



**Community Development Advisory Committee Meeting
October 5, 2015 – 1:00 p.m.
Frontenac Room,
2069 Battersea Road, Glenburnie, ON**

AGENDA

Page

- 1. Call to Order**
- 2. Welcome and Introductions**
- 3. Adoption of the Agenda**
 - a) **That the agenda for the October 5, 2015 meeting of the Community Development Advisory Committee be adopted.**
- 4. Disclosure of Pecuniary Interest and General Nature Thereof**
- 5. Adoption of Minutes**
- 6. Mandate and Key Activities**
 - a) **2015-099
Community Development Advisory Committee
Overview of Committee Mandate**
- 7. Election of Officers**
 - a) Election of Chair
 - b) Election of Vice-Chair
- 8. Deputations and/or Presentations**
- 9. Reports to the Community Development Advisory**
 - a) **2015-098
Community Development Advisory Committee
Sustainability Workshop Finalization**
 - b) **Committee Orientation**
 - 1. County of Frontenac Procedural By-law (Meeting Management)**
 - 2. Code of Conduct for Members of County Council & Committees**

3 - 11

12 - 14

15 - 76

To be presented by Jannette Amini, Manager of Legislative
Services/Clerk

10. Communications

11. Other Business

12. Next Meeting

13. Adjournment



Report 2015-099

To: Community Development Advisory Committee
From: Anne Marie Young, Manager of Economic Development
Date of meeting: Monday, October 5, 2015

Re: Community Development Advisory Committee – Overview of Committee Mandate

Recommendation

This Report is for information purposes only.

Background

At its July 2015 regular meeting County Council approved the Terms of Reference for the Community Development Advisory Committee (CDAC) as follows:

Mandate

Set priorities for sustainability in the Frontenacs, implementing the visions outlined in Directions for Our Future, the Economic Development Charter & Implementation Plan, and the Trails Master Plan.

Key Activities

- Create short-term project teams for focused development within priorities
- Evaluate project team recommendations through a sustainability lens
- Proactively advise and inform Council to ensure decisions account for regional and long-term implications
- Improve community engagement in the activities that will lead to a sustainable future for the Frontenacs

Comment

The following information on current activities with regard to economic development, sustainability and trail development is offered to the committee members for perusal:

Economic Development

County Council has recognized focused economic development as one of its strategic goals:

“Council agrees to prioritize support to the economic development objective of employment/revenue generation; and to support continued efforts to rationalize costs across the Townships and County.”

And during the 2015 budget deliberations, allocated \$500,000 from reserve funds for the purpose of focused economic development.

The County held “Economic Development Days” on March 4th and 5th 2015 to develop an economic development charter and focus efforts in order to maximize impact. The resulting economic development charter included three activities:

- 1) Trips and Trails, 2) Local Food & Beverage, and 3) Recreation Lifestyle, and two demographic targets: 1) Seniors, and 2) Families and Youth.

A copy of the full charter is attached as Appendix A.

On June 9, 2015 a workshop was held where by County Council and other community stakeholders built on information gleaned from the March 4th & 5th Economic Development Days and determined go forward actions for the Economic Development Implementation Plan.

The resulting draft action plans formed the basis for the implementation plan: “Advancing Economic Development in the Frontenacs” which will act as a blueprint for future rural economic success in the Frontenacs.

At its regular meeting on September 23, 2015 County Council endorsed the Economic Development Implementation Plan, pending a breakdown of financial implications during the budget presentation. The Implementation Plan includes the following package of actions:

1. Branding Exercise & Related Signage
2. Accommodation Facilities – Attraction & Retention
3. Food & Beverage Retention & Expansion
4. Develop a Recreation Infrastructure Plan
5. Contract a Community Development Coordinator

Once the implementation plan has gone through budget deliberation, it is expected the committee will develop a business case for each of the actions. Together these actions form a package, each linked to the other to offer a strong formula for success. More details can be found in Appendix B.

Directions for Our Future – the County’s Integrated Community Sustainability Plan.

As stated in *Directions for Our Future*, economic development takes health, community, education, and environmental and social objectives into account. Details for the annual workshop are presented in a separate report.

K&P Trail Development

At the time of this report the K&P Trail is near completion to Tichborne. The development of this multi-use trail offers an alternative transportation network for our residents and visitors, links us into the Trans Canada Trail system, connects our communities, and provides healthy lifestyle and recreational opportunities.

At its regular meeting in May 2015, County Council instructed staff to make an application to the new Canada 150 Community Infrastructure Program (CIP 150) and approved an allocation from reserves for the amount of \$247,000 to use as leverage for the K&P Trail development from Tichborne to Sharbot Lake.

The County has been since notified that its application to the CIP 150 fund was successful for a non-repayable contribution of \$247,000. A contribution agreement is anticipated soon.

Currently local volunteers are meeting with landowners of the K&P to determine the best avenue of acquisition for the purposes of developing a continuous trail for users. Details for each meeting is well documented and will be a valuable reference when the County moves on the development.

Sustainability Implications

In all that we do in the name of economic development in the Frontenacs, we will live by a set of principles that balance the economy, environment, social, and cultural interest of our communities.

Financial Implications

There is an allotment in the 2014 budget for the K&P Trail development and activities for monitoring *Directions for Our Future*. Budget deliberations for 2016 will determine the allocation from the \$500,000 in reserves for the economic development implementation plan.

Organizations, Departments and Individuals Consulted and/or Affected

Members of CDAC
County Council & staff
Residents of the County of Frontenac

APPENDIX A

**An Economic Development Charter for the Frontenacs
March 5, 2015**

We believe a strong economy is essential for vibrant, enduring communities, for the happiness, health, and satisfaction of our residents, and for the security of our citizens as well as our businesses, organizations and local governments.

We value collaboration and pledge to work together to develop, gather support for, implement and measure the themes in this Charter.

We share a Vision of an economy that is rooted in the character of the Frontenacs and its people: welcoming, natural, healthy, clean, tranquil, entrepreneurial, and rural by choice and conviction.

We agree that success in bringing the Vision to life will come from proactive implementation of initiatives developed within the inter-related themes outlined in this Charter.

We pledge that the Frontenacs will be a stronger by focusing on the following themes:

	Activities		
	Trips and Trails	Local Food and Beverage	Recreation Lifestyle
Describe scope of priority	<ul style="list-style-type: none"> • Providing safe community linkages for recreation, active transportation and tourism will provide opportunities for business and assessment growth. 	<ul style="list-style-type: none"> • Food and beverage products that are grown, processed and sold locally, regionally and internationally will reinforce the character and reputation of the Frontenacs, while providing local jobs and support for tourism. 	<ul style="list-style-type: none"> • Promotion of the Frontenacs lifestyle, with access to the natural beauty and amenities of the Frontenacs will appeal to families and businesses. • The recreation lifestyle will be complemented by a “connected” community.
Describe “why” of priority	<ul style="list-style-type: none"> • The geography of the Frontenacs is vast and beautiful. Lifestyle and recreation opportunities will be supported by the successful implementation of a trips and trails strategy. 	<ul style="list-style-type: none"> • The unique geography and environment of the Frontenacs offers the opportunity to provide a rich and diverse range of product offerings for residents and visitors. • Will take advantage of a 	<ul style="list-style-type: none"> • Youth and families that yearn for a rural lifestyle with access to nature, connection to trails and opportunities to work from home will help provide balance to our economy.

		growing demand for local, healthy food options.	
Describe general definition of success	<ul style="list-style-type: none"> • Assessment growth in proximity to trails • Business growth in trips and trails support industries i.e., B&B's, outfitters, restaurants. 	<ul style="list-style-type: none"> • Growth in value added agriculture, agri-business, specialty products and artisan foods • Development of breweries, distilleries and wineries. • Ensuring the required supports are in place. 	<ul style="list-style-type: none"> • Attraction of families and retention of our youth. • Growth in home based businesses.

	Demographics	
	Seniors	Families and Youth
Describe scope of priority	<ul style="list-style-type: none"> • Ensuring that seniors can remain in their home and transition to independent living options will strengthen the fabric of our communities. • The health and quality of life of our seniors is important to our community. 	<ul style="list-style-type: none"> • The demography of the Frontenacs needs a balance that includes youth and families. The themes of recreation lifestyle, trips and trails will be the key to the attraction and retention of people that crave the natural beauty and attributes of the Frontenacs.
Describe "why" of priority	<ul style="list-style-type: none"> • Seniors are a vibrant and diverse component of our communities. From the newly retired, to the active senior promoting an "aging-in-place" strategy as an economic development and planning framework will improve our communities. 	<ul style="list-style-type: none"> • A diverse population for the Frontenacs will ensure our economy is broadly based.
Describe general definition of success	<ul style="list-style-type: none"> • Improved "aging-in-place" options. • Improved transportation and access for seniors. • Private sector involvement in providing seniors solutions. 	<ul style="list-style-type: none"> • Demographic growth in the 0 to 40 age groups.

Implementation Tools

We recognize that by focusing on these themes, local jobs will be the outcome. We will leverage the power of these themes by utilizing a **coordinated approach to infrastructure, access to grants opportunities, business loans and counseling and regional marketing.**

Principles

In all that we do in the name of economic development in the Frontenacs, we will live by a set principles that balance the economy, environment, social and cultural interest of our communities.

These principles are summarized as follows:

- **Be prepared** – plan, balance risk and take advantage of opportunities
- **Work collaboratively** – as a community of communities and across political boundaries
- **Be accountable** – listen to our citizens and making tough decision and correcting course when required
- **Communicate effectively** – ensure quality, timely communications with our stakeholders and be clear in our intent
- **Recognize the rural lifestyle** – our economy is a reflection of our rural communities

Measurement

We will track our progress and report back to our communities every year. We will identify where we have excelled or fallen short, celebrating or refining our work as we track progress using these indicators:

- Increased food and beverage business and supporting infrastructure
- More people living and working in the Frontenacs
- More youth in our communities
- Decreased poverty rates
- More seniors staying and arriving
- Increased partnerships
- Increased sense of community pride
- Success in our schools
- More diverse/larger tax base
- Increased year round tourism
- Increased permanent population
- Use of technology to track businesses and data
- Diversity in demographics – age and race
- More kilometers of trails and related facilities
- More opportunities for self-employment
- Ability to adapt to change

Signed as individuals, this 5th day of March 2015

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APPENDIX B

ADVANCING ECONOMIC DEVELOPMENT IN THE FRONTENACS

2016-2018 Implementation Plan

#1: Branding Exercise & Related Signage

- Branding is the first step needed to form the foundation for all go-forward promotion of the Frontenacs. A strong brand is needed to support the themes from the Economic Development Charter. (2016)
- Signage installed at the first of many locations will begin the branding promotion. (2016,17,18)

Target: Increased awareness of the Frontenacs, leading to increased year-round tourism

Performance Measurements:

1. The completion of a branding package, including a logo and slogan
2. # of requests to use branding by: townships, organizations, businesses, publications
3. # of signs installed at gateways to the Frontenacs

Strategic Theme(s): Trips & Trails, Food & Beverage, Recreation Lifestyle

#2: Accommodation Facilities – Attraction & Retention

- Develop overnight accommodation in proximity to trails networks. Accommodations should be available for both the seniors demographic and families. Recognized types of accommodations at hotels, motels, B&Bs, small Inns, and Yurt-style camping.
- Encourage and support the opening and operation of 100 new accommodation beds in the Frontenacs by 2020. These rooms should be developed in all four Frontenac municipalities. (2016-18)

Target: 100 new beds

Performance Measurements:

1. # of prospects and leads generated in targeted areas (near trails)
2. # of site selection inquires
3. # of new beds in each municipality
4. # of overnight stays

Strategic Theme(s): Trips & Trails

#3: Food & Beverage Retention & Expansion

- Attract and develop the local F&B industry in the County, while also supporting those existing producers and processors. (2016-18)
- Develop a web-based information portal that will bring information together from diverse sources across the Frontenacs in a uniform way that provides a single

entry point for information to future residents, businesses, and visitors to the Frontenacs – information to include planning, zoning, available land, and business directory. (2016)

Target: Three new F&B businesses

Performance Measurements:

1. Increase in F&B Businesses

Strategic Theme(s): Food & Beverage

#4: Develop a Recreation Infrastructure Plan

- Develop of a Recreation Infrastructure Plan (RIP) allowing for the full recreational potential of the County being developed, creating important economic benefits for the Frontenacs. (2017)

Target: More kms of trails and related recreation opportunities, facilities, and businesses

Performance Measurements:

1. Completion of existing inventory
2. # of new kilometers of trails
3. # of new related facilities

Strategic Theme(s): Recreation Lifestyle

#5: Contract a Community Development Coordinator

- To effectively deliver the actions described above, stakeholders at the June 9th Economic Development Workshop recommended a Food & Beverage Coordinator be contracted for a three year term. Upon further developing the implementation plan, staff are recommending a broader focus and the contracting of a Community Development Coordinator for a three year term in order to facilitate other facets of the plan. Reporting to the Manager of Economic Development, the Coordinator will be required to work within the activities and themes of the Implementation Plan

Target: Realization of targets within the Economic Development Implementation Plan

Performance Measurements:

1. To be determined upon development of job description

Strategic Theme(s): Trips & Trails, Food & Beverage, Recreation Lifestyle



Report 2015-098

To: Community Development Advisory Committee
From: Anne Marie Young, Manager of Economic Development
Prepared by: Alison Vandervelde, Communications Officer
Date of meeting: Monday, October 5, 2015

Re: Community Development Advisory Committee – Sustainability Workshop Finalization

Recommendation

This Report is for information purposes only.

Background

As part of the Integrated Community Sustainability Planning process, the County has committed to connecting formally with the community twice annually – once at the Celebration Breakfast in the spring and again at the Workshop in the fall.

Every year, the Sustainability Advisory Committee has offered input on the agenda for the fall Workshop. Traditionally, the purpose of the workshop has been two-fold:

1. to develop a list of ongoing activities and projects that are happening across the County to progress sustainability
2. to gather the community's perspective on the sustainability projects that should become priorities for the next few years.

Comment

With County Council's recently increased interest in boosting economic development efforts in the Frontenacs, this year's workshop will focus on economic development – building an inventory of existing assets within the County and creating a vision for focused economic development in the years to come. Resulting priorities will be filtered through the other sustainability pillars.

