



Committees of Council Terms of Reference

Schedule "A" to Bylaw 2026-39

Introduction:

Promoting honest, transparent decision making

Committees of Council assist with the decision-making process. These Committees work on behalf of Council to provide advice and make recommendations. They are an excellent and important setting for policy debate and public input on issues within Council's area of responsibility. To capture the efficiency afforded by working in smaller groups, Council does not repeat the detailed discussion and analysis conducted by the Committee during regular Council sessions.

This governance structure serves to include members of the public in the decision making-process when possible, and it encourages a smaller group of Council representatives to have a deeper level understanding of the discussions that result in the final recommendation to Council.

Alternatively, the deep level of understanding from these discussions does not often transfer to all of Council. It is implicit to this model of governance that those appointed Committee Members of Council will be diligent in fulfilling their roles. All Councillors have an opportunity, should they wish to do so, to provide written input (prior to the meeting) and/or verbal input (at the meeting) to the Standing Committee Chair for a Committee's consideration on a Committee's agenda.

Principles that guide the Committee's work and decisions:

- Respects the legislation that Council works within and public engagement
- All Committee work will be carried out in accordance with the Township of Bonfield's Procedural By-law, provisions of the Municipal Act, and other governing legislation and policies. Where this policy has stronger policy than the Procedural Bylaw, this Policy shall prevail.
- Council's Code of Conduct will guide Committee efforts. This is assurance that the highest ethical standards and professionalism while ensuring that the best interests of the community are met.
- The Municipal Committee and Board Appointment Policy
- Committee's will engage the public in their work by appointing up to 3 members of the public to the following Standing Committees: Committee of Adjustment and Recreation. As well, members of the public will be invited to delegate on all matters before the Committees.

Leadership and Stewardship

- Establish and understand priorities for Committee work that is annual, adhere to budgets
- Consider risk management issues when debating options and recommendations
- Ensure the Committee conducts its business consistent with Council's policies
- Consider the Township's Strategic Priorities when developing recommendations
- Where possible and where processes can be improved, recommend improvements to information flows and public engagement
- Track outstanding Committee items

A. Mandates

The Committee's mandate defines its core areas of management and responsibility as defined within this Terms of Reference. Standing Committees are established by the Town's Procedural By-law.

The scope and responsibilities for each Council Committee is found in the following Appendices:

- Appendix A - Corporate Service Committee
- Appendix B - Committee of Adjustment
- Appendix C - Emergency Service Committee
- Appendix D - Recreation Committee
- Appendix E - Economic Development Committee

Council may establish and appoint ad-hoc Committees through out the term of Council. Mandates and Committees may be reviewed once per term of Council to ensure efficient and effective management and processes of each Committee. Prior to establishing a new Committee, Council will set the Mandate and responsibilities for the committee to adhere to.

Note: the Library Board and the Medical Centre Board have separately adopted Terms of Reference.

B. General Terms of Reference

The following specific policies and responsibilities apply to all Committees of Council. Refer to the Appendices for additional responsibilities for individual Committees. The Appointments to the Committees are addressed in a separate policy. Appointments to the Committees are generally for the term of Council.

i) ROLES

Council shall:

- Establish and dissolve committees;
- Approve terms of reference;
- Make appointments; council member(s) and where appropriate community member(s);
- Approve delegated authority;
- Consider committee recommendations; and
- Remove or replace appointees where necessary;
- Shall have the individual opportunity to visit Committees with prior written notice to the Chair of the Committee, outlining what item on the agenda they would like to address and how they would like the request addressed;
- When visiting a Committee, not to directly engage with the Committee debate or vote on motions, respect the Committee structure.
- The Mayor is ex-officio to all Committees.

Committee Chairs shall:

- Facilitate orderly and on-point discussions and respectful meetings;
- Frame the issues, focus the discussion after staff reports/each agenda item;
- Set the tone for the Committee;
- Apply the committee's terms of reference;
- Encourage participation of all members;
- Call for a decision on all motions;
- Vote on all motions before the Committee;
- Work with the committee secretary on agendas;
- Ensure recommendations are clearly presented to Council;



- Act as the primary spokesperson for any Committee-related media inquiries at the request of the Mayor.

Committee Members shall:

- Attend and be prepared for meetings;
- Discuss agenda items in an open, honest and informed manner;
- Act honestly, respectfully and in good faith on behalf of the entire community;
- Remain within the committee's mandate;
- Vote on all motions of recommendation to Council;
- Have a broad awareness of the Township's Strategic Plan;
- Have a broad understanding of Committee/staff roles;
- Declare applicable conflicts;
- Protect confidential information; and
- Comply with legislation and municipal policies

Individual committee members shall not:

- Direct municipal employees;
- Assign work to staff;
- Request substantial staff work without authorization;
- Provide instructions to contractors;
- Make public commitments on behalf of the Township; or
- Present personal opinions as official Township positions.

