



**SUSTAINABILITY ADVISORY COMMITTEE
AGENDA**

Date and Time Monday, February 9, 2015 at 9:00 a.m.
Place Bud Clayton Memorial Room, County Administrative Building, 2069 Battersea Road, Glenburnie

Members:

Tracy John
Barrie Gilbert
David Hahn

Don Ross
Councillor John McDougall, Council Liaison
Councillor Ron Higgins

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1. Call to order
2. Election of Officers
 - Election of Chair
 - Election of Vice-Chair
3. Adoption of the agenda
4. Disclosure of pecuniary interest and general nature thereof
5. Adoption of minutes
 - **Minutes of Meeting held December 1, 2014**

4-7

THAT the minutes of the Sustainability Advisory Committee meeting held December 1, 2014 be adopted as circulated.

6. Deputations and/or presentations
 - **Stephanie Sciberras** BKin, MHSc, Physical Activity Specialist, and **Rachel Goodmurphy**, RD, BAsC. Public Health Dietitian, KFL&A Public Health, will address the Committee regarding Rural Transit, Active Transportation and Food Systems.
7. Briefings

8-41

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- 42-52
7. Briefings
- **Anne Marie Young**, Manager of Economic Development, will brief the Committee on the March 4 & 5, 2015 Economic Development and Planning Days which encompasses part of County Councils Strategic Goal of Economic Development
- 53-112
8. Reports/Topics for Discussion
- **Committee Orientation**
 1. **County of Frontenac Procedural By-law (Meeting Management)**
 2. **Code of Conduct for Members of County Council and Committees**

To be presented by Jannette Amini, Manager of Legislative Services/Clerk
- 113-130
- **2015-015 Sustainability Advisory Committee - 2015 Workplan Update**
 - **Discussion on the possibility of FIT Solar Ground Mount Projects**

Discussion to be led by David Hahn
- 131-133
- **Review of the Sustainability Advisory Committee Mandate**

Discussion to be led by Councillor Ron Higgins.
 - **Review of the Sustainability Advisory Committee Priorities**

Discussion to be led by Councillor Ron Higgins
9. Communications
10. Other business
11. Next meeting date
- To be discussed.

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12. Adjournment



**Minutes of the Sustainability Advisory Committee Meeting
December 1, 2014**

A meeting of the Sustainability Advisory Committee (SAC) was held in the Bud Clayton Memorial Room of the County Administrative Office, 2069 Battersea Road, Glenburnie on Monday, December 1, 2014 at 10:00 a.m.

Roll Call:

Tracy John, Chair
Don Ross
Barrie Gilbert
Warden Doyle, Ex-Officio

Staff:

Anne Marie Young, Manager of Economic Development
Alison Vandervelde, Communications Officer (Recording Secretary)
Kelly Pender, CAO
Peter Young, Community Planner

Regrets:

Geoff Sandiford, Vice Chair

Call to order

The Chair called the meeting to order at 10:05

Adoption of the agenda

Moved By: Warden Doyle
Seconded By: Mr. Gilbert

THAT the agenda for the December 1, 2014 Sustainability Advisory Committee meeting be adopted.

CARRIED

Disclosure of pecuniary interest and general nature thereof

The Chair requested the recording secretary to record that in accordance with the *Municipal Conflict of Interest Act*; no disclosures of pecuniary interest were declared.

Adoption of minutes

Moved By: Mr. Gilbert
Seconded By: Mr. Ross

THAT the minutes of the Sustainability Advisory Committee meeting held November 6, 2014 be amended to include a roll call and be adopted as amended.

CARRIED

Deputations and/or presentations



Reports/Topics for Discussion

**2014-175
Sustainability Advisory Committee – 2014 Work Plan Update**

Mr. Young provided a verbal update on the staff research into Local Improvement Charges.

- Mr. Young has met with Utilities Kingston who has met with Ontario Hydro regarding on-bill financing. They have a pilot project set for early 2015 with potential roll out in 2016. The City of Kingston is planning to report progress in the fourth quarter.
- Toronto has over 100 in the process, but several are being held up because of bank sign-off issues.
- In Durham the program was originally moved forward by one committee, but the finance department raised many concerns and it has not yet been launched. The
- City of Halifax focused on solar hot water only, in order to make it administratively easy.