Following is the detailed draft agenda for the October 22nd Sustainability Workshop:

**Annual Sustainability Workshop
Draft Agenda
October 22, 2015**

11:30 Registration Begins & Lunch is Served

12:10 Welcome!

Warden Doyle and Chair of Community Development Advisory Committee

12:15 Guest Speaker?

12:30 Presentation of Economic Development Implementation Plan

Anne Marie Young and Kelly Pender

12:40 Icebreaker

12:50 Break

1:00 Session #1: What are our current assets?

On the maps provided, use green stickers to plot all assets that currently exist in the Frontenacs. At the same time, on the worksheets provided, categorize each asset into a theme and a pillar within that theme (following tables as examples)

Trips & Trails		Food & Beverage		Recreation Lifestyle	
Economic	Social	Economic	Social	Economic	Social
Cultural	Environmental	Cultural	Environmental	Cultural	Environmental

1:30 Community Partnership Presentations

1:40 Session #2: What are we missing?

On the maps provided, use yellow stickers to plot all the things that could strengthen the economy of the Frontenacs. Keep in mind your list of current assets, the themes, and the pillars. On the worksheets provided, categorize each thing into a theme and a pillar within that theme.

2:10 Break

2:20 Session #3: What are our priorities?

1. As a group, decide on the County's top 5 current assets (when you have out-of-town guests, what are the "must see" spots in the Frontenacs?)
2. As a group, decide on the top 5 things that should be done to strengthen the economy of the Frontenacs (over the next 3-5 years, what are the "must have" projects that will improve the Frontenac's economy, keeping the other three pillars of sustainability in mind?)

When your priorities are set, elect someone from your group to plot your top 5 "Must Sees" (green) and your top 5 "Must Haves" (yellow) on the big map.

3:10 Session #4: What does the big picture look like?

Review the big map as a large group. Discuss.

3:45 Wrap Up & Next Steps

Lists & maps of Must Sees and Must Haves will be sent to the new Community Development Advisory Committee. They will narrow down the priorities and with Council's support – and potentially the help of short-term working groups – develop implementation plans for each.

Sustainability Implications

Making use of the Annual Sustainability Workshop in this way ensures the County of Frontenac stays true to its commitment to community engagement, that the community has a continued voice in the direction of economic development in the Frontenacs, and that economic development activities are filtered through the sustainability lens, creating “Made in Frontenac” solutions.

Financial Implications

The Workshop will be executed within the budget allotted by County Council during the 2015 budget cycle.

Organizations, Departments and Individuals Consulted and/or Affected

Kelly Pender, Chief Administrative Officer
Joe Gallivan, Director of Planning & Economic Development

BY-LAW NO. 2013-0020

OF

THE CORPORATION OF THE COUNTY OF FRONTENAC

being a by-law to govern the proceedings of the Council and its Committees,
the Conduct of Members and the Calling of Meetings

WHEREAS Section 238(2) of the *Municipal Act, 2001, S.O. 2001, c.25, as amended* (the Act) provides that Council shall pass a procedure by-law for governing the calling, place and proceedings of meetings;

AND WHEREAS Section 238 (2.1) of the *Act* provides that the procedure by-law shall provide for public notice of meetings;

AND WHEREAS By-law No. 2010-0028, being a bylaw to provide for governing the proceedings of the Council, the conduct of members and the calling of meetings was adopted by The Corporation of the County of Frontenac on November 17, 2010;

AND WHEREAS The Corporation of County of Frontenac deems it expedient to repeal By-law No. 2010-0028 and all amendments thereto;

NOW THEREFORE the Council for The Corporation of the County of Frontenac hereby enacts as follows:

1. That the proceedings of all Council and Committee meetings, the conduct of members and the calling of meetings shall be in accordance with the procedures and rules as set out in Schedule A attached hereto and forming part of this by-law;
2. That By-law No. 2010-0028 and any amendments thereto are hereby repealed;
3. That By-law No. 2012-0021 being a by-law to establish a Finance Committee and any amendments thereto are hereby repealed;
4. That By-law No. 2011-0007 being a by-law to establish a Sustainability Advisory Committee and any amendments thereto are hereby repealed;
5. That By-law No. 2011-0020 being a by-law to establish a Trails Advisory Committee and any amendments thereto are hereby repealed;
6. That By-law No. 2011-0008 being a by-law to establish a 150th Anniversary Planning Advisory Committee and any amendments thereto are hereby repealed;
7. That By-law No. 2011-0006 being a by-law to establish a Green Energy Task Force Advisory Committee and any amendments thereto are hereby repealed;

8. That By-law No. 2011-0022 being a by-law to establish a Joint Accessibility Advisory Committee and any amendments thereto are hereby repealed;

9. That this by-law shall come into force and take effect on the date of final passing.

Read a First and Second Time this 15th day of May, 2013.

Read a Third Time, Signed, Sealed and Finally Passed this 15th day of May, 2013.

The Corporation of the County of Frontenac

Janet Gutowski, Warden

K. Elizabeth Savill, Clerk

By-law No.	<u>Consolidated Copy</u> <u>Amendments</u> Title	Date of Passage
2013-0024	to Appoint members to various Committees	May 15, 2013
2014-0003	Establishment of a Seniors Task Force	Jan. 15, 2014
2014-0007	Township appointments to the Seniors Housing Task Force	Feb. 19, 2014
2014-0012	Township appointments to the Seniors Housing Task Force	Mar. 19, 2014
2014-0019	Updates and Housekeeping amendments	Apr. 16, 2014
2014-0033	Term of Appointments to Committees	Jul. 16, 2014
2014-0037	Schedule C5 – Youth Advisory Committee	Sep. 17, 2014
2015-0002	Amendments to Procedural by-law	Jan. 21, 2015
2015-0003	Change of Composition, 150 th Anniversary Planning Advisory Committee	Jan. 21, 2015
2015-0016	to amend By-law No. 2013-0020 (Trails Advisory Committee Mandate)	Mar. 18, 2015
2015-0029	to establish the Community Development Committee	July 15, 2015

Committee Appointments

2015-0005	To Appoint Council & Comm. Members to Advisory Committees	Jan. 21, 2015
2015-0017	to Appoint Members of Council and Members of the Community to Frontenac County Advisory Committees for the Term of Council (SHTF and TAC)	Mar. 18, 2015
2015-0021	being a by-law to appoint Members of Council and Members of the Community to Frontenac County Advisory Committees for the Term of Council	Apr. 15, 2015

Office Consolidation – April 16, 2015

**CORPORATION OF THE COUNTY OF FRONTENAC
BY-LAW NO. 2013-0020 – SCHEDULE A
PROCEDURE BY-LAW
I N D E X**

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1. Interpretation		
<i>Use of Pronouns</i>	1.1	Throughout this by-law, the words “he” and “his” shall, where appropriate, be deemed to read “she” and “her”
<i>Headings</i>	1.2	Headings are inserted in this by-law for ease of reference only and are not to be used as interpretation aids
<i>Definitions</i>	1.3	<p>In this by-law:</p> <ul style="list-style-type: none"> (a) “Agenda” means the Order of the Day (b) “Briefings” A verbal update to County Council or Committees of County Council by County Staff or consultants to the County or someone with expertise who has been invited by County Council or Committee; briefings are limited to 10 minutes (c) “CAO” means the Chief Administrative Officer of The Corporation (d) “Chair” means the person presiding at a meeting (e) “Clerk” means the Clerk of The Corporation, or the Deputy Clerk acting in the Clerk’s absence or, in the absence of both the Clerk and the Deputy Clerk, another Department Head appointed by Council resolution, except in the context of Committee activities where the Clerk may delegate responsibility to another member of County staff (f) “Closed Meeting” means a meeting or a part of a meeting of Council or a Committee, which is not open to the public in accordance with the <i>Municipal Act, 2001</i> and any amendments thereto (g) “Closed Meeting Investigator” means the body authorized by Council to investigate requests for a closed meeting investigation (h) “Committee” means any standing committee, sub-committee, advisory committee or task force established by County Council (i) “Committee Chair” means the person presiding at a Committee meeting (j) “Committee of the Whole” means a meeting of Council at which the rules in this by-law with respect to the number of times a member may ask a question or speak to an issue do not apply, with the exception to Delegations (k) “Committee Vice-Chair” means the Vice-Chair of a Committee, who shall act in the Chair’s absence (l) “Council” means the Council of the Corporation (m) “Corporation” means the Corporation of the County of Frontenac (n) “Deputant” means the presenter for the deputation in attendance at a Council or Committee meeting

	<ul style="list-style-type: none">(o) "Deputation" means an address to Council or Committee made at the request of a person wishing to speak(p) "Deputy Warden" means the position appointed to fulfill the responsibilities of the Warden in his absence(q) "Ex Officio" means the Warden who by virtue of office shall be a member of all Committees and shall have the same rights and privileges as other members of the respective committee(r) "Holiday" means: New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving, Christmas Day, Boxing Day(s) "In Writing" means handwritten, typewritten or electronically displayed(t) "Majority Vote" means an affirmative vote of more than one half of the Members present and voting. The Mayor of South Frontenac's vote counts as 2 votes.(u) "Meeting" means a majority of the Members of Council or Committee that comes together for the purpose of exercising the power or authority of the Council or Committee or for the purpose of doing the groundwork necessary to exercise that power or authority(v) "Member" means a Councillor of the Corporation and for Committees as defined in 1(f), shall mean a person appointed to the Committee(w) "Minutes" means a record, without note or comment, of all resolutions, decisions and other proceedings of Council and Committee Meetings(x) "Motion to Call the Question" means a motion to close debate and bring Council to a vote on a pending question(y) "Motion to Defer" means a motion to delay consideration of a matter until later in the same meeting or to a future meeting of Council or a Committee(z) "Motion to Receive" means a motion to acknowledge the particular item, report or recommendation under consideration and to have it placed in the records of Council with no additional action being taken(aa) "Motion to Refer" means a motion to dispose of a question under consideration, with or without any proposed amendment, in order to seek consideration by, and, if deemed desirable, one or more reports from any designated committee, body or official(bb) "Motion to Table" means a motion to postpone without setting a definite date as to when the matter will be considered again(cc) "Pecuniary Interest" means a direct or indirect
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		<p>pecuniary interest of a Member of Council within the meaning of the <i>Municipal Conflict of Interest Act, R.S.O. 1990, c.M.50</i>, as amended</p> <p>(dd) "Point of Order" means a question by a Member with a view to calling attention to any issue relating to the Procedure By-law or the conduct of Council's business or in order to assist the Member in understanding Council's procedures, making an appropriate motion, or understanding the effect of a motion</p> <p>(ee) "Point of Privilege" or "Personal Privilege" means a question by a Member who believes that another Member has spoken disrespectfully towards that Member or another Member or who considers that his integrity or that of a Member or County official has been impugned or questioned by the Member</p> <p>(ff) "Present" means physically in attendance at the meeting</p> <p>(gg) "Presentation" means an address to Council or Committee at the request of Council, a Committee or staff</p> <p>(hh) "Quorum" as it relates to Council and its Committees means a majority of the members</p> <p>(ii) "Recorded Vote" means a written record to be included in the minutes of the meeting of the name and vote of every Member voting on any matter or question</p> <p>(jj) "Resolution" means the decision of Council or its Committees on any motion</p> <p>(kk) "Time Sensitive Items" means those items on the agenda or addendum where action must be taken prior to the next regularly scheduled meeting of County Council;</p> <p>(ll) "Two-thirds majority vote" means an affirmative vote of at least two-thirds of the Members present. The Mayor of South Frontenac would count as 2 votes.</p> <p>(mm) "Warden" means the Head of Council of The Corporation</p>
2. Application		
<i>General</i>	2.1	The rules of procedure set out in this by-law shall govern all proceedings of Council and its Committees. Any part or parts of this by-law may be suspended, by resolution clearly indicating the purpose and intent of the suspension, if agreed upon by two-thirds majority vote of the Members present, provided the motion is in order.
<i>Statutory Requirements</i>	2.2	Notwithstanding anything in this by-law, where Council or a Committee convenes for the purpose of holding a meeting as required by any statute, the provisions of the statute and the <i>Statutory Powers Procedure Act</i> , as

		applicable, shall govern the proceedings.
<i>Rules of Order not Covered</i>	2.3	Any provision not made in this by-law shall be decided in accordance with Robert's Rules of Order and the Chair shall submit the ruling without debate.
3. Locations, Meeting Times and Notice of Regular Meetings of Council		
<i>Date of Inaugural Session</i>	3.1	The Council shall, in accordance with this by-law, hold its first Meeting on the third Wednesday in December at 9:00 a.m., unless otherwise directed by a resolution of Council.
<i>Clerk to Act as Chair</i>	3.2	The election of Warden and Deputy Warden shall be the first Agenda items of the inaugural Meeting of Council, and the Clerk shall act as Chair until the Warden and Deputy Warden are elected. (Amended by By-law 2014-0019 passed April 16, 2014)
<i>Council Meeting Dates & Locations</i>	3.3	Subsequent regular Council Meetings, not otherwise specially provided for, shall be held on the third Wednesday of each month at 9:00 a.m. unless a closed meeting is required at which point regular meetings shall commence at 9:30 a.m. at the County Administrative Offices, 2069 Battersea Road, Glenburnie unless otherwise directed by a resolution of Council. No regular Council meeting shall be held in August. (Amended by By-law 2014-0019 passed April 16, 2014)
<i>Notice to Members</i>	3.4	Notice of regular Meetings, including agendas, minutes, and supporting documents shall be provided via electronic mail by the Friday preceding the date of the Council Meeting. Alternative formats shall be made available upon request of the member. Notice may be provided by telephone or personal contact in case of an emergency.
<i>Notice to Media, Constituent Municipalities and Public</i>	3.5	Notice of regular Meetings shall be given by posting agendas and supporting documentation on the County's web site. In the event an agenda is amended, it shall be reposted as an amended agenda. To meet accessibility needs, alternative formats shall be made available upon request.
4. Membership on Council		
<i>Certificate of Election</i>	4.1	No person shall take a seat on Council until the Clerk has received the certificate of election from the Clerk of the lower tier municipality as established by Section 232 of the <i>Municipal Act, 2001 and amendments thereto</i> .
<i>Declaration of Office</i>	4.2	In accordance with the provisions of Section 232 of the <i>Municipal Act, 2001 and amendments thereto</i> , no person shall take a seat on Council until the person takes the Declaration of Office in the form established by the