The Clerk or Designate (Recording Secretary) shall:

- In consultation with the Chair plan Committee agendas;
- Prepare motions and minutes for each meeting and distribute to members;
- Prepare reports for agenda topics and/or arrange other staff reports for agendas
- Protect personal information;
- Prepare appointment by-laws;
- Provide procedural advice;
- Coordinate orientation.

ii) Resources / Staff Support

The Chief Administrative Officer (CAO), Department Heads and other Town specialists (internal/external) may be called upon to conduct research, communications or any other Committee identified requirements.

The CAO shall assign staff to act as recording secretary for all Committees and monitor financial implications to support the consistent administration of municipal policies. The CAO will ensure Committees do not improperly direct staff.

Staff assigned to a Committee provide administrative and professional support but remain accountable through the Township's administrative reporting structure.

iii) Reporting to Council

The Committee shall develop an annual work plan for Council's approval or information by March 31 of each year. The work plan shall identify priorities, expected deliverables, timelines, responsible leads, staff implications and budget requirements. The Committee shall provide a progress update to Council by December 15 of each year.



All decisions that lead to the final formulation of recommendations for Council's consideration will take place at the Committee level. All pertinent information will be shared with members of the Committee in advance of the meetings. This may include, but not limited to, meeting minutes, staff reports, submitted correspondence and/or any supplemental information.

The Committee shall report to Council through approved minutes and, where action or direction is requested, through a staff report or Committee recommendation placed on a Council agenda. Committee recommendations are not binding and take effect only when approved by Council, unless authority has been expressly delegated.

iv) Committee Working Process

a) Meeting Frequency

The Committee may meet monthly, and at a minimum of three times per year. Should there no agenda items for discussion, a meeting may be cancelled at the call of the Chair and Vice Chair.

b) Attendance Expectations

Members are expected to prepare for, attend and participate in scheduled meetings. A member who cannot attend shall notify the Chair or staff liaison as soon as possible. Members are expected to attend meetings regularly and advise the committee secretary when they cannot attend.

Unless the terms of reference provide otherwise, Council may declare a position vacant where a member:

- Misses three consecutive regular meetings without reasonable explanation;
- Is absent from a significant portion of meetings in a calendar year; or
- Is unable to fulfill the position's responsibilities; or
- No longer meets the applicable eligibility requirements; or
- Breaches confidentiality, Code of Conduct, or Conflict of Interest rules.

Before recommending that a position be declared vacant, staff should notify the member and provide an opportunity for the member to explain the circumstances.

Authorized absences may include illness, family responsibilities, pregnancy leave, employment obligations or other circumstances accepted by the Committee or Council.

c) Vacancies

Where a vacancy occurs, Council may:

- Appoint a qualified applicant from the most recent recruitment process;
- Publicly advertise the vacancy;
- Leave the position vacant until the next regular recruitment;
- Reduce the committee's membership where permitted; or
- Take another action permitted by legislation and the terms of reference.

Any replacement appointment shall normally be for the remainder of the original term.

d) Resignation

A member may resign by providing written notice to the Clerk or committee secretary.



The resignation shall take effect on the date specified in the notice or, if no date is specified, on the date the notice is received. Council shall be advised of the resignation, and the appointment by-law may be amended accordingly.

e) Quorum and Voting

Quorum shall be a 50%+1 of the Committee's appointed voting members. Vacant positions shall not be counted when determining quorum. Each voting member, including the Chair, has one vote. A motion is carried by a majority of votes cast. A tie vote is lost. Proxy voting is not permitted. Members participating electronically may be counted for quorum and vote where permitted by the Township's procedure by-law.

If quorum is not present within 15 minutes after the scheduled start time, the meeting shall not proceed as a formal meeting. Members present may receive information, but no Committee business or recommendations shall be decided.

f) Budget Authority

The Committee shall operate within the annual budget, if any, approved by Council. The approved allocation for funds shall be based on the annual Workplan submitted. The Committee has no authority to incur debt, enter contracts, authorize unbudgeted expenditures, make financial commitments on behalf of the Township, or reallocate funds except as expressly authorized.

All purchases, reimbursements, donations, grants, fundraising activities and use of municipal funds shall follow the Township's purchasing, donation and any other related policies. Municipal staff shall process approved expenditures. Any request exceeding the approved budget or authority shall be submitted to Council.

g) Conflict of Interest

Committee and board members shall comply with all applicable conflict-of-interest requirements. Members shall:

- Disclose applicable pecuniary or other conflicts;
- Refrain from participating where required;
- Avoid using their position for personal benefit;
- Avoid preferential treatment;
- Seek advice where uncertain about their obligations; and
- Comply with any applicable code of conduct.