Many municipalities are waiting to evaluate Toronto’s program. The committee discussed possible ideas for Frontenac, suggesting that we should start simple and add to the program as residents start taking advantage of it. Mr. Young also reported that North Frontenac Township is looking at accomplishing similar goals through the use of a Community Improvement Plan.

Moved By: Mr. Ross
Seconded By: Warden Doyle

THAT the incoming 2015-2018 Sustainability Advisory Committee pursues options in assisting homeowners in energy retrofits with support and collaboration from the County of Frontenac.

CARRIED

Mr. Pender led a high-level discussion regarding the nature of *Directions for Our Future* and *Sustainable Actions*. He reported that Council has directed that *Sustainable Actions* needs to be more Community / Committee / Council driven than it has been in the past, it needs to be a bottom-up, not top-down process, and it needs to be more focused.

Though the content of *Sustainable Actions* is community-driven, the SAC has a duty to recommend priorities to Council that reflect the Committee's priorities. The Committee needs to look at viable next steps, to ensure it is recommending priorities for which the County has capacity to influence, and remember that accountability is a big piece of this committee's role.

The committee discussed the need to start transitioning over the next few years away from using the word sustainability, toward resiliency. The notion of restoration was also mentioned. A holistic and forward-thinking approach could fit into how the Frontenacs are branded as well... environmentally conscious planning will speak for itself. The committee discussed the need to brand Frontenac County and Ms. Young provided a verbal outline of the March 4 & 5 Frontenac Economic Development Days.

Ms. John suggested that establishing small working groups comprised of two or three members each could achieve progress on particular priorities. The committee supported this idea and suggested that the groups could potentially be based on the pillars, and incorporate some of the very passionate community members who have been long involved in the ICSP process. Committee members agreed that the members of those working groups could not be expected to take on administrative responsibilities, and the SAC meetings would become the formal reporting mechanism.

The committee reviewed *Sustainable Actions 2014/15* and indicated opportunities to be recommended as priority to County Council. The committee directed staff to further group opportunities into an implementation plan for Council's consideration, with the longer version becoming an appendix.

Moved By: Mr. Gilbert
Seconded By: Mr. Ross

THAT staff consolidate the draft Sustainable Actions 2014/2015 report in a manner that reflects committee input. Staff will circulate the revised report to the committee by email and unless the committee feels the need to discuss the revised report as a group, it will go directly to County Council for its consideration.

CARRIED

Moved By: Warden Doyle
Seconded By: Mr. Gilbert

THAT the SAC adopt the 2015 Workplan to include the amendments as per the committee conversation today.