		Minister for that purpose. The Clerk shall administer the Declarations of Office.
<i>Appointment of Alternate Member</i>	4.3	<p>Pursuant to Section 267 of the <i>Municipal Act, 2001 and amendments thereto</i>, if a Member of County Council is unable to act as a Member of County Council for a period exceeding one month, the local municipal council may appoint one of its Members as an Alternate Member of County Council to act in place of the Member until the Member is able to resume acting as a Member of County Council.</p> <p>The Alternate Member shall not take his seat on County Council until the Clerk of the County has received a certified copy of the appointment by-law passed by the lower tier municipality naming the Alternate.</p>
5. Election of Warden and Deputy Warden		
<i>Term of Office</i>	5.1	The term of office of the Warden and Deputy Warden shall be 1 year unless re-elected to remain in Office by Council.
<i>Eligibility to hold office of Warden and Deputy Warden</i>	5.2	Only the Mayors of the Townships are eligible to hold the office of Warden and Deputy Warden.
<i>Presiding Officer</i>	5.2	The election of the Warden shall be conducted by the Clerk.
<i>Nominations</i>	5.3	Nominations shall be received until Council by Motion closes the nominations.
<i>Candidates Stand for Election</i>	5.4	Once nominations have been closed, the Clerk shall determine the willingness of each candidate nominated to stand for election.
<i>Nominators to Speak</i>	5.5	Each mover and seconder of those candidates who stand for election shall be entitled to speak once in support of their candidate for a maximum of five minutes.
<i>Candidates to Speak</i>	5.6	Each candidate who stands for election may make a presentation to Council, not to exceed five minutes in duration.
<i>Secret Ballot</i>	5.7	The election of the Warden shall be by secret ballot under the authority and the direction of the Clerk.
<i>Number of Votes</i>	5.8	Pursuant to Section 233 of the <i>Municipal Act, 2001 and amendments thereto</i> , for the purposes of election of Warden, each Member of County Council shall have one vote.
<i>Tie for Lowest Member of Votes</i>	5.9	If no candidate for Warden receives a majority of the votes cast, the candidate receiving the fewest votes shall be eliminated from the next secret ballot. In the case of a tie for the fewest votes, there will be a second vote of the candidates that tied to determine which candidate will be eliminated from the ballot.

<i>Equality of Votes</i>	5.10	In the case of an equality of votes for Warden, the successful candidate shall be determined by the Clerk placing the names of the candidates on equal size pieces of paper in a receptacle and one name shall be drawn by a person named by the Clerk. The successful candidate shall be the one whose name was drawn.
<i>Acclamation of Warden</i>	5.11	Where only one person is nominated for Warden and nominations have been closed by resolution, the Chair shall declare that person elected to the office in question, by acclamation.
<i>Election of Deputy Warden</i>	5.12	The same process shall be followed for the election of the Deputy Warden as for the Warden.
<i>Destruction of Ballots</i>	5.13	All ballots shall be destroyed by shredding them following the election of Warden and Deputy Warden.
6. Meetings of Council		
<i>Protocols for Beginning Session</i>	6.1	At the hour appointed, when a Quorum is present, the Warden shall take the Chair and call Council to order. The Clerk shall record in the minutes attendance of Members of County Council, County Staff, Members of Township Councils, Township Staff and Media. If a Member of Council arrives late or leaves before final adjournment, the Clerk shall note the time of arrival or departure in the minutes.
<i>Clerk to be in Attendance at all Meetings of Council</i>	6.2	The Clerk shall be in attendance at all times for a Meeting of Council to be properly constituted. In addition, the Clerk shall be free of potential conflicts and independent of the proceedings.
<i>Recording of Council Meetings</i>	6.3	Members of the public, including accredited and other representatives of any news media, may use cameras, recording equipment, television cameras, and any other devices of a mechanical, electronic, or similar nature to transcribe or record Council Meetings. These devices may not be used in such a way as to obstruct the proceedings of the Meeting.
<i>Committee of the Whole</i>	6.4	Council may meet as Committee of the Whole to consider any matter it decides. Council may meet as Committee of the Whole during a regular Meeting of Council if included on the agenda. Council may meet as Committee of the Whole during a regular Meeting when it is not included on the agenda by way of motion and a 2/3 vote of the members who are present and voting. Council may also hold a separate Meeting to meet as Committee of the Whole should the need arise. If a separate meeting is required, Committee of the Whole meetings will be held on the first Wednesday of the month.
	6.5	Repealed by By-law 2015-0002

<p><i>Closed Meetings</i></p>	<p>6.6</p>	<p>All regular and special Meetings of Council shall be open to the public, except that a Meeting or part of a Meeting <u>may</u> be closed to the public if the subject matter being considered relates to:</p> <ul style="list-style-type: none"> a) The security of the property of the municipality or local board; b) Personal matters about an identifiable individual, including municipal or local board employees; c) A proposed or pending acquisition or disposition of land by the municipality or local board; d) Labour relations or employee negotiations; e) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose; g) A matter in respect of which a council, board, committee or other body may hold a closed Meeting under another Act; h) The Meeting is held for the purposed of educating or training the members and at the Meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee. <p>A Meeting <u>shall</u> be closed to the public if the subject matter relates to the consideration of a request under the <i>Municipal Freedom of Information and Protection of Privacy Act</i> if the Council is the head of the institution for the purposes of the <i>Act</i>.</p>
<p><i>Written Resolution for Closed Meetings</i></p>	<p>6.7</p>	<p>A written resolution outlining the general nature of the subject matter is required before going into a closed Meeting and in the case of a closed Meeting held under 6.5(h), the resolution shall state the general nature of the subject matter to be discussed.</p>
<p><i>Introducing New Business at a Closed Meeting</i></p>	<p>6.8</p>	<p>If a member of Council wishes to introduce new business at a closed Meeting, it must be introduced in open session at the confirmation of the agenda. When the Council resolves into a closed session, the Council member advise on the nature of the new business and the County Council, by majority vote, will determining if the matter will be dealt with in the closed session. No debate on the issue will take place until the motion to deal with the new business has been decided in the majority.</p>
<p><i>Closed Meeting Documentation to</i></p>	<p>6.9</p>	<p>All information, documentation and/or deliberations received, reviewed or taken in a closed Meeting,</p>

<i>Remain Confidential</i>		including agendas and minutes shall, remain confidential and shall not be released to the public.
<i>Closed Meeting Investigations</i>	6.10	Upon receipt of a request for a closed Meeting investigation, the Clerk shall refer the matter to the Closed Meeting Investigator.
7. Special Meetings of Council		
<i>Warden's Request</i>	7.1	The Warden may, at any time summon a Special Meeting of Council.
<i>Request by Members</i>	7.2	The Clerk shall, upon receipt of a written petition of the majority of the Members, call a Special Meeting for the purpose and time mentioned in the petition.
<i>Responsibility for Notice</i>	7.3	The Clerk shall provide all Members with at least forty-eight (48) hours notice of a Special Meeting.
<i>Minimum Notice</i>	7.4	Minimum Notice shall consist of a telephone message to all Members followed by an electronic Notice and Agenda.
<i>Items of Business</i>	7.5	The only business to be dealt with at a Special Meeting is that which is identified in the Notice of the Meeting.
<i>Validity of Meeting</i>	7.6	The lack of receipt of a Notice or of an Agenda for a Special Meeting by any Member shall not affect the validity of the Meeting or any action taken thereat.
<i>Notice to Media, Constituent Municipalities and Public</i>	7.7	Notice for Special Meetings of Council shall be posted as soon as practical after being established on the County's web site. Agendas and supporting documentation shall be posted as soon as practical prior to the Special Meeting and in the event an agenda is amended, it shall be re-posted as an amended agenda.
<i>Joint Council Meetings</i>	7.8	County Council may host a joint Meeting of the constituent lower tier Municipal Councils and County Council for a topic(s) that is common to all municipalities within the County. These Meetings shall be considered Special Meetings of County Council and procedural rules as outlined in this by-law shall apply.
8. Emergency Meetings of Council		
<i>Warden's Authority</i>	8.1	Notwithstanding any other provision of the By-Law, an Emergency Meeting to deal with an emergency or extraordinary situation may be called by the Warden without written notice, provided that an attempt has been made by the Clerk to notify the Members about the Meeting as soon as possible and in the most expedient manner available.
<i>Items of Business</i>	8.2	No business except business dealing directly with the emergency or extraordinary situation shall be considered at the Emergency Meeting.

<i>Validity of Meeting</i>	8.3	The lack of receipt of a Notice or of an Agenda for an Emergency Meeting by any Member shall not affect the validity of the Meeting or any action taken thereat.
<i>Notice to Media and Public</i>	8.4	Notice and supporting documentation shall be posted on the County's web site as soon as practical.
9. Quorum for Council		
<i>Quorum – Council</i>	9.1	Quorum as it relates to Council shall consist of a majority of the members. (Quorum for Frontenac County Council is 5 members)
<i>No Quorum at Beginning</i>	9.2	If a quorum is not present at a scheduled Meeting fifteen (15) minutes after the scheduled commencement time, the Meeting shall stand adjourned until the date of the next regular Meeting and the Clerk, shall record the names of the Members present.
<i>Loss of Quorum During Meeting</i>	9.3	If a quorum is lost during a Meeting then the Meeting shall stand adjourned and all unfinished business shall be carried forward to the next Meeting.
<i>No Quorum Possible</i>	9.4	Should it become known in advance of a regularly scheduled or special Meeting of Council that a quorum of members will not be present, or due to inclement weather, the Warden shall cancel the Meeting and reschedule it for the earliest possible time.
<i>Responsibility of Notice</i>	9.5	The Clerk shall provide all Members with at least forty-eight (48) hours notice of a rescheduled Meeting.
<i>Municipal Conflict of Interest Act</i>	9.6	Notwithstanding Section 9.3, where the number of Members, who by reason of the provisions of the <i>Municipal Conflict of Interest Act</i> , are prohibited from participating in a Meeting is such that, at that Meeting, the remaining Members are not of sufficient number to constitute a quorum, then the remaining number of Members shall be deemed to constitute a quorum.
10. Agenda		
<i>General</i>	10.1	The Clerk, in consultation with the Warden, shall have prepared and delivered to the Members a minimum of five days prior to the Meeting of Council an electronic agenda, including staff reports, by-laws and background information, for their review and consideration in accordance with Section 3.4 of this By-Law.
<i>Agenda Items due to Clerk</i>	10.2	All items of business for the agenda of a regular Meeting of Council shall be received by the Clerk's Department by 4:00 p.m. 12 days prior to the date of the meeting.
11. Order of Business		
<i>Agenda Order</i>	11.1	The business of Council shall be taken in the order in which it stands upon the agenda as follows:

		<ul style="list-style-type: none"> - Call to Order - Closed Meeting - Adoption of the Agenda - Disclosure of Pecuniary Interest and General Nature Thereof - Adoption of Minutes - Deputations and/or Presentations - Proclamations - Move into Committee of the Whole - Briefings - Unfinished Business - Recommend Reports from the Chief Administrative Officer - Information Reports from the Chief Administrative Officer - Reports from Council Liaison appointees - Reports from External Boards and Committees - Reports from Advisory Committees of County Council - Return to Council - Adoption of the Report of the Committee of the Whole - Motions, Notice of Which has Been Given - Giving Notice of Motion - Communications - Other Business - Public Question Period - By-laws – General By-laws and Confirmatory By-law - Adjournment (Amended by By-law 2014-0019 passed April 16, 2014) (Amended by By-law 2015-0002 passed January 21, 2015)
<i>Unfinished Business</i>	11.2	When any business matter from an agenda is left unresolved of at the time of adjournment, either for want of a quorum or otherwise, such business shall be taken up in succession at the next Meeting of the Council as unfinished business, or at a Special Meeting of Council as summoned by the Warden pursuant to Section 7.1.
<i>Briefings</i>	11.3	Briefings are allowed at the beginning of the Meeting or when the issue arises on the agenda. Briefings are limited to 10 minutes, unless an extension has been recommended by the Chief Administrative Officer due to the importance of the subject and approved by Council by a simple majority. (Amended by By-law 2014-0019 passed April 16, 2014)

12. Council Minutes		
<i>Minutes Content</i>	12.1	The minutes of Council as taken by the Clerk, shall consist of a record of all proceedings taken in the Council and pursuant to the <i>Municipal Act, 2001 and any amendments thereto</i> , shall be without note or comment.
<i>Adoption of Minutes</i>	12.2	Minutes of all open Meetings of Council shall be adopted at the next regular Meeting of Council and the Warden and Clerk shall then sign such minutes. Minutes of all closed Meetings of Council shall be adopted at the next closed Meeting of Council and the Warden and Clerk shall then sign such minutes. Members of County Council may ask questions of clarification of the minutes.
13. Duties of the Warden		
<i>Responsibilities</i>	13.1	In addition to the responsibilities of the head of council as set out in the <i>Municipal Act, 2001 and any amendments thereto</i> , it shall be the duty of the Warden: <ul style="list-style-type: none"> a) To preserve order and decorum and decide all questions of order, subject to an appeal to the Council b) To receive and submit, in the proper manner, all motions presented to the Members of the Council c) To put to vote all questions which are properly brought before Council or necessarily arise in the course of proceedings, and announce the results d) To rule on all procedural matters, without debate or comment e) To decline to put to a vote motions which do not comply with the rules of procedure, or which are not within the jurisdiction of Council f) To restrain the Members, within the rules of order, when engaged in debate g) To call by name any Member persisting in breach of the rules of order of the Council and may order the Member to vacate the Council Chamber h) To adjourn or suspend the Meeting if the Warden considers it necessary because of grave disorder i) To authenticate, by signature, all by-laws, resolutions and minutes of the Council; j) To represent and support the Council, declaring its will and implicitly obeying its decisions in all things.
<i>Expulsion</i>	13.2	The Warden may expel or exclude from any Meeting any person or Member whom the Warden feels has exhibited improper conduct during a Meeting of Council.
<i>Warden to Participate</i>	13.3	a) The Warden (or Chair) may ask or answer questions