The Township does not provide members with personal legal advice regarding a potential conflict.

h) Confidentiality and Privacy

Members shall protect confidential and personal information received through their appointment. Members shall not:

- Disclose information considered during a closed meeting;
- Distribute confidential documents;
- Use confidential information for personal or private purposes;
- Retain confidential records after their appointment ends; or
- Publicly discuss personal information contained in applications or municipal records.

Confidential municipal records shall be returned or securely destroyed as directed by the Clerk.





Appendix A - Corporate Service Committee

Mandate:

The Corporate Services Committee shall provide strategic oversight and recommendations to Council concerning the Township's financial planning, corporate administration, Public Works operations, and organizational priorities.

The Committee shall review and discuss:

- The annual operating and capital budgets, long-term financial plans, reserve requirements, funding opportunities, and significant budget variances;
- Departmental work plans, service priorities, performance objectives, and resource requirements;
- Public Works operations, infrastructure programs, capital projects, fleet and equipment requirements, and asset management priorities;
- Corporate administration initiatives, policies, procedures, staffing requirements, legislative compliance, and organizational improvements;
- The progress, financial status, and anticipated outcomes of approved projects and initiatives;
- Emerging operational matters that may affect municipal services, finances, staffing capacity, or Council's strategic priorities; and
- Other corporate matters referred to the Committee by Council or the Chief Administrative Officer.

The Committee supports coordinated planning across municipal departments and promote responsible financial management, effective service delivery, transparent decision-making, and alignment with Council's Strategic Plan.

Meeting Dates: The third Monday of each month at 7:00 pm at the Municipal Office.

Membership Composition and Eligibility Requirements:

The Committee shall be composed of all Council members, each with one vote.
The CAO, Clerk-Treasurer and Public Works Manager shall attend meetings.
The CAO shall be the recording secretary for the Committee.



Appendix B - Committee of Adjustment



Mandate:

The Committee of Adjustment is regulated under Section 44 of the Planning Act, as amended. Township of Bonfield Bylaw No. 2026-21 is the bylaw to Constitute a Committee of Adjustment.

The Committee of Adjustment is a quasi-judicial body established to consider and make decisions on land-use planning applications affecting lands within the jurisdiction of the Township of Bonfield. The Committee is delegated the authority to:

- Determine applications for minor variances from the Township's Zoning By-law under section 45(1) of the *Planning Act*;
- Consider applications for consent to sever land for Council approval, under the authority delegated pursuant to section 54 of the *Planning Act*; and
- Conduct public hearings, receive written and oral submissions, evaluate planning evidence, and impose conditions where authorized and appropriate.

In exercising its delegated authority, the Committee shall make independent, impartial, and evidence-based decisions in accordance with the *Planning Act* and all other applicable legislation and regulations. Decisions shall be consistent with the Provincial Planning Statement, conform with or not conflict with applicable provincial plans, and have regard for the Township's Official Plan, Zoning By-law, relevant municipal policies, agency comments, planning reports, and public submissions.

The Committee shall provide a fair and transparent hearing process and ensure that its decisions include written reasons demonstrating how the applicable statutory tests and planning policies were considered.

Meeting Dates: The second Tuesday of each month starting at 5:00 pm at the Municipal Office.

Membership Composition:

The Committee shall be composed of seven voting members appointed by Council, including:

- All Council members;
- Two community members; and
- Planning Administrator or designate shall be the recording secretary.

Eligibility Requirements

To be eligible for appointment, an applicant must:

- Be at least [18] years of age;
- Reside in the Township;
- Clearly demonstrate an interest in or relevant experience related to the Committee's mandate;



Appendix C - Emergency Service Committee



Mandate:

The Emergency Services Committee shall provide strategic oversight and recommendations to Council concerning municipal fire protection services, emergency preparedness, and community emergency management.

The Committee shall review and discuss:

- The Fire Department's annual operating and capital budgets, long-term financial requirements, reserves, grant opportunities, and significant budget variances;
- Fire Department work plans, service levels, staffing and volunteer complement, training, equipment, fleet, facilities, and capital requirements;
- Fire prevention, public education, emergency response, and operational procedures presented by the Fire Chief;
- New or amended Fire Department policies, establishing by-laws, service agreements, mutual aid arrangements, and applicable legislative requirements;
- The municipality's Community Risk Assessment and its relationship to fire protection needs and service-delivery decisions;
- The Emergency Management annual operating budget and grant opportunities in cooperation with the Emergency Management Program Committee.
- Other emergency services or emergency-management matters referred to the Committee by Council, the Chief Administrative Officer, the Fire Chief, or the Community Emergency Management Coordinator.