CARRIED

Communications

~~~~~

**Other business**

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Next meeting date

Adjournment

Moved By: Warden Doyle
Seconded By: Mr. Ross

THAT the meeting hereby adjourn at 12:11

CARRIED

Rural transit, active transportation and food systems



February 2, 2015

Stephanie Sciberras

Rachael Goodmurphy

Linking Public Health and Supportive Environments

Infectious Disease



Chronic Disease



Ontario Public Health Standards (OPHS)

- Ministry of Health and Long-Term Care
- Health Protection and Promotion Act
- Guidelines for mandatory public health programs

OPHS – Healthy Eating and Physical Activity

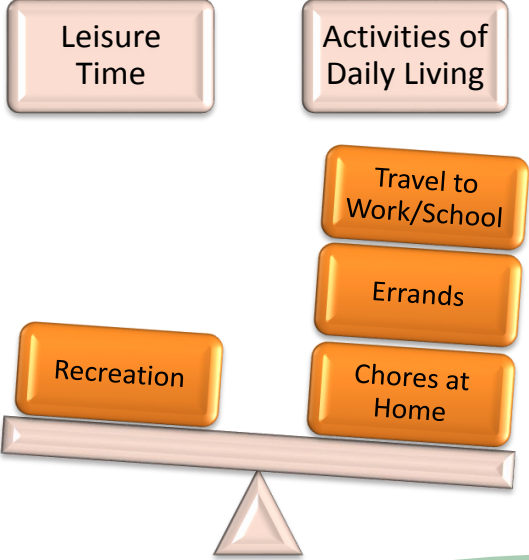
- Work with municipalities to support healthy public policies and the creation or enhancement of supportive environments
- Increase the capacity of community partners to coordinate and develop regional/local programs

Healthy Transportation Networks



Stephanie Sciberras, Physical Activity Specialist

Linking Transportation and Physical Activity



Physical Activity Statistics

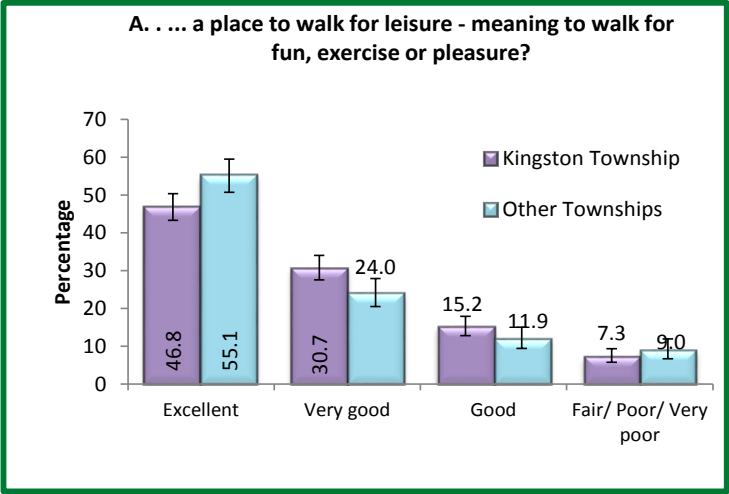
85	% of Canadian adults not meeting recommended 150 minutes/week
93	% of Canadian children not meeting recommended 60 minutes/day
96	% of Canadian youth not meeting recommended 60 minutes/day
10	% of daily physical activity is recreation based

Source: Canadian Society for Exercise Physiology 2011

Source: Warburton et al. Int J Behav Nut Phys Oct, 2010; 7:39

Source: Canadian Health Measures Survey, Stats Can, 2007-11

Local Context



In 2011, significantly more respondents living in other townships, 55.1% (50.7-59.5), than Kingston township, 46.8% (43.3-50.3), rated their neighbourhood as excellent in terms of a place to walk for leisure.

Source: KFL&A Public Health, www.kflapublichealth.ca

Vision for Healthy Transportation Networks

- Safe and accessible
- Diversity of modes
- Priority on active transport



Healthy Transportation Networks

- Enable mobility for all ages and abilities
- Make active transportation convenient and safe
- Prioritize safety
- Encourage use of public transit
- Enable attractive road, rail and waterway networks

8-80 Philosophy in Transportation Planning



ACCELERATING RURAL TRANSPORTATION SOLUTIONS



Lack of transportation is a significant issue in all rural and remote communities in Ontario which affects most determinants of health

ACCELERATING RURAL TRANSPORTATION SOLUTIONS



- Challenges of providing rural transportation
- Context for Coordinated Transportation
- Effective Models and related process
- Funding Options
- Study region assessments



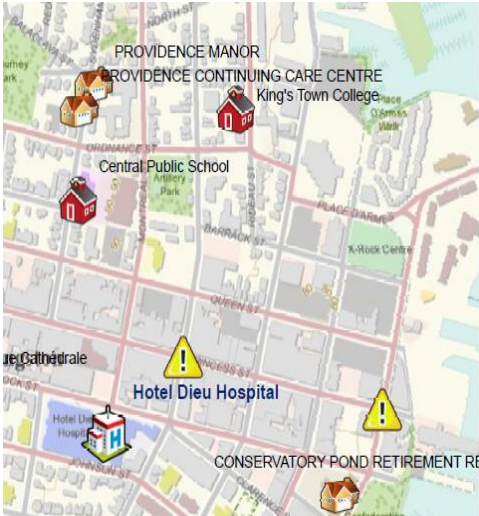
- Comprehensive framework of indicators for walkability in a rural context
- Municipalities can benchmark and measure progress over time
- Gives walking a prominent profile in community planning and design
- As communities strive to achieve higher awards, the built environment is transformed to support safe, sustainable and independent mobility

Pedestrian Monitoring Study



- Builds on the findings of Walk Friendly Ontario Report
- Inform the development of a Pedestrian Master plan