<i>in Discussion</i>		<p>and comment in a general way without ceding the chair.</p> <p>b) If the Warden (or Chair) wishes to speak on a motion or take a definite position and try to persuade Council to support that position, then the Warden (or Chair) must call on the Deputy Warden (or Vice-Chair of a Committee) to take over the chairing of the Meeting until the Warden has finished speaking.</p> <p>c) If the Warden (or Chair) wishes to make a motion, then the Warden (or Chair) must call on the Deputy Warden (or Vice-Chair) to chair the Meeting until the motion has been resolved.</p>
<i>Absence of Warden</i>	13.4	If the Warden does not attend a Meeting of Council within fifteen (15) minutes after the time appointed, the Deputy Warden shall preside until the arrival of the Warden and the Deputy Warden shall have vested in him all the powers as given by this by-law to the Warden while presiding at the Meeting.
<i>Absence of Warden and Deputy Warden</i>	13.5	In the absence of the Warden and the Deputy Warden, the Clerk shall convene the Meeting until a Chair, chosen by the Council shall preside during such absence and shall while in the Chair have vested in him all the powers as given by this By-Law to the Warden.
<i>Voting</i>	13.6	The Warden may vote on any matter at his discretion with the exception of a recorded vote at which time voting is required.
14. Duties of Deputy Warden (Added by By-law 2015-0002)		
<i>Responsibilities</i>	14.1	<p>In addition to the responsibilities of performing the duties of the Head of Council in the absence of the Warden:</p> <ol style="list-style-type: none"> 1. Act as Chair of the Committee of the Whole. 2. Be prepared to assume the duties of the Warden. 3. Meet regularly with the Warden to be briefed on political matters such as the work of the Eastern Ontario Wardens Caucus. 4. Support and attend meetings of a political nature at the request of the Warden. 5. Be generally familiar with executive requirements of the County.
<i>Clarification</i>	14.2	<ul style="list-style-type: none"> • The duties of the Deputy Warden do <u>not</u> include <i>ex officio</i> responsibilities on Committees. <p>Other than noted above, appointment to the position of Deputy Warden does <u>not</u> confer any additional powers or duties upon the incumbent in the general execution of</p>

		duties defined as a County Councillor.
15. Duties of Members		
<i>Legislative Responsibilities</i>	15.1	<p>It is the role of Members of County Council:</p> <ul style="list-style-type: none"> a) To represent the public and to consider the well-being and interests of the County; b) To develop and evaluate the policies and programs of the County; c) To determine, as applicable, which services the County provides; d) To ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council; e) To ensure the accountability and transparency of the operations of the County, including the activities of the senior management of the County; f) To maintain the financial integrity of the County; and g) To carry out the duties of Council under the <i>Municipal Act</i> or other Act.
<i>Prohibitions</i>	15.2	<p>No Member shall:</p> <ul style="list-style-type: none"> a) Speak disrespectfully of any Member of Federal or Provincial parliaments, the Council, any constituent municipality, any member or any official or employee of the County; b) Use offensive words or unparliamentary language; c) Speak in a manner that is discriminatory in nature on the basis of the individual's race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability; d) Engage in private conversation while in the Council Meeting or use electronic devices (including but not limited to BlackBerrys, cellular phones or pagers) in a manner which interrupts the proceeding of the Council; e) Leave his seat or make any noise or disturbance while a vote is being taken and until the result of the vote is announced; f) Speak on any subject other than the subject under debate; g) Where a matter has been discussed in a closed Meeting, and where the matter remains confidential, disclose the content of the matter or the substance of deliberations of the closed Meeting;

		<p>h) Criticize any decision of the Council except for the purpose of moving that the question be reconsidered; or</p> <p>i) Disobey the rules of the Council or a decision of the Chair or of the Council on questions of order or practice or upon the interpretation of the rules of the Council. In case a Member persists in any such disobedience, after having been called to order by the Warden, the Warden shall not recognize that Member, except for the purpose of receiving an apology from the Member tendered at the Meeting or any subsequent Meeting.</p>
16. Disclosures of Pecuniary Interest		
<i>Method of Disclosure</i>	16.1	<p>Where a Member, either on his own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a Meeting at which the matter is the subject of consideration, the Member shall, in accordance with the <i>Municipal Conflict of Interest Act</i>:</p> <p>a) Prior to any consideration of the matter at the Meeting, disclose the Member's interest and the general nature thereof; and</p> <p>b) Not take part in the discussion of, or vote on any question in respect of the matter, and</p> <p>c) Not attempt in any way whether before, during or after the Meeting to influence the voting on the matter.</p>
<i>Closed Meetings</i>	16.2	<p>Where a Meeting is not open to the public, in addition to complying with the requirements of the <i>Municipal Conflict of Interest Act</i>, the Member shall forthwith leave the Meeting or the part of the Meeting during which the matter is under consideration.</p>
<i>Absence – Disclosure at Next Meeting</i>	16.3	<p>Where the interest of a Member has not been disclosed by reason of the Member's absence from a particular Meeting, the Member shall disclose the Member's interest and otherwise comply at the first Meeting of the Council or Committee, as the case may be, attended by the Member after the particular Meeting.</p>
<i>Record of Disclosure</i>	16.4	<p>The Clerk shall record in reasonable detail the particulars of any disclosure of pecuniary interest made by a Member, and this record shall appear in the Minutes of that Meeting.</p>
17. Deputations and/or Presentations		
<i>Request for Deputation</i>	17.1	<p>Any person desiring to present information orally on matters of fact or to make a request of Council shall give notice and disclose the subject matter to the Clerk not</p>

		less than ten days preceding the Council Meeting at which such person desires to be heard.
<i>Deputation Material</i>	17.2	In order to be scheduled as a deputation before Council, a person shall submit to the Clerk written and/or electronic documentation concerning the presentation not less than seven days preceding the Council Meeting.
<i>Authority to Approve or Deny</i>	17.3	The Clerk, in consultation with the Warden, shall have the authority to deem a deputation inappropriate or outside the scope of Council authority and deny the item a place on the agenda.
<i>New Information Only</i>	17.4	Except as required by law, any person appearing before Council or a Committee who has previously appeared before Council or the same Committee on the same subject matter shall be limited to providing only new information in their second and subsequent appearances.
<i>Exceptions to Ten Days' Notice Requirement</i>	17.5	Under extenuating circumstances, exceptions to the ten days' notice required in 16.1 may be approved by the Clerk.
<i>Time Limits</i>	17.6	Each deputation shall be limited to not more than a total of ten (10) minutes. Extensions to these limits will be at the discretion of the Warden.
<i>Number of Deputations</i>	17.7	A maximum of two (2) deputations may address Council per Meeting.
<i>Number of Speakers</i>	17.8	The number of speakers for one deputation shall be limited to two, unless authorized by Council resolution.
<i>Addressing the Warden</i>	17.9	All deputants shall address the Warden, shall state their name and whom they represent.
<i>Behaviour</i>	17.10	No deputant shall: a) Speak disrespectfully of any person; b) Use offensive language; c) Speak on any subject other than the subject for which he has received approval to address Council; d) Disobey the rules of procedure or a decision of the Warden or Council.
<i>Curtailement of Time</i>	17.11	The Warden may curtail any deputation, any questions of a deputant or debate during a deputation for disorder or any other breach of this by-law, and, if the Warden rules that the deputation is concluded, the person or persons appearing shall withdraw.
<i>Conduct</i>	17.12	Members of the public who constitute the audience at a Meeting, shall not: a) Address Council or Committee without permission; b) Bring signage, placards or banners into such Meetings and refrain from any activity or behavior that would affect the Council deliberations.

18. Rules of Debate		
<i>Recognition of Member</i>	18.1	To address Council, a Member shall request to speak, be recognized by the Warden and direct all comments through the Warden.
<i>Order of Speakers</i>	18.2	When two or more Members indicate their desire to speak at the same time, the Warden shall designate the order of speakers.
<i>Interruptions</i>	18.3	When a Member is speaking, no other Member shall interrupt the Member speaking, except to raise a point of order, privilege or personal privilege.
<i>Read Motion</i>	18.4	Any Member may require a motion or question under discussion to be read at any time during the debate, but not so as to interrupt the Member speaking.
<i>Five Minutes</i>	18.5	No Member shall speak for longer than five minutes on a question without Council's permission.
<i>Speak Once</i>	18.6	No Member shall speak more than once to the same question without Council's permission, except that a reply shall be permitted only from a Member who has presented the main motion.
<i>Questions</i>	18.7	A Member may ask a question only for the purpose of obtaining information relating to the matter under discussion and the question shall be stated succinctly and asked only of the Warden, the previous speaker or County staff.
<i>Points of Order and Privilege</i>	18.8	When a Member rises on a point of order, point of privilege or point of personal privilege, the Member shall ask leave of the Warden to raise the point. After leave is granted, the Member shall state the point to the Warden and then remain silent until the Warden has ruled upon the point.
<i>Warden to Rule on Point</i>	18.9	Subject to being overruled by Council on a vote which shall be taken immediately and without debate, the Warden shall rule on the point.
<i>Challenge</i>	18.10	Any Member may challenge the ruling of the Warden immediately following the ruling.
<i>Decision Final</i>	18.11	The Warden's ruling is final unless it is challenged.
<i>Idem</i>	18.12	Council's decision is final if the Warden is challenged.
19. Motions		
<i>Jurisdiction</i>	19.1	A motion or notice of motion in respect of a matter which is not within the jurisdiction of Council shall not be in order and shall not be considered by Council.
<i>Putting a motion on the agenda</i>	19.2	a) Motions introducing new matters must be in the hands of the Clerk by Noon on the Friday prior to the regular County Council or Committee Meeting for inclusion on the agenda. b) Every motion must be in writing and have a mover

		and seconder before being submitted to the Clerk for inclusion on the agenda. c) All motions will be placed in the order in which they are received.
<i>Motions for which Notice has not been given</i>	19.3	Motions for which notice has not been previously given shall only be considered if agreed upon by a two-thirds majority vote of the Members present.
<i>Withdrawal of Motions</i>	19.4	After a motion has been proposed and seconded, and placed in the hands of the Warden, it shall be considered to be in the possession of Council but may be withdrawn with the consent of the mover and the support of a majority of Council.
<i>Motions Introduced Orally</i>	19.5	The following may be introduced orally without written notice and without leave of Council: a) A point of order, privilege or personal privilege b) Presentation of petitions c) A motion to waive or suspend the rules of procedure d) A motion to recess e) A motion to adjourn f) A motion to call the question g) A motion to separate the question h) A motion that Council resolve itself into a closed Meeting i) A motion to receive an item j) A motion to table an item k) A motion to lift from the table l) A motion to refer m) A motion to defer n) A motion to amend, and o) A motion to adopt a recommendation.
<i>Motions to be in Writing</i>	19.6	Except as provided in Section 18.5, all motions and notices of motion shall be in writing.
<i>Motions to be Seconded</i>	19.7	A motion shall be moved and seconded before being open for discussion and consideration. Motions under Sections 18.5 (a) and (b) do not require a seconder.
<i>Motion to Refer Takes Precedence over Amendments</i>	19.8	A motion to refer, until it is decided, shall precede all amendments of the main question.
<i>Mover May Vote in Opposition</i>	19.9	A member may move a motion in order to initiate discussion and debate and that Member may vote in opposition to the motion. A seconder of a motion may also vote in opposition to the motion.
<i>Motion to continue past 1 p.m.</i>	19.10	a) A motion carried by a two-third vote of the members present and voting will extend the meeting. The Mayor of South Frontenac shall have two votes. b) At 12:45 p.m. the Warden will ask if Council wishes to proceed beyond 1:00 p.m. A motion put forward

		<p>must stipulate the purpose of the extension (i.e. to complete the agenda in its entirety, or a certain portion of the agenda, or that the extension is for a specific period of time).</p> <p>c) If a two-thirds vote is not achieved to extend the meeting, Council will consider the time sensitive items, and at 12:55 p.m. Council will move directly to by-laws.</p>
20. Specific Motions		
<i>Recess</i>	20.1	<p>a) A motion to recess is debatable; however debate is restricted to the length of time of the recess only.</p> <p>b) A motion to recess is amendable; however any amendment shall refer to the length of time of the recess only.</p>
<i>Adjourn</i>	20.2	<p>1) A motion to adjourn the Council Meeting is not debatable and shall always be in order except:</p> <p>a) when another Member is in possession of the floor;</p> <p>b) when a vote has been called;</p> <p>c) when the Members are voting, or</p> <p>d) when a Member has indicated to the Warden his desire to speak on the matter before Council.</p> <p>2) A motion to adjourn shall take precedence over any other motion.</p>
<i>Call the Question</i>	20.3	<p>a) A motion to call the question is not debatable and shall be put immediately.</p> <p>b) A member who moved a motion to call the question shall not be allowed to speak to the question again if the motion is decided in the negative.</p>
<i>Motion to Table (postpone indefinitely)</i>	20.4	<p>A motion to table:</p> <p>a) is not amendable;</p> <p>b) shall apply to the motion and any amendments under debate when the motion to table is made;</p> <p>c) is debatable; however debate may go into only the reasons why the motion should or should not be dealt with at this time;</p> <p>d) if the motion to table carries, in the absence of any direction from Council, the matter may not be discussed until a Member through a Notice of Motion, brings it forward to a subsequent Meeting.</p>
<i>Refer</i>	20.5	<p>A motion to refer:</p> <p>a) is amendable;</p> <p>b) is debatable;</p> <p>c) shall include the name of the Committee or official to whom the motion or amendment is to be referred; and</p> <p>d) shall include the terms upon which it is to be referred</p>

		and time or period, if any, on or within which the matter is to be returned.
<i>Defer (postpone to a certain time)</i>	20.6	A motion to defer: a) is debatable; b) is amendable; c) shall include the time to or period within which, consideration of the matter is to be deferred; and d) shall include an explanation to demonstrate the purpose of the motion to defer.
<i>Amendment</i>	20.7	A motion to amend: a) is debatable b) only one motion to amend a motion shall be on the floor at any one time c) shall receive disposition of Council before a previous amendment to the question d) shall not be amended more than once before voting e) shall be relevant to the question to be received f) shall not be received proposing a direct negative to the question g) may propose a separate and distinct disposition of a question h) shall be put in the reverse order to that in which it is moved.
<i>Receive</i>	20.8	A motion to receive, moved after the main motion, is debatable and shall be treated as an amendment to the main motion.
<i>Reconsideration</i>	20.9	A motion to reconsider a matter within one year following the decision of the Council shall be in order to permit correction of hasty, ill-advised or erroneous action or to take into account added information or a changed situation that has developed since the taking of the vote. A motion to reconsider is not in order if the provisions of the original motion have been partly carried out or involve a contract were the party to the contract has been notified on the outcome.
<i>Reconsideration – General</i>	20.10	a) A motion to reconsider is debatable; b) No discussion of the main question shall be allowed until the motion for reconsideration is carried by a two-thirds majority vote of the members present; c) Once the question is reopened, it is reopened in its entirety unless the reopening motion specifies otherwise; d) If the question is reopened, all previous decisions of the Council remain in force unless the Council decides otherwise; e) No motion to reconsider may, itself, be the subject of a motion to reconsider.

