be documented in the public record, subject to privacy requirements.

27. Policy Review

This policy may be reviewed once during each term of Council or earlier where required by:

- Legislative changes;
- Operational experience;
- A governance review; or
- Direction from Council.

28. Related Documents

- Township Procedure By-law
- Township Code of Conduct
- Committee Terms of Reference
- Appointment By-law
- Records Retention By-law
- Municipal Conflict of Interest Registry
- Accessible Customer Service Policy
- Committee Application Form
- Committee Member Acknowledgement Form
- Committee Applicant Evaluation Form

Standard Privacy Notice

Personal information contained in this application process is collected under the authority of the *Municipal Act, 2001* and will be used to assess eligibility and qualifications for appointment to a Township committee or board. Information may be reviewed by authorized municipal staff and Council. Questions regarding the collection and use of this information may be directed to the Clerk of the Township of Bonfield.





MUNICIPAL COMMITTEE APPLICATION

Application for Public Appointment

Thank you for your interest in serving the Township of Bonfield. Please complete this application as fully as possible. The information provided will assist Council in considering appointments to municipal committees.

1. APPLICANT INFORMATION

Full legal name		Preferred name	
Residential address		Mailing address	
Telephone		Email	

Preferred method of contact: ☐ Telephone ☐ Email ☐ Either

2. COMMITTEE PREFERENCE

Select the committee for which you wish to be considered.

Committee	Area of Focus
☐ Committee of Adjustment	Minor variance and consent applications under the Planning Act
☐ Recreation Committee	Community events, recreation work plans, parks and recreation budgets
☐ Economic Development Committee	Business retention, investment attraction and economic initiatives
☐ Ad Hoc Committee	

Are you willing to be considered for another committee? ☐ Yes ☐ No

3. INTEREST, EXPERIENCE AND QUALIFICATIONS

Why are you interested in serving on the selected committee?

Describe the skills, knowledge, lived experience, education or professional background you would bring to the committee.

Describe any previous municipal, board, committee, volunteer or community experience.

What priorities or opportunities should the selected committee consider during its term?

4. AVAILABILITY AND PARTICIPATION

Meeting availability	☐ Daytime ☐ Evening ☐ Either
Meeting format	☐ In person ☐ Electronic ☐ Either
Term commitment	☐ I can attend regular meetings and serve for the appointment term

Please identify any scheduling restrictions or anticipated absences:

The Township is committed to accessible participation. If you require an accommodation during the appointment process or while serving, you may describe it below or contact the Clerk directly. Providing this information is voluntary.

Accommodation request (optional):

5. ELIGIBILITY AND POTENTIAL CONFLICTS

- ☐ I am at least 18 years of age.
- ☐ I am a resident of the Township of Bonfield.
- ☐ I am willing to comply with the Committee's Terms of Reference, Code of Conduct and applicable Township policies.
- ☐ I understand that committee meetings and records are public, subject to applicable legislation.

Do you have any employment, business, property, organizational, family or financial interests that could create an actual, potential or perceived conflict with the work of the selected committee(s)?

- ☐ No ☐ Yes - please explain below

Note: Declaring a potential conflict does not automatically disqualify an applicant. It allows the Township to assess the circumstances and any measures that may be required.

6. APPLICANT DECLARATION AND CONSENT

I certify that the information provided in this application is true and complete to the best of my knowledge. I authorize the Township of Bonfield to verify information relevant to my application and to use the information for the committee appointment process. If appointed, I agree to carry out my responsibilities impartially and respectfully, maintain confidentiality where required, disclose conflicts of interest, and comply with applicable legislation, the Committee's Terms of Reference, Code of Conduct and municipal policies. I understand that submitting this application does not guarantee an appointment and that appointments are made by Council.

Applicant signature	
Date	

7. COLLECTION OF PERSONAL INFORMATION

Personal information on this form is collected under the authority of the Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act. It will be used to administer the Township's committee appointment process and, if the applicant is appointed, to administer the appointment. Information may be provided to Council and authorized municipal staff and may form part of a public Council agenda or record where required by law. Questions about this collection may be directed to the CAO/Clerk-Treasurer, Township of Bonfield, 365 Highway 531, Bonfield, ON P0H 1E0, telephone 705-776-2641 ext. 122.

FOR MUNICIPAL USE ONLY

Date received	
Application reviewed by	
Council decision / resolution	
Appointment term	
Applicant notified	☐ Yes Date: _____