Accessible Pedestrian Infrastructure Study



- Builds on Walk Friendly Ontario Report
- Informs Municipal design standards to meet the new AODA Design Guidelines
- Will inform official plan update

Healthy Transportation System Priorities

Activity	Supports
Assessment of current transportation system	➤ Evidence-based assessments
Identify healthy transportation infrastructure	➤ Inventory ➤ GIS mapping ➤ Identify health impacts
Develop supportive transportation by-laws	➤ Best practices
Develop active transportation plan	➤ Best practice ➤ Partnership ➤ Planning and Promotion
Promote active transportation opportunities	➤ Resource development ➤ Communications campaign support

Future Opportunities – Public Health

- Planning, partnership development, and best-practice recommendations for coordinated rural transit
- Assess current active transportation infrastructure and network
- Develop and promote well-connected active transportation networks

Rural Transit Resources

- [Towards Coordinated Rural Transportation](#)
- [Improving Travel Options in Small & Rural Communities](#)
- [Cost-Benefit Analysis of Rural and Urban Transit](#)
- [Accelerating Rural Transportation Solutions: Ten Ontario Community Case Studies](#)

Active Transportation Resources

- [Walk Friendly Ontario](#)
- [Accessibility for All Ontarians with Disabilities Act \(Design of Public Spaces and Transportation\)](#)
- [Share the Road and Bicycle Friendly Communities](#)

Food systems- health and municipal linkages



Rachael Goodmurphy, public health dietitian

Food system



- Where and how food travels
 Field/water -> table -> disposal

Source: Chicago Metropolitan Agency for Planning, 2012

Health- role in food system

- Access to healthful food
 - Food supply
 - Nutrient quality
 - Affordability



Source: Neff et al., 2009, McCullum et al., 2005, Blouin et al., 2009, Dietitians of Canada, 2012

Health- local statistics

82	% of KFL&A area adults not meeting vegetable and fruit recommendations
51	% of KFL&A area adults who are overweight or obese
8.2	% of KFL&A area households who are moderately/severely food insecure
5	% increase of Nutritious Food Basket from previous year

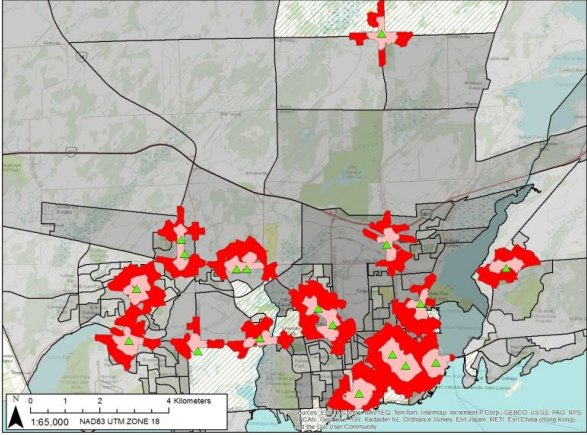
Source: KFL&A Public Health, www.kflapublichealth.ca



Health- initiatives

- Food environment project
 - Grocery store= healthy food access point
 - 13 high deprived areas with poor access to grocery store
 - ↑convenience stores in high deprived areas

Kingston Grocery stores with 1 km buffer



Health-initiatives

- Healthy Corner stores feasibility project
 - Can small retailers ↑ access to healthy food?
 - Barriers and opportunities?

Source: County Health Rankings and Road maps, 2014; www.countyhealthrankings.org

Health-initiatives

The Cost of Eating Healthy 2014

The Nutritious Food Basket

The Nutritious Food Basket (NFB) is a survey tool used to measure the cost of eating according to current nutrition recommendations and food consumption data. KFL&A Public Health conducts the survey annually using guidelines prepared by the Ministry of Health and Long-Term Care. The survey includes 67 food items, found in Canada's Food Guide, that are used to prepare nutritious meals and snacks.