21. Notices of Motion		
<i>Timing of Notice</i>	21.1	A notice of motion shall be given in accordance with the Agenda of Council and shall be in writing and shall include the name of the mover and seconder. The Clerk will read any notices of motion at the designated point on the Agenda; however they will form part of the Agenda for the subsequent Meeting of Council.
<i>Notice of Motion – Disclosure of Subject Matter</i>	21.2	Any Member giving a Notice of Motion shall disclose the subject matter of the motion.
<i>Committees</i>	21.3	Any notice of motion, the subject matter of which falls within the mandate of a Committee, shall be referred directly to that Committee by the Council unless the Council determines that it should not be first considered by the Committee, for reasons of emergency, health, safety or legal deadline.
22. Voting		
<i>Order of Votes</i>	22.1	Motions relating to an item under consideration shall be voted on in the following order: a) A motion to waive or suspend the rules of procedure b) A motion to adjourn c) A motion to recess d) A motion to receive an item e) A motion to call the question f) A motion to defer g) A motion to refer h) A motion to amend, in reverse order of its being placed i) A motion to table an item j) The main motion.
<i>Members Shall Vote</i>	22.2	Every Member present at a Meeting of Council where a question is put shall vote on the question, unless prohibited by statute, in which case the Clerk shall so record.
<i>Number of Votes</i>	22.3	Subject to the exception under Section 5,8 above, every Member present at a Meeting of Council where a question is put shall have 1 vote except for the Mayor of South Frontenac who shall have 2 votes. If the Mayor of South Frontenac is absent at a Meeting, the other Councillor representing South Frontenac shall only have 1 vote.
<i>Warden to State the Question</i>	22.4	Immediately preceding the taking of a vote, the Warden shall state, if requested, the question in the precise form in which it will be recorded in the minutes.
<i>Method of Voting</i>	22.5	A Member shall vote by raising a hand or otherwise

		indicating the Member's vote, except where a recorded vote is requested.
<i>Actions During Vote</i>	22.6	When the Warden calls for the vote on a question, a) Each Member shall occupy his seat and shall remain in place until the result of the vote has been declared by the Warden, and b) During this time no Member shall walk across the room or make any other motion or speak to the question or any other Member or make any noise or disturbance.
<i>Split Votes</i>	22.7	Upon the request of any Member, and when the Warden is satisfied that a matter under consideration contains distinct proposals, the vote upon each proposal shall be taken separately.
<i>No Vote Deemed Negative</i>	22.8	If any Member present does not vote at a Meeting of the Council where a question is put and a recorded vote taken, he shall be deemed to vote in the negative except where the Member is prohibited from voting by statute.
<i>Warden</i>	22.9	The Warden may vote on any question and shall vote in the case of recorded votes.
<i>Majority Vote</i>	22.10	All decisions of Council shall require a majority vote except as otherwise set out in this By-Law.
<i>Equality of Votes</i>	22.11	Any motion that receives a tie vote shall be deemed to have been decided in the negative.
<i>Two-Thirds</i>	22.12	The following decisions of Council require a two-thirds majority vote: a) A motion to consider a report or by-law that does not relate to a matter listed on the Agenda; b) A motion to consider a matter previously postponed indefinitely or to a time or eventuality that has not been reached or occurred under Section 19.4 of this By-Law; c) A motion to reconsider a question decided within the previous year under Section 19.10 of this By-Law; d) A motion to suspend the provisions of the By-Law under Section 2.1 of this By-Law; e) A motion to call the question under Section 19.3 of this By-law.
<i>Recorded Vote</i>	22.13	A request for a recorded vote by a Member present at the Meeting shall be made prior to the commencement of the vote being taken or immediately thereafter. When a recorded vote is requested by a Member, the Clerk shall record the name and vote of every Member on the question using alphabetical order by last name for order of voting with the Warden voting last.
<i>Clerk to Announce</i>	22.14	The Clerk shall announce the result of the vote.

<i>Results of Vote</i>		
<i>Request for Further Vote</i>	22.15	If a Member doubts the results of a vote as announced by the Clerk, the Member may call for the vote to be taken again and the Warden shall request that the Members shall vote again.
23. Public Question Period		
<i>Questions/Comments from the Public</i>	23.1	Council will entertain questions and/or comments from the public at each Meeting at the designated point on the agenda as time permits. Questions and/or comments must pertain to an item on the agenda for that meeting unless Council directs otherwise by resolution.
24. Other Business		
<i>Items to be Considered for Other Business with Prior Notice</i>	24.1	<u>Miscellaneous Business/Motions</u> that do not warrant a staff report may be placed on the agenda under Other Business provided that the business is posted on the agenda with supporting documentation. (Added by By-law 2014-0019 passed April 16, 2014)
<i>Items to be Considered for Other Business without Prior Notice</i>	24.2	<u>Statement by Members</u> – When a Councillor(s) wishes to inform Council of a matter that does not require action or consideration by Council, such information may be announced under Other Business. <u>Matters of Urgency</u> – When a Councillor(s) wishes to inform Council of a matter that must be considered immediately, due to extreme time constraints, Council shall determine if the matter is admissible and requires immediate action by Council, by a two-thirds majority vote. Only matters of urgency, ruled admissible by Council, shall be considered by Council without prior notice.
25. By-Laws		
<i>Introduction</i>	25.1	All by-laws shall be introduced by motion specifying the title thereof.
<i>Three Readings</i>	25.2	Every by-law shall have three readings prior to being passed.
<i>By-Laws Taken as Read</i>	25.3	By-laws shall be taken as read for the first, second and third readings unless otherwise decided by a majority vote of Council.
<i>Separate Vote</i>	25.4	By request of any Member, any by-law(s) may be discussed or voted on individually.
<i>Pass at One Meeting</i>	25.5	A by-law may be passed through all its stages and be finally passed at one Meeting.
<i>Confirmatory By-law</i>	25.6	The proceedings of every Meeting of Council shall be confirmed by by-law at each Meeting in order that every decision of Council in that year and every resolution

		thereof shall be of the same force and effect as if each and every one of them had been the subject matter of a separate by-law duly enacted.
<i>Amendments</i>	25.7	All amendments to any by-laws approved by Council shall be deemed to be incorporated into the by-law and if the by-law is enacted by Council, the amendments shall be recorded by the Clerk.
<i>Authorization</i>	25.8	Every by-law once passed shall be numbered with a progressive number in the following form: four digits for the year, dash, four digits for the by-law number, (e.g. By-law No. 2010-0001 shall be the first by-law number in the year 2010), dated, duly signed by the Warden and Clerk and the Clerk shall affix the seal of the Corporation thereto.
26. Committees		
<i>Council's Role</i>	26.1	Council shall determine the appropriate number of Committees, their membership, mandates and reporting practices.
<i>Advisory Committees of County Council – Schedule B</i>	26.2	The composition and terms of reference for Advisory Committees are in accordance with Schedule B, attached hereto and forming a part of this By-Law as follows: Schedule B-1 Joint Frontenac Accessibility Advisory Committee Schedule B-2 Trails Advisory Committee Schedule B-3 Sustainability Advisory Committee Schedule B-4 150 th Anniversary Planning Advisory Committee Schedule B-5 Seniors Housing Task Force (Amended by By-law 2014-0019)
<i>External Boards and Committees – Schedule C</i>	26.3	The Committees to which County Council makes appointments, but are not Committees of County Council, is included in Schedule C. These Committees are bound by the rules established by their governing body and do not abide by the County's Procedural By-law.
<i>Appointment/Nominees to Other Boards</i>	26.4	Appointments and nominees to other boards, such as the KFL&A Public Health Board and the Kingston Frontenac Public Library Board, shall be appointed directly by Council.
<i>Eligible Appointees</i>	26.5	Every member of a Committee must be either a member of Council or a person eligible to be elected as a member of the Council, in accordance with the <i>Municipal Elections Act</i> , unless approved by a majority resolution of Council.
<i>Term of Appointment</i>	26.6	The Term of Appointment for Members of Committees shall be in accordance with the Terms of Reference of

		<p>the Committees set out in Schedule B to this By-law.</p> <p>Committee members will continue to serve on a committee past the expiration of their term until they are replaced. All Council membership on all Committees end on November 30 of a municipal election year.</p> <p>(By-law 2014-0033)</p>
<i>Election of Chairs and Vice-Chairs</i>	26.7	<p>Chair and Vice-Chair of each Committee shall be elected on an annual basis by the Committee from its Members:</p> <ul style="list-style-type: none"> a) Each candidate for Chair and Vice-Chair who stands for election may make a presentation to the Committee; b) The Committee shall elect a Vice-Chair to chair the proceeding in the absence of the Committee Chair; c) The Warden shall not be eligible to be the Chair or Vice-Chair of a committee; d) The Chair and Vice-Chair of committees may hold their respective positions for a maximum of four consecutive years if re-elected to do so.; e) Each Chair and/or Vice-Chair shall preside at every Meeting of their Committee, may vote on every question submitted for consideration and may require that resolutions be in writing.
<i>Removal of Chair or Vice-Chair</i>	26.8	The Chair or Vice-Chair can only be removed by a vote of the majority of Members of the Committee or by resolution of Council.
<i>Warden's Membership on Committees</i>	26.9	The Warden shall be an Ex-officio Member of all Committees and Task Forces.
<i>Clerk shall be Secretary</i>	26.10	The Clerk or designate shall be the Secretary of all Committees of Council and shall be present at all Meetings. The Clerk shall record the proceedings of all Committees of Council in the form of minutes. All Committee minutes shall be directed to Council for adoption and shall be signed by the Chair and Secretary at the next Committee Meeting.
<i>Delegation of Clerk's Duties</i>	26.11	Despite Section 25.9, the Clerk may delegate to any employee in the Administrative Services Department duties related to the preparation of the Agendas, giving of notice of the Meetings, recording of the minutes and general administrative support to the Committees.
<i>Committee Meeting Dates & Locations</i>	26.12	Committees shall establish regular Meetings dates, times and location at the beginning of each year. Meetings will be held in the County of Frontenac Administration Building. Alternative locations shall only be considered where staff capacity and resources are deemed sufficient.

<i>Notice to Members</i>	26.13	Notice of Meetings including agendas, minutes and supporting documentation to the Members shall be via electronic mail, regular mail, courier or facsimile. Notice may also be provided by telephone or personal contact in case of an emergency.
<i>Notice to Media and Public</i>	26.14	Notice of Meetings shall be given by posting agendas and supporting documentation on the County's website. Notice of Meetings shall be posted as soon as practical after being established by Committees. Agendas and supporting documentation shall be posted three days prior to the Meeting and in the event an agenda is amended it shall be reposted as an amended agenda.
<i>General Role of Committees</i>	26.15	The role of Committees shall generally be to: a) make recommendations to Council on matters which are in their jurisdiction; b) guide and request staff to provide reports on the direction and nature of policy development, fact finding, analysis and generation of public policy matters; c) receive public deputations and establish mechanisms to receive further public input on vital public policy matters.
<i>Responsibility to Act on Recommendations</i>	26.16	No action shall be taken on Committee recommendations until approved by Council unless: a) the responsibility has been delegated to the Committee by Council.
<i>Committee Procedures</i>	26.17	The rules governing the procedure of the Council and the conduct of Members at Council shall be observed as far as they are applicable, and, subject to the specific rules for Committees set out in this section including: a) the number of times of speaking on any question shall not be limited; b) a majority vote shall be required to decide any matter before the Committee; c) recorded votes shall not be weighted and members shall be called to vote by last name in alphabetic order;
<i>Members' Rights</i>	26.18	Members who are not Members of a specific Committee may attend Meetings of that Committee and may, with consent of the Chair of that Committee, take part in the discussion, but shall not be counted in the quorum or entitled to make motions or to vote at these Meetings.
<i>Absence of Chair and Vice Chair</i>	26.19	In the event of the Chair of a Committee not attending the Committee at which he is to preside within fifteen (15) minutes after the time appointed for the commencement of the Meeting, the Committee Vice

		Chair shall call the Meeting to order and preside until the arrival of the Committee Chair. Should the Committee Vice-Chair not be in attendance at the Meeting, then, those Members in attendance shall appoint one of the Members to act in place of the Committee Chair for that Meeting. Such Member shall then call the Members to order and shall preside until the arrival of the Committee Chair or the Committee Vice-Chair.
<i>Meeting Limitation</i>	26.20	No Committee Meeting shall be held while Council is in session.
<i>Agendas</i>	26.21	The Clerk shall prepare for distribution Committee agendas.
<i>Additional Agenda Items</i>	26.22	Any matter, which is within the Committee's mandate and which is not on the Committee agenda or does not relate to a matter on the agenda, may be considered by the Committee if it agrees to add the matter to the agenda through a majority vote.
<i>Deputations</i>	26.23	Any person desiring to present information to a Committee may do so subject to the following: a) The request shall be in writing and the information to be presented shall be on matters of fact or to make a request of the Committee; b) Requests shall be made not less than ten days preceding the Committee Meeting at which such person desires to be heard; c) Exceptions to the ten days' notice requirement required in (b) above may be approved by the Committee Chair; d) Any person who is scheduled to appear as a deputation before a Committee is requested to submit written documentation for the Committee's consideration to the Clerk's Department not less than five (5) days preceding the Committee Meeting; e) The rules relating to time limits, ehavior, curtailment of time and conduct shall be as set out in Section 16.
<i>Closed Meetings</i>	26.24	No Meeting of a Committee shall be held as a closed Meeting except in accordance with Sections 6.4, 6.5 and 6.6.
<i>Declarations of Pecuniary Interest</i>	26.26	Members of Committees shall adhere to Section 15 with respect to declarations of pecuniary interest in Committees.
<i>Quorum</i>	26.27	A quorum as it relates to Committees of Council shall consist of a majority of the members..
<i>Right to Expel</i>	26.28	The Chair has the right to expel or exclude any person from any Meeting for improper conduct.
<i>Reconsideration</i>	26.29	No Committee shall reconsider any question decided by

		the Council within a year after the Council decision, nor consider any other matter which could involve a decision inconsistent with a Council decision.
	27. Amendment to the By-Law	
<i>Majority Vote</i>	27.1	This By-law shall not be amended or repealed except by a majority vote of Council.
	28. Conflict	
<i>Conflict with Statute</i>	28.1	If there is any conflict between this By-law or any portion thereof and any statute, the provisions of the statute shall prevail.