The Committee shall support coordinated planning, legislative compliance, effective resource allocation, community safety, and municipal readiness for emergencies. It shall provide recommendations to Council on service priorities, policies, budgets, programs, and strategic initiatives.

The Committee's role is strategic and advisory. It shall not direct emergency responses, interfere with the Fire Chief's command or operational authority.

Meeting Dates: The third Monday of each month at 6:00 pm at the Municipal Office.

Membership Composition, Eligibility and Voting:

The Committee shall be composed of [number] voting members appointed by Council, including:

- Two members of Council;
- The Fire Chief and CEMC, with the Deputy and Alternate in attendance as well
- The Fire Office Clerk shall be the recording secretary for the Committee
- As the Committee is fully municipal officials the Fire Chief and CEMC shall have one vote each for deciding motions of recommendation. The alternates, if in attendance with the primary shall not have voting privileges.



Appendix D - Recreation Committee



Mandate:

- Plan, organize, promote, and assist with the delivery of Council-approved community events and recreational activities;
- Develop an annual recreation work plan identifying proposed events, projects, priorities, timelines, and resource requirements;
- Draft an annual operating and capital budget for recreation programs, community events, parks, playgrounds, trails, beaches, and other recreational facilities;
- Monitor approved recreation budgets and provide recommendations to Council concerning significant variances or changing priorities;
- Review the condition, accessibility, safety, use, and long-term needs of municipal parks and recreational facilities;
- Recommend park improvements, recreational amenities, capital projects, service levels, and maintenance priorities;
- Identify and pursue sponsorships, partnerships, donations, and grant opportunities, subject to municipal policies and Council approval;
- Encourage volunteer participation and collaboration with community organizations, service clubs, businesses, schools, and residents;
- Address other recreation-related matters referred to the Committee by Council or municipal administration.

Meeting Dates: The first Monday of each month at 5:00 pm at the Municipal Office.

Membership Composition:

The Committee shall be composed of five voting members appointed by Council, including:

- Two members of Council;
- Three public community members; and
- One representative from each local non-profit organization may attend meetings of the Committee to discuss and support community collaboration and coordination of events with non-voting privileges.
- The Administrative Assistant (FT) shall be the recording secretary and staff support for this Committee.

Eligibility Requirements

- To be eligible for appointment, an applicant must:
- be at least [18] years of age;
- Reside in the Township
- Clearly demonstrate an interest in or relevant experience related to the Committee's mandate;





Appendix E - Economic Development Committee

Mandate:

The Economic Development Committee shall support the sustainable growth, diversification, and resilience of Bonfield's local economy by advancing initiatives that retain and strengthen existing businesses, encourage entrepreneurship, promote the community, and attract appropriate new investment.

The Committee shall:

- Support and oversee the implementation of the recommendations arising from the Township's Business Retention and Expansion Program and Community Economic Development Strategy;
- Develop an annual economic development draft budget and work plan identifying priorities, projects, timelines, partnerships, resource requirements, and measurable outcomes;
- Engage with local businesses, agricultural and forestry operators, entrepreneurs, developers, investors, and community organizations to identify opportunities for economic growth;
- Recommend initiatives that support business retention, expansion, succession, workforce development, entrepreneurship, and the establishment of new businesses;
- Promote Bonfield as a desirable location in which to invest, operate a business, develop property, visit, live, and work;
- Assist in developing promotional materials, community profiles, investment information, business resources, and other tools that showcase Bonfield's economic assets and opportunities;
- Review and recommend municipal policies, procedures, incentives, studies, and programs that improve investment readiness and foster a supportive business environment;
- Encourage partnerships with regional economic development organizations, neighbouring municipalities, Indigenous communities, educational institutions, governments, funding agencies, and the private sector;
- Identify and support applications for grants, and other funding opportunities related to economic and community development;
- Provide regular reports and recommendations to Council concerning economic development priorities, project outcomes, emerging opportunities, and matters requiring municipal action;
- Address other economic development matters referred to the Committee by Council or municipal administration.

Meeting Dates: The third Tuesday of each month at 5:00 pm at the Municipal Office.

Membership Composition:

The Committee shall be composed of voting members appointed by Council, including:

- Two members of Council plus the Mayor;
- Two public community members; and
- The Planning Administrator or designate shall be the recording secretary for this Committee.

Eligibility Requirements

- To be eligible for appointment, an applicant must:
- be at least [18] years of age;
- Reside in the Township;
- Clearly demonstrate relevant experience and knowledge related to the Committee's mandate;