In May, seven grocery stores in Kingston, Frontenac, and Lennox & Addington were surveyed. During the survey, the lowest available price is recorded for each food item. The prices from all the stores are then averaged.

To get the total cost for a week, an extra five percent was added to account for additional food items used in meal preparation such as spices, seasonings, condiments, baking supplies, soups, coffee, and tea.

What items are not included?


The total cost does not include processed convenience foods, soft drinks, popular snack foods, special dietary foods, infant foods, religious or cultural foods, soap, shampoo, toilet paper or other personal items that people might add to their shopping cart. It also does not take into account eating out or inviting company to share a meal.

How can the Nutritious Food Basket be used?

- ✓ To determine the cost of healthy eating for individuals or households (Table 1 – page 2).
- ✓ To estimate the cost of feeding a group of people, e.g., group homes, shelters, students, etc.
- ✓ To prepare case studies for discussion in education programs.
- ✓ To compare the cost of healthy eating against income and other fixed living expenses (Table 2 – page 3).

¹www.hc-sc.gc.ca/nutrition/healthy-living/healthy-living-eng.php
²Eating Well with Canada's Food Guide 2007, available from <http://www.healthcanada.gc.ca/foodguide>
³Canadian Community Health Survey Cycle 2.2, Nutrition



- Nutritious Food Basket Survey
 - Cost of eating healthy over time
 - Awareness of local context
 - \$185/week for family of 



Health-initiatives



Food Policy Council for
Kingston Frontenac Lennox & Addington

- Partnership with Food Policy Council (FPC)
 - Food Charter and Council development
 - Provide health lens
 - Environmental scan

Source: Provincial Health Services Authority Community Food Assessment Guide, 2008

Health- initiatives

- Municipal policy and supports
 - Endorsement of Food Charter
 - County of Frontenac: Energy drinks
 - City of Kingston: Healthy food in rec centres
 - City of Kingston: Refreshment Vehicle Policy

Municipal- food system priorities

Activity	Supports
Support small market farmer	➤ Environmental scan
Support Farmers' markets	➤ Inventory ➤ GIS mapping ➤ Environmental scan
Develop transportation system	➤ Best practices
Develop waste management plan	➤ Environmental scan
Strategy to attract small retail/groceries	➤ Best practices ➤ GIS mapping

Future opportunities- Public Health

- Legislation to grow food in unconventional spaces
- ↑ access to healthy food
 - Municipally owned/operated facilities
 - New developments

Source: Linking Health and the Built Environment in Rural Settings: Evidence and Recommendations for Planning Healthy Communities in Middlesex County, 2013 and Ontario Food and Nutrition Strategy, 2014

Future opportunities-FPC

- Link local food producers with institutional bodies
- Sustainable agricultural techniques
- Sustainable livelihoods for food system workers
- Promotion and support of regional food