This is Schedule A to By-law No. 2013-0020 passed by the Council of the County of Frontenac this 15th day of May, 2013

[Original Signed]
Janet Gutowski, Warden

[Original Signed]
K. Elizabeth Savill, Clerk

SCHEDULE B-1 ADVISORY COMMITTEE TO COUNTY COUNCIL

COMMITTEE NAME: Joint Accessibility Advisory Committee

ESTABLISHMENT OF THE COMMITTEE

- (i) That a Committee to be known as the County of Frontenac Joint Accessibility Advisory Committee be hereby established.
- (ii) That the Committee shall be comprised of not more than 7 members as follows:
 - 2 Members of County Council
 - 4 Members of the Community who are persons with disabilities (one representative from each Township)
 - 1 Member from the Community at largewho shall hold office from the date of their appointment, at the pleasure of Council, up to the end of the term of Council.
- (iii) That Committee shall adhere to the County's Procedural By-law No. 2013-0020 and any amendments thereto, specifically *Section 25 – Committees* to govern all proceedings of the Accessibility Advisory Committee Meetings.
- (iv) The Committee shall hold a minimum of four (4) and a maximum of six (6) Meetings per year.

MANDATE OF THE COMMITTEE

To assist the County and Township Councils in the County of Frontenac in enabling persons with disabilities to have equal access to all opportunities within the County.

DUTIES OF THE COMMITTEE

The committee shall:

- (a) advise the councils about the legislative requirements and implementation of the accessibility standards and the preparation of accessibility reports and such other matters for which the council may seek its advice;
- (b) review in a timely manner the site plans and drawings described in section 41 of the *Planning Act* that the committee selects in terms of how they address the accessibility needs of persons with disabilities;
- (c) perform all other functions as specified by legislation.
- (d) in consultation with Council and Municipal Staff, review new and existing municipal by-laws and policies as applicable;
- (e) work with Council and the community at large to identify and address the needs of persons with disabilities within the community;
- (f) provide recommendations to Councils on the promotion of public awareness and understanding of the needs of persons with disabilities.

SCHEDULE B-1 ADVISORY COMMITTEES continued

RESPONSIBILITIES OF COUNCIL

Council shall:

- (a) establish the Accessibility Advisory Committee and appoint its members;
- (b) seek advice from the Committee regarding accessibility plans and reports required to be submitted to the province;
- (c) seek advice from the Committee on the accessibility for persons with disabilities to a building, structure or premises, or part of a building, structure or premises,
 - (i) that the council purchases, constructs or significantly renovates;
 - (1) for which the council enters into a new lease; or
 - (iii) that a person provides as municipal capital facilities under an agreement entered into with the council in accordance with the *Municipal Act, 2001*; and
- (d) when the committee selects site plans and drawings described in section 41 of the *Planning Act* to review, supply them to the Committee in a timely manner for the purpose of the review; and
- (e) have regard to the accessibility for persons with disabilities in deciding to purchase goods and services through the procurement process for the use of it by itself, by the Townships, its' employees or the public.

GENERAL

- (a) That Administrative Support shall be provided by the Clerk or Designate.
- (b) That the records of the Accessibility Advisory Committee shall be retained and preserved in accordance with the provisions of the County Records Retention by-law.

COMPOSITION OF THE COMMITTEE

The Council of the County of Frontenac hereby appoints the following individuals to the County of Frontenac Joint Accessibility Advisory Committee:

Council Liaison to Corporate Services

(Added by By-law 2015-0002)

- Tom Dewey

One (1) Members of County Council:

(Amended by By-law 2015-0002)

- John McDougall

Four (4) Representatives from the Community who are Persons with Disabilities – One (1) from each of the Four (4) Townships:

- Township of North Frontenac – vacant
- Township of Central Frontenac – Vacant
- Township of South Frontenac – Neil Allen
- Township of Frontenac Islands – Margaret Knott

One (1) Representative from Community at Large:

- Francine Arsenault

SCHEDULE B-2 – ADVISORY COMMITTEE TO COUNTY COUNCIL

COMMITTEE NAME: Trails Advisory Committee

ESTABLISHMENT OF THE COMMITTEE

- (i) The County of Frontenac TAC shall be comprised of seven (7) members appointed by County Council as follows:
 - Three (3) members of County Council;
 - Two (2) Adjacent Landowners;
 - Two (2) Representatives from Major User Groups; and
 - One (1) CRCA Representative.
- (ii) The members of the County of Frontenac TAC shall hold office from the date of their appointment, at the pleasure of Council, up to the end of the term of Council.
- (iii) That the Committee shall hold bi-monthly Meetings or less frequently if Meetings are not required to fulfill the mandate of the TAC.
- (iv) The County of Frontenac TAC shall adhere to the County's Procedural By-law No. 2010-0028 and any amendments thereto, specifically *Section 25 – Committees* for the conduct of all Meetings.

TERMS OF REFERENCE

- (i) Goal/Vision

The vision of the County of Frontenac stated in *Directions for Our Future* is *Fresh with Opportunity Growing Vibrant, Innovative, Natural, Sustainable Places*. Within this context, the Vision shared in the *Frontenac Trails Master Plan* can be read:

Trails in the County of Frontenac promote sustainable and healthy communities by encouraging residents and visitors to get active while appreciating the natural beauty and rich heritage of Frontenac County.

- (ii) Mandate

- To provide input and suggestions regarding the execution of *Implementation Plan for the Frontenac K&P Trail*,
- To provide input and suggestions regarding other trails initiatives throughout the County including the Townships of North, Central, South Frontenac and Frontenac Islands, and
- To report periodically to County Council on progress on the committee's work.

SCHEDULE B-2 – ADVISORY COMMITTEE TO COUNTY COUNCIL

COMPOSITION OF THE COMMITTEE

The Council of the County of Frontenac hereby appoints the following individuals to the County of Frontenac Trails Advisory Committee:

Council Liaison to Planning and Economic Development

(Added by By-law 2015-0002)

- John McDougall

Two (2) Members of County Council:

(Amended by By-law 2015-0002)

- Denis Doyle
- Tom Dewey

Two (2) Adjacent Landowners:

- Joan Hollywood, Central Frontenac Resident
- Robert Clinton

(Amended by By-law 2015-0017)

Two (2) Representatives from Major User Groups:

- Dieter Eberhardt, President, L & A Ridge Runners Snowmobile Club
- Gary Davison

1 CRCA Representative:

- Ross Sutherland

1 Land O' Lakes Tourist Association Representative:

- Lucas Wales

(Amended by By-law 2015-0017)

SCHEDULE B-3 – ADVISORY COMMITTEE TO COUNTY COUNCIL

COMMITTEE NAME: Sustainability Advisory Committee

ESTABLISHMENT OF THE COMMITTEE

- (i) The County of Frontenac SAC shall be comprised of up to six (6) members appointed by County Council as follows:
 - two (2) members of County Council; and
 - four (4) community representatives.
- (ii) The members of the County of Frontenac SAC shall hold office from the date of their appointment, at the pleasure of Council, up to the end of the term of Council and who shall be named in Schedule “A” to this By-law;
- (iii) That the Committee shall hold one meeting each year of their term in order to establish an annual work plan and thereafter hold e-Meetings as required.
- (iv) The County of Frontenac SAC shall adhere to the County’s Procedural By-law No. 2010-0028 and any amendments thereto, specifically *Section 25 – Committees* for the conduct of all Meetings.

TERMS OF REFERENCE

- (i) Goal/Vision
The vision of the County of Frontenac stated in *Directions for Our Future* is *Fresh with Opportunity Growing Vibrant, Innovative, Natural, Sustainable Places*. Within the context of the Values and Principles detailed, SAC will endeavour to assist the Frontenacs reach sustainability overall and ensure strong community engagement.
- (ii) Mandate
 - To provide input and suggestions regarding the implementation of *Directions for Our Future*, in particular to help meet the “*Commitment Towards a Sustainable Future*” and the “*Community Input*” elements.
 - To report periodically to County Council and to produce an annual work plan for adoption by Council.

COMPOSITION OF THE COMMITTEE

The Council of the County of Frontenac hereby appoints the following individuals to the County of Frontenac Sustainability Advisory Committee:

Council Liaison to Planning and Economic Development

- John McDougall

(Added by By-law 2015-0002)

One (1) Members of County Council:

- Ron Higgins

(Amended by By-law 2015-0002)

Four (4) Community Representatives:

- Barrie Gilbert
- David Hahn
- Tracy John
- Don Ross

SCHEDULE B-4 – ADVISORY COMMITTEE TO COUNTY COUNCIL

COMMITTEE NAME: 150th Anniversary Planning Advisory Committee

ESTABLISHMENT OF THE COMMITTEE

- (i) The County of Frontenac 150th Anniversary PAC shall be comprised of up to five (5) members appointed by County Council as follows:
 - two (2) members of County Council; and
 - three (3) community representatives.
- (ii) The members of the County of Frontenac 150th Anniversary PAC shall hold office from the date of their appointment, at the pleasure of Council, up to the end of the term of Council and who shall be named in Schedule “A” to this By-law;
- (iii) That the Committee shall hold 2 Meetings each year of their term in order to establish an annual work plan and confirm activities and thereafter hold e-Meetings as required.
- (iv) The County of Frontenac 150th Anniversary PAC shall adhere to the County's Procedural By-law No. 2010-0028 and any amendments thereto, specifically *Section 25 – Committees* for the conduct of all Meetings.

TERMS OF REFERENCE

- (i) Goal/Vision

The vision of the County of Frontenac stated in *Directions for Our Future* is *Fresh with Opportunity Growing Vibrant, Innovative, Natural, Sustainable Places*. Within the context of the Values and Principles detailed, the 150th Anniversary PAC will be guided by the Culture and Heritage Vision Statement:

The County celebrates the arts and local history, and demonstrates the value it places on its artifacts and built heritage. Residents are part of a vibrant community that enjoys a wide range of formal and informal festivals, programs, and opportunities to create and enjoy the arts. It fosters opportunities to showcase local cultures and the values of sustainability (reflecting an integration of social, cultural, economic and environmental values) throughout the Frontenacs.

- (ii) Mandate

- To assist County Council with the provision of suitable community-wide celebrations of the County's 150th Anniversary.
- To report periodically to County Council and to produce an annual work plan for adoption by Council.

SCHEDULE B-4 ADVISORY COMMITTEES continued

COMPOSITION OF THE COMMITTEE

The Council of the County of Frontenac hereby appoints the following individuals to the County of Frontenac 150th Anniversary Planning Advisory Committee:

Council Liaison to Planning and Economic Development

(Added by By-law 2015-0002)

- John McDougall

One (1) Member of County Council:

(Amended by By-law 2015-0002)

- Natalie Nossal

Seven (7) Community Representatives:

(Amended by By-law 2015-0003)

- Pat Barr
- Gary Davison
- Phil Leonard
- Tasha Lloyd
- Barbara Sproule
- Jim Vanden Hoek
- Dave Woodman

SCHEDULE B-5 – ADVISORY COMMITTEES

COMMITTEE NAME: Service Delivery and Organization Review Committee
(Repealed by By-law 2014-0019 passed April 16, 2014)

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SCHEDULE B-5 – ADVISORY COMMITTEES

COMMITTEE NAME: Seniors Housing Task Force

ESTABLISHMENT OF THE COMMITTEE

- (1) The County of Frontenac Seniors Housing Task Force shall be comprised of four (4) members as follows:
 - (a) Three members of County Council, specifically:
 - One (1) member of County Council which sits on the City of Kingston Housing and Homelessness Advisory Committee
 - One (1) additional member of County Council
 - The Mayor of the Township in which the housing matter is being considered; and
 - (b) One Township Council representative in which the housing matter is being considered
- (1) The members of the County of Frontenac Seniors Housing Task Force shall hold office from the date of their appointment, at the pleasure of the Council of the County of Frontenac, not to extend past the term of Council.
- (1) The Committee shall hold meetings as required.

TERMS OF REFERENCE:

The vision of the County of Frontenac stated in *Directions for Our Future* is that “government decision making processes need to be clear, transparent, forward thinking and focused on the longer term, all of which depend on a strong organizational structure. There is a clear direction for land use planning, economic development, physical, social and cultural infrastructure and investment in community capacity.”

The Mission and Vision Statements, adopted by County Council in January 2013 read:

Mission: The County of Frontenac’s mission is the effective, efficient and sustainable delivery of services to citizens

Vision: The County of Frontenac is recognized for its unique pristine natural environment and lifestyle choices and commitment to – and promotion of – strong, resilient, diverse, rural communities

The Seniors Housing Task Force will be guided by these statements during its deliberations and subsequent recommendations to County Council on Seniors Housing.

Mandate:

Members of the Committee will work to ensure that there is a comprehensive understanding of affordable housing and appropriate forms of housing in the County of Frontenac as it relates to seniors housing, with a mandate to:

- To engage and consult with the local citizens to ensure local issues are brought forward to the Task Force;
- Provide information and advice to Council on seniors housing;
- Provide advice regarding the implementation of the Municipal Housing Strategy for the City of Kingston and the County of Frontenac with respect to the need for more affordable housing options for seniors living in the Frontenacs;
- Provide advice regarding the *Seniors Housing Pilot Project Study* carried out by the County of Frontenac in 2012 which provided detailed research and background information to assist in developing seniors housing pilot projects;
- Provide advice regarding the draft County Official Plan regarding the regional housing policies that support new seniors housing projects;

COMPOSITION OF THE COMMITTEE

The Council of the County of Frontenac hereby appoints the following individuals to the County of Frontenac Seniors Housing Task Force:

Three (3) members of County Council

<ul style="list-style-type: none"> • member of County Council which sits on the City of Kingston Housing and Homelessness Advisory Committee 	Frances Smith
<ul style="list-style-type: none"> • One (1) additional member of County Council 	vacant
<ul style="list-style-type: none"> • The Mayor of the Township in which the housing matter is being considered 	Denis Doyle (A) Ron Vandewal (A) Frances Smith (A) Ron Higgins (A)
<ul style="list-style-type: none"> • One Township Council representative in which the housing matter is being considered 	Wayne Grant (A) FI Not yet appointed (A) SF Vernon Hermer (A) NF Not yet appointed (A) CF

(A) – Means alternate and will attend only if meeting is concerning their respective Township.

SCHEDULE B-6 – ADVISORY COMMITTEE TO COUNTY COUNCIL

COMMITTEE NAME: Community Development Advisory Committee

ESTABLISHMENT OF THE COMMITTEE

- (v) The County of Frontenac Community Development Advisory Committee shall be comprised of eight (8) members appointed by County Council as follows:
- two (2) members of County Council (plus an appointed alternate); and
 - six (6) community representatives.
- (vi) The members of the County of Frontenac Community Development Advisory Committee shall hold office from the date of their appointment, at the pleasure of Council, up to the end of the term of Council and who shall be named in Schedule “A” to this By-law;
- (vii) The Committee shall establish an annual work plan and confirm activities and thereafter meet at least six times per year. Additional meetings may be held as deemed necessary by the Committee Chair or as requested by any member.
- (viii) The County of Frontenac Community Development Advisory Committee shall adhere to the County’s Procedural By-law No. 2013-0020 and any amendments thereto, specifically *Section 26 – Committees* for the conduct of all Meetings.

TERMS OF REFERENCE

(iii) Goal/Vision

The vision of the County of Frontenac stated in *Directions for Our Future* is *Fresh with Opportunity Growing Vibrant, Innovative, Natural, Sustainable Places*. Within the context of the Values and Principles detailed, the Community Development Advisory Committee will be guided by the Vision Statement:

Fifty years into the future, the County of Frontenac is one of the most progressive municipalities in terms of community based sustainability planning because priorities and beliefs are determined through community consultation and County-wide considerations are well thought through and incorporate the four pillars of sustainability. The vision, developed to ensure the ongoing appreciation and continued improvements to our social, cultural, economic and environmental systems, strongly defines the region.

(iv) Mandate

Set priorities for sustainability in the Frontenacs, implementing the visions outlined in *Directions for Our Future*, the Economic Development Charter & Implementation Plan, and the Trails Master Plan.

Key Activities

- Create short-term project teams for focused development within priorities

- Evaluate project team recommendations through a sustainability lens
- Proactively advise and inform Council to ensure decisions account for regional and long-term implications
- Improve community engagement in the activities that will lead to a sustainable future for the Frontenacs
- To report periodically to County Council and to produce an annual work plan for adoption by Council.

COMPOSITION OF THE COMMITTEE

The Council of the County of Frontenac hereby appoints the following individuals to the County of Frontenac Community Development Advisory Committee:

Council Liaison to Planning and Economic Development

One (1) Member of County Council:

Six (6) Community Representatives:



SCHEDULE C – EXTERNAL BOARDS AND COMMITTEES WITH COUNTY COUNCIL APPOINTEES

1. The **Kingston Frontenac Public Library Board** – one member of Council and two members of the community, appointed for the term of County Council. Provides for the information, education and leisure needs of the citizens of the City of Kingston and the Townships of Frontenac through its 5 urban and 12 rural branches; establishes policies and appoints the Chief Librarian/CEO, who administers the library under the guidance of established board policies.
2. The **Kingston, Frontenac, Lennox & Addington Public Health, Board of Health** – one member of County Council, appointed for the term of County Council. This body provides advice and makes recommendations to KFLA Public Health on the programs and services to be offered, sets the annual budget and oversees expenditures.
3. The **Rural/Urban Liaison Advisory Committee (RULAC)** – The Warden, Deputy Warden and the County Councillor appointed to the City of Kingston Housing and Homelessness Advisory Committee for the term of Council, three members of Kingston City Council, the Mayor and two members of Council. The Rural/Urban Liaison Advisory Committee was established by the order of the Minister of Municipal Affairs under Section 25.2(4) of the Municipal Act. The Committee shall meet at least quarterly with the Chief Administrative Officer of the City and the Frontenac Management Board for the purposes of discussing issues arising from joint agreements and recommending solutions to matters of common concern (effective December 1, 2014).

(Amended by By-law 2014-0019 passed April 16, 2014)
4. The **Algonquin Land Claim Municipal Advisory Committee** – one members of County Council, appointed for the term of Council. This Committee represents local, County and district governments across and adjacent to the land claim area. The Committee consists of heads of Council, or their designates, for each of the member municipalities. It provides advice to the Ontario negotiation team regarding the municipal implications of the potential transfer of crown lands to Algonquin ownership and the nature of future relationships facing the Algonquins and local municipal governments.
5. The **Frontenac County Youth Justice Advisory Committee** – one member of County Council appointed for the term of Council. The purpose of the Youth Justice Advisory Committee is to support the objectives of ensuring there is effective communication and collaboration among key partners working within Youth Justice Services, both informally and at regular meetings held quarterly; sharing youth justice information regarding programs and services, trends and issues with intent to provide creative solutions to address service system gaps; developing Youth Justice protocols, practices

SCHEDULE C EXTERNAL BOARDS AND COMMITTEES continued

and guidelines to ensure optimal navigation through the system, and to promote the provision of effective services for young persons in conflict with the law; and increasing capacity through educational opportunities, training events and professional development through localized community events.

(As amended by By-law 2014-0037)

6. The **Rideau Corridor Landscape Strategy Steering Committee** – one member of County Council appointed for the term of Council. This Committee works to identify key features and values of the Rideau Corridor in order to support more effective planning and management of the Rideau Corridor's landscape into the future.

7. The **Housing and Homelessness Advisory Committee (formerly the Affordable Housing Development Committee)** – one member of County Council, appointed for the term of Council. This is an Advisory Committee of the City of Kingston who acts as the Local Service Realignment body for the County of Frontenac. This Committee works to ensure that there is a comprehensive understanding of housing, affordable housing and homelessness issues, initiatives and developments, with a mandate to provide advice to Kingston City Council Council on housing, publicly assisted affordable housing and homelessness policies, provide advice regarding the implementation of the Municipal Housing Strategy, Homelessness Plan and other municipal housing strategies, policies and directives, provide information and input on housing matters as related to poverty reduction through the appointment of one member of the Housing and Homelessness Advisory Committee to the Poverty Reduction Group, for a term of two years and two members of Housing and Homelessness Advisory Committee to the Poverty Reduction Housing Sub Working Group for a term of two years and to maintain close linkages with other City of Kingston Committees and working groups to ensure co-ordination of housing, affordable housing and homelessness initiatives.

SCHEDULE D – COUNCIL LIAISONS

(Added by By-law 2015-0002)

Term:	Appointed by Council for a four (4) year term, at the pleasure of Council.
Eligibility:	Only second member County Councillors are eligible to be appointed to a Council Liaison position.
Description:	<p>A total of four (4) appointments will be made by Council to act as a Council Liaison with Directors and the Chief Administrative Officer.</p> <p>The four positions are as follows:</p> <ul style="list-style-type: none"> • Council Liaison – Emergency and Transportation Services • Council Liaison – Long-term Care (Fairmount Home) • Council Liaison – Corporate Services • Council Liaison – Planning & Economic Development <p>The purpose of the Council Liaison will be to act as a conduit between Council and senior leadership. The Council Liaison will be the primary spokesperson for issues related to the operation of the department and direction. In particular, working with the Director and Chief Administrative Officer with respect to regulatory compliance and alignment with Council strategic direction.</p>
Expectations:	<ul style="list-style-type: none"> • Meet with the Director and CAO at a minimum of once per month. <ul style="list-style-type: none"> ○ Meeting to be scheduled for the first Wednesday of each month. • Become familiar with the legislative framework, operations, projects, reports, budgets and risks of the Department. • Monthly, provide an overview of the Departmental activities to County Council. • Meet with Warden as required to provide background and insight. • Participate in meetings, workshops and events related to the Department.
	<ul style="list-style-type: none"> • Participate on ad hoc committees and related operations teams as follows: <ul style="list-style-type: none"> ○ Emergency and Transportation Services <ul style="list-style-type: none"> ▪ Emergency Management Program Committee ○ Council Liaison – Long-term Care (Fairmount Home) <ul style="list-style-type: none"> ▪ Quality Assurance and Assessment Committee ○ Council Liaison – Corporate Services <ul style="list-style-type: none"> ▪ Joint Accessibility Advisory Committee ○ Council Liaison – Planning & Economic Development <ul style="list-style-type: none"> ▪ Trails Advisory Committee ▪ Sustainability Advisory Committee



**County of Frontenac
Code of Conduct for Members of County Council and Committees
Approved by County Council October 16, 2013**

1.0 Statement of Intent

To guide those who are covered by this Code in their day to day responsibilities on behalf of the citizens of the County of Frontenac

2.0 Application

2.1 This Code of Conduct applies to all Members of Council, being the Warden and each Councillor. It also applies to all members of the public appointed to committees by Council.

Addendum A forms part of the Code of Conduct as it relates to Fairmount Home as per the LHIN L-SAA Agreement and applies to Members of Council only.

2.2 As Council Chair and Committee of the Whole Chair, the Warden and the Chair of the Committee of the Whole have additional responsibilities and, accordingly, must:

- i. uphold and promote the purposes of the municipality;
- ii. promote public involvement in the municipality's activities;
- iii. act as the representative of the municipality both within and outside the municipality, and promote the municipality locally, nationally and internationally; and
- iv. participate in and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents
- v. To represent and support the Council, declaring its will and implicitly obeying its decisions in all things.

The principles set out in this Code of Conduct apply to the distinct role of the Warden as the context requires.

2.3 All Members of Council and members of the public appointed to a County committee are expected to follow this Code, the Council Procedural Bylaw and other sources of applicable procedural law. They are also subject to other sources of law such as:

- *Municipal Act, 2001*
- *Municipal Conflict of Interest Act*
- *Municipal Elections Act*
- *Municipal Freedom of Information and Protection of Privacy Act*
- The Criminal Code of Canada

3.0 Responsibilities of Council, the Warden and Councillors

3.1 Council as a whole has the authority to approve budget, policy or processes, including the structures and procedures for committees. Authority to act on behalf of Council, including through a committee, can only be delegated by Council or through law.

3.2 Council is responsible for and dedicated to providing good and effective government for the public in an open, accountable and transparent manner.

3.3 A fiduciary relationship exists between the Council and inhabitants of the municipality.

3.4 Members of Council:

- i. when appointed to committees and other bodies as part of their duties must make every effort to participate actively in these bodies with good faith and care,
- ii. must uphold the law and conduct themselves with the highest degree of ethical behaviour and integrity,
- iii. must avoid conflict of interest,
- iv. must seek to advance the public interest with honesty and treat members of the public with dignity, understanding and respect, and
- v. may not make statements known to be false or make a statement with the intent to mislead Council or the public.

4.0 Members of Council and the Role of Staff

4.1 Mutual respect and cooperation are required to achieve the Council's corporate goals and implement the Council's strategies through the work of staff. The role of Council is to lead through setting policy and budget. It is not to manage or administer.

4.2 Staff members serve Council and work for the municipal corporation under the direction of the chief administrative officer. Council directs staff through its decisions as recorded in the minutes and resolutions of Council. Members of Council have no individual capacity to direct members of staff to carry out particular functions.

4.3 Inquiries of staff from Members of Council should be directed to the chief administrative officer or the appropriate senior staff as directed by the chief administrative officer.

4.4 Members of Council must respect that:

- i. staff provide advice and make policy recommendations in accordance with their professional ethics, expertise and obligations. They must not willfully injure the reputation, impugn the integrity or question the capabilities or performance of staff in a manner that is inappropriate.
- ii. staff undertake their duties based on political neutrality without undue influence. Members may not invite or pressure any member of staff to engage in partisan political activities.

5.0 County Assets and Gifts

5.1 Definitions:

- a) "benefit" means anything (other than a gift) given that confers an advantage, including but not limited to discounted or free services including food or beverages for immediate consumption, activities or event tickets, unless payment in any form, including the exchange of goods or services, of equal or greater value is received by the individual or entity giving the benefit;
- b) "gift" means any real or personal property given, including but not limited to art work, clothing, money, gift certificates or gift cards that exceeds \$50, unless payment in any form, including the exchange of goods or services, of equal or greater value is received by the individual or entity giving the gift;
- c) "token value" means and gift received whose value does not exceed \$100.

5.2 Council is the custodian of the assets of the municipality. The community places its trust in Council and those it appoints to make decisions for the public good in relation to these assets.

5.3 Members of Council and members of the public appointed to committees must not use municipal assets for personal convenience, for profit or to assist during an election or in relation to a nomination, except where such privileges are granted to the public or provided by law.

5.4 Members of Council and members of the public appointed to committees must not accept gifts and benefits except as provided for under law and in the course of their duties. They may accept gifts of token value only but should be aware that even these may place them in a position where their actions are open to serious question.

5.5 If a member of Council or member of the public appointed to a committee receives a gift or benefit and the value of the gift or benefit exceeds \$100, or if the total value received from anyone source during the course of a calendar year exceeds \$100, the member of County Council shall within 30 days of receipt of the gift or benefit or of reaching the annual limit, file a disclosure statement with the CAO/Clerk. The disclosure statement must indicate:

- a) the nature of the gift or benefit;
- b) its source and date of receipt;
- c) the circumstances under which it was given or received.

Any disclosure statement made under this subsection will be a matter of public record.

6.0 Confidentiality

6.1 Members of Council have a duty to hold information received at closed meetings in strict confidence for as long and as broadly as the confidence applies. They

must not, either directly or indirectly, release, make public or in any way divulge any such information or any confidential aspect of the closed deliberations to anyone, unless authorized by Council or required by law.

6.2 Members of Council must not disclose, use or release information in contravention of applicable privacy law. They are only entitled to information in the possession of the municipality that is relevant to matters before the Council or a committee. Otherwise, they enjoy the same level of access rights to information as any other member of the community and must follow the same processes as any private citizen.