Source: Linking Health and the Built Environment in Rural Settings: Evidence and Recommendations for Planning Healthy Communities in Middlesex County, 2013, KFL&A Food Charter, 2012

Resources

- [Linking Health and the Built Environment in Rural Settings: Evidence and Recommendations for Planning Healthy Communities in Middlesex County, 2013](#)
- [Ontario Food and Nutrition Strategy, 2014](#)
- [Rural area checklist- Building Complete and Sustainable Communities: Healthy Policies for Official Plans, 2013](#)

Questions?

Contact information:

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stephanie.sciberras@kflapublichealth.ca



**Briefing to Sustainability Advisory Committee
February 2, 2015
“Economic Development Implementation Plan”**



Council
Strategic
Goal #3

Focused economic development:

- 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.

Ec Dev & Revenue Generation

What has been done already?

The EOWC released the ***Eastern Ontario Economic Development Strategy*** at the 2014 AMO Conference.





Economic Development Strategy for Eastern Ontario

Priority 1

- Workforce Development + Deployment

Priority 2

- Technology Integration + Innovation

Priority 3

- Integrated + Intelligent Transportation Systems

Strategic Priorities for Eastern Ontario



Implementation

- **Requires region-wide collaboration across business, industry, institutions, associations, networks and economic development professionals**
- **Optimism is high, but more needs to be done to promote the economic opportunities and advocate for the changes and investment required**
- **Stakeholders are looking to EOWC for leadership but there will be many players that will need to be involved**
- **The implementation of the strategy should be undertaken with a sense of urgency – opportunities and stakeholders ready to move the effort forward**

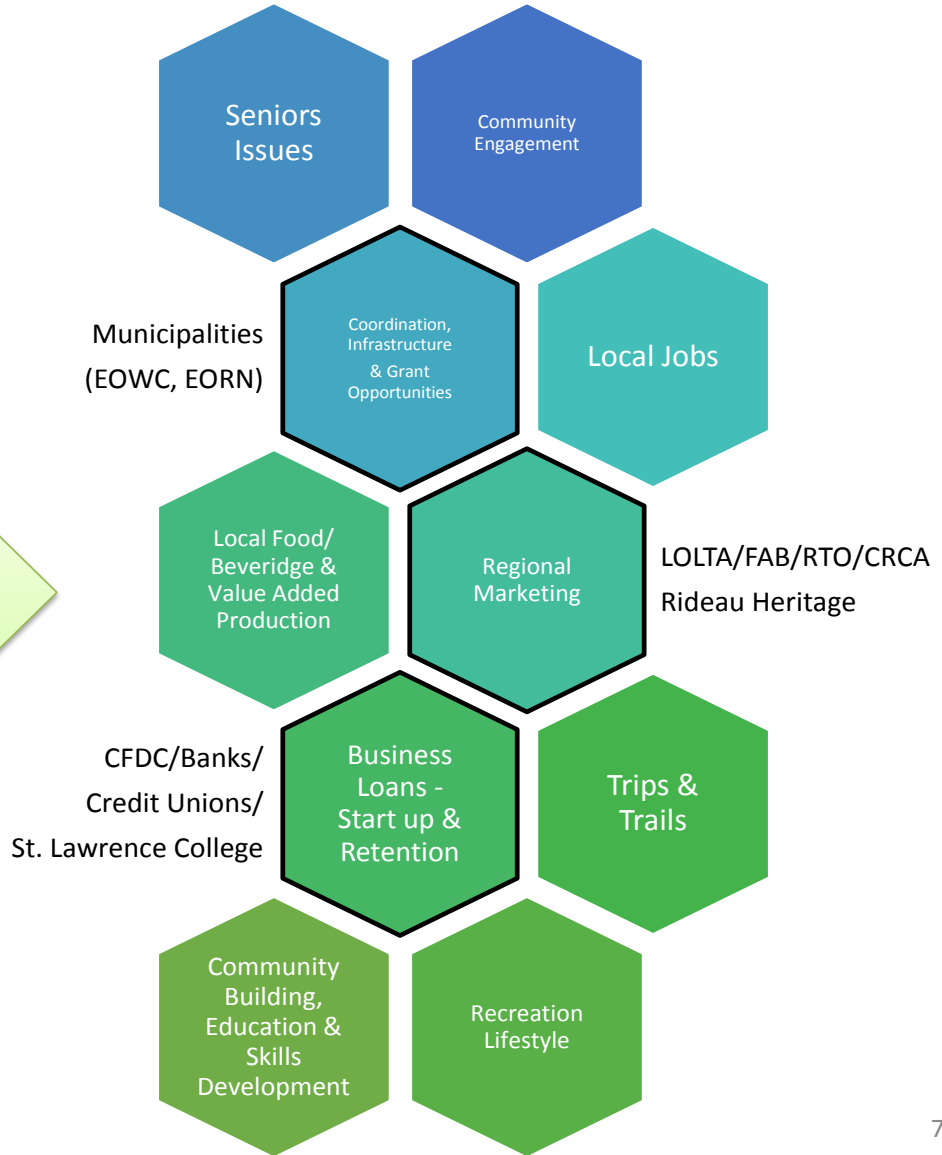
Ec Dev & Revenue Generation

“ The implementation of the strategy should be undertaken with **a sense of urgency** – opportunities and stakeholders **ready to move** the effort forward ”

It is time for action.

Ec Dev & Revenue Generation

How do we move forward?



Ec Dev & Revenue Generation

How do we move forward?

Principles proposed to guide Economic Development:

- The County role is as a partner, facilitator and where appropriate supporting infrastructure investment
- By developing partnerships with agencies that are already working on the ground we will be able leverage resources
- The County will support EOWC and Provincial economic development initiatives
- Results should be measured and reported
- Results need to be examined and evaluated for success over the short-term, medium-term and long-term
- Community consultation needs to be regular, substantive and sustained.

Ec Dev & Revenue Generation

What needs to be done?

ID	Task	Assigned	Resources	Measured	Completed
ED1	Meet with partner agencies to develop a framework for regional economic development	County Staff: CAO & Ec Dev Mgr	Internal	% Complete	Feb 2015
ED2	Prepare an Economic Development Charter	Partners & Ec Dev Mgr	Internal	% Complete	March 2015
ED3	Review by Council