6.3 Members of Council must not release information subject to solicitor-client privilege, unless expressly authorized by Council or required by law.

7.0 Committees and Members of Committees

7.1 Members of the public appointed to committees are appointed at the pleasure of Council. They do not hold office as elected officials nor do they represent either Council or the committee unless mandated to do so. Members of the public appointed to committees must respect both the word and spirit of this Code as it applies to them and also as it applies to Members of Council.

7.2 Committees operate only within meetings for which proper notice has been given or as a matter duly added to an agenda.

7.3 Committee work often depends on the specific expertise of members of the public appointed to committees, including their employment or business interests. Interests relating to expertise, knowledge or acquaintance of a topic or an individual does not necessarily constitute a pecuniary interest. Such an interest should still be declared, however, for the purposes of openness.

7.4 If a pecuniary interest or an appearance of such arises in relation to any matter, members of the public appointed to a Committee must declare the pecuniary interest in a matter being discussed. The member may participate in the discussion but may not vote on the matter.

7.5 Committee work is part of the public record. Committees must ensure that their recommendations are sufficiently detailed and recorded clearly so that they can be relied upon by Council or the standing committee acting upon them.

7.6 The minutes of a committee meeting must record when any member has declared an interest or a pecuniary interest well as the circumstances in which the member left the room, the times at which the person left and returned to the meeting.

7.7 In addition to the recording of minutes as required by section 7.6, where a member of a committee has declared a pecuniary interest, the declaration as well as the nature of the pecuniary interest must be recorded as part of the

recommendation to Council so that Council may be aware of the declaration when making its decision.

Compliance with the Code – Complaint

- 8.1 Where an alleged contravention of any provision of this Code of Conduct occurs, the following procedures will be adhered to.

- 8.2 Individuals (i.e. Municipal employees, members of the public) or organizations who believe they have identified or witnessed behaviour or an activity by a Member of Council that they believe is in contravention of the Code of Conduct for Members of Council, may wish to address the prohibited behaviour or activity themselves as follows:
 - i. advise the Member of Council that the behaviour or activity contravenes the Code of Conduct;
 - ii. encourage the Member of Council to stop the prohibited behaviour or activity;
 - iii. keep a written record of the incidents including dates, times, locations, other persons present, and any other relevant information;
 - iv. advise someone else (for example, another Member of Council or a senior staff member of the Municipality) about their concern, their comments to the Member of Council and the response of the Member of Council;
 - v. if applicable, confirm to the Member of Council their satisfaction with the response of the Member of Council or, if applicable, advise the Member of Council of their dissatisfaction with the response; and
 - vi. consider the need to pursue the matter in accordance with the formal complaint procedure outlined in Appendix B, or in accordance with an applicable judicial or quasi-judicial process.

Individuals and organizations are encouraged to initially pursue this informal complaint procedure as a means of stopping and remedying a behaviour or activity that they believe to be prohibited by the Code of Conduct. However, it is not a precondition or a prerequisite that they pursue the informal complaint procedure prior to pursuing the formal complaint procedure in 8.2.

9.0 Formal Complaint Procedure - Integrity Commissioner

- 9.1 A Municipal staff or member of the public, who has reasonable and probable grounds to believe that a member of Council has contravened the Code of Conduct for Members of Council, may request that the matter or complaint be reviewed.

- 9.2 The complaint shall be in writing and shall be signed by the complainant(s).

- 9.3 A complaint shall set out the grounds for the belief and the contravention alleged and include a supporting affidavit that sets out the evidence in support of the complaint.

For example, facts should include the name of the alleged violator, the provision allegedly contravened, facts constituting the alleged contravention, the names and contact information of witnesses, and contact information respecting the complainant during normal business hours.

10.0 Initial Classification by Integrity Commissioner

- 10.1 The complaint shall be filed with the Chief Administrative Officer/Clerk who shall forward the matter to the Integrity Commissioner for initial classification to determine if the matter is, on its face, a complaint with respect to non-compliance with the Code of Conduct and not covered by other legislation or other Council policies.
- 10.2 If the complaint does not include a supporting affidavit, the Integrity Commissioner may defer the classification until an affidavit is received.
- 10.3 If the complaint, including any supporting affidavit, is not, on its face, a complaint with respect to non-compliance with the Code of Conduct or the complaint is covered by other legislation or a complaint procedure under another Council policy, the Integrity Commissioner shall advise the complainant in writing as follows:
- i. if the complaint on its face is an allegation of a criminal nature consistent with the Criminal Code of Canada, the complainant shall be advised that if the complainant wishes to pursue any such allegation, the complainant must pursue it with the Ontario Provincial Police or other appropriate law enforcement agency;
 - ii. if the complaint on its face is with respect to non-compliance with the Municipal Conflict of Interest Act, the complainant shall be advised to review the matter with the complainant's own legal counsel;
 - iii. if the complaint on its face is with respect to non-compliance with the Municipal Freedom of Information and Protection of Privacy Act, the complainant shall be advised that the matter will be referred to the Privacy Commissioner for review;
 - iv. if the complaint on its face is with respect to non-compliance with a more specific Council policy with a separate complaint procedure, the complainant shall be advised that the matter will be processed under that procedure; and
 - v. in other cases, the complainant shall be advised that the matter, or part of the matter, is not within the jurisdiction of the Integrity Commissioner to process, with any additional reasons and referrals as the Integrity Commissioner considers appropriate.

11.0 Integrity Commissioner Investigation

- 11.1 If a complaint has been classified as being within the Integrity Commissioner's jurisdiction, the Commissioner shall investigate and may attempt to settle the complaint.
- 11.2 The Integrity Commissioner will proceed as follows:

- i. serve the complaint and supporting material upon the member whose conduct is in question with a request that a written response to the allegation be filed within ten days; and
- ii. serve a copy of the response provided upon the complainant with a request for a written reply within ten days.

11.3 If necessary, after reviewing the written materials, the Integrity Commissioner may speak to anyone relevant to the complaint, examine any other documents relevant to the complaint and may enter any County office relevant to the complaint for the purposes of investigation and settlement.

11.4 The Integrity Commissioner may make interim reports to Council as required to address any instances of interference, obstruction or retaliation encountered during the investigation.

11.5 The Integrity Commissioner shall submit a final report on the complaint to Council, no later than 90 days after the making of the complaint, outlining the findings, the terms of any settlement, or recommended corrective action.

11.6 Any recommended corrective action must be permitted in law and shall be designed to ensure that the inappropriate behaviour or activity does not continue.

12.0 Refusal to conduct inquiry

12.1 If the Integrity Commissioner is of the opinion that the referral of a matter to him or her is frivolous, vexatious or not made in good faith, or that there are no grounds or insufficient grounds for an inquiry, the Integrity Commissioner shall not conduct an inquiry and shall state the reasons for not doing so in the report.

12.2 If the Integrity Commissioner determines that there has been no contravention of the Code of Conduct or that a contravention occurred although the Member took all reasonable measures to prevent it, or that a contravention occurred that was trivial or committed through inadvertence or an error of judgment made in good faith, the Integrity Commissioner shall so state in the report and shall recommend that no penalty be imposed.

13.0 Reporting

13.1 The Integrity Commissioner shall file a copy of the final report with Chief Administrative Officer who will then provide a copy of the report to the complainant and the Member of Council whose conduct is concerned.

13.2 The Chief Administrative Officer shall process the report to the next meeting of Council.

13.3 Council shall consider and respond to the report within 90 days after the day the report is laid before it.

13.4 The Integrity Commissioner shall report annually to Council on complaints affecting the Council of the County of Frontenac, filed with the Integrity Commissioner.

14.0 Municipal Support for Members of Council

14.1 In the case of a Formal Complaint, the municipality will provide up to \$1,000 to the Council member to obtain professional advice or assistance. Reimbursement will be made upon provision of original invoices marked paid in full to the Chief Administrative Officer, and processed through regular accounts payable procedures.

15.0 Non-Compliance

15.1 The following enforcement measures may be instituted by County Council and applied to any member of Council under Section 223.4(5) of the *Municipal Act* if the Integrity Commissioner reports to the municipality that, in his or her opinion, the member has contravened the code of conduct:

- i. a reprimand;
- ii. suspension of the remuneration paid to the member in respect of his or her services as a member of Council or the local board, as the case may be, for a period of up to ninety (90) days, and/or
- iii. censure including removal from appointment to an Advisory Committee of Council.

Signature

The undersigned hereby acknowledges that they have read, understood and accept this Code of Conduct.

Signature of Member

Date

Printed Name of Member

Addendum A – Fairmount Home

1.0 **Background**

In 2013, the LHIN L-SAA Agreement executed following Council's direction at the regular Council meeting in April requires a code of conduct to be in place covering Fairmount's directors. Council is, under the Long Term Care Act, the board of directors for Fairmount. The provisions set out in LHIN L-SAA Agreements were proclaimed and came into force on January 1, 2008 and while Council is sitting as the Board of Management for Fairmount Home, it must confine to these rules:

2.0 **Definitions**

“Board” means in respect of an HSP that is:

- (i) A corporation, the board of directors;
- (ii) A First Nation, the band council;
- (iii) A municipality, the committee of management;
- (iv) A board of management established by one or more municipalities or by one or more First Nations' band councils, the members of the board of management;
- (v) A partnership, the partners;
- (vi) A sole proprietorship, the sole proprietor.

“Conflict of Interest” in respect of an HSP, includes any situation or circumstance where: in relation to the performance of its obligations under the LHIN L-SAA agreement:

- (i) The HSP;
- (ii) A member of the HSP's Board, or
- (iii) Any person employed by the HSP who has the capacity to influence the HSP's decision,

has other commitments, relationships or financial interest that:

- (iv) Could or could be seen to interfere with the HSP's objective, unbiased and impartial exercise of its judgement; or
- (v) Could or could be seen to compromise, impair or be incompatible with the effective performance of its obligations under the LHIN L-SAA Agreement.

“HSP's Personnel” is defined as the controlling shareholders (if any), directors, officers, employees, agents, volunteers and other representatives of the HSP. In addition to the foregoing HSP's Personnel shall include the contractors and subcontractors and their respective shareholders, directors, officers, employees, agents, volunteers or other representatives.

3.0 Conflict of Interest

The HSP will use the Funding, provide the Services and otherwise fulfil its obligations under the LHIN L-SAA Agreement without an actual, potential or perceived Conflict of Interest. The HSP will disclose to the LHIN without delay any situation that a reasonable person would interpret as an actual, potential or perceived Conflict of Interest and comply with any requirements prescribed by the LHIN to resolve any Conflict of Interest.

4.0 Confidential Information

Members of County Council will treat confidential information as confidential and will not disclose confidential information except with the consent of the disclosing party or as permitted or required under FIPPA, the Municipal Freedom of Information and Protection of Privacy Act, the Act, court order, subpoena or other applicable law.

Signature

The undersigned hereby acknowledges that they have read, understood and accept this Code of Conduct.

Signature of Member

Date

Printed Name of Member

Appendix A – Integrity Commissioner

Duties of the Integrity Commissioner

1.0 The Integrity Commissioner shall:

- 1.1 Conduct inquiries and investigations into alleged contraventions of the Code of Conduct for Members of Council.
- 1.2 Make the decisions, including the imposition of penalties with regards to the alleged contraventions of the Code of Conduct for Council Members. Penalties may include, but are not limited to:
 - i. Reprimand in Open Council (Censure)
 - ii. Suspension of office for a period of not more than 90 business days;
 - iii. Suspension of honorariums for a period of not more than 90 business days;
 - iv. Removal from committees of Council;
 - v. Any combination of the above.

A penalty imposed by the Integrity Commissioner takes effect immediately upon the receipt by Council of the report of the Integrity Commissioner regarding the alleged contravention.

- 1.3 Prepare and deliver an annual report to Council containing a summary of the activities of the office of the Integrity Commissioner during the calendar year.
- 1.4 Detailed responsibilities of the office of the Integrity Commissioner will be outlined with the appointment of the position.

2.0 The Integrity Commissioner may, at the request of Council:

- i. Prepare written materials for distribution to and use by members of Council regarding the role of the Integrity Commissioner and ethical obligations and responsibilities of members of Council under the Code of Conduct for Members of Council and any other procedures, rules or policies governing their ethical behaviour.
- ii. Prepare written materials for distribution to and use by the public to aid in their understanding of the role of Integrity Commissioner and ethical obligations and responsibilities of members of Council under the Code of Conduct for Members of Council and any other procedures, rules or policies governing their ethical behaviour.
- iii. Deliver an oral presentation to members of Council regarding their ethical obligations and responsibilities of members of Council and any other procedures, rules or policies governing their ethical behaviour.
- iv. Provide advice and recommendations to Council regarding amendments to the Code of Conduct for Members of Council and in respect of any other procedures, rules or policies governing their ethical behaviour.

3.0 Procedure to Submit a Complaint to the Integrity Commissioner

- i. Council members, employees or members of the public may submit complaints to the Integrity Commissioner relating to compliance with the Code of Conduct for Members of Council.
- ii. All complaints will be treated as confidential at all times.
- iii. Complaints shall be submitted on the established Complaint Request Review Form, attached hereto. The Complaint Review Request Form is also available on the County website or from the Clerk's office.
- iv. All complaints must contain the following information:
 - a. Name of Municipality;
 - b. Complainant's name, mailing address, telephone number and e-mail address (if applicable);
 - c. Nature and background of the complaint;
 - d. Any activities undertaken (if any) to resolve the concern;
 - e. Any other relevant information;
 - f. Original Signature; and a
 - g. Cheque in the amount of \$125.00 made payable to the County of Frontenac.
- v. The Complaint Review Request form, accompanied by the prescribed fee, shall be dated and submitted to the Clerk by mail or personal delivery.
- vi. Upon receipt of a complete Complaint Review Request the Clerk shall prepare a package to be forwarded to the Integrity Commissioner that will include the following:
 - a. The Complaint Review Request Form;
 - b. A certified true copy of the Code of Conduct for Members of Council; and
 - c. Any and all such other information or documentation supplied by the complainant that is deemed relevant.
- vii. The information package referred to above shall be forwarded to the Integrity Commissioner in hard copy format by courier or regular mail, whichever is deemed appropriate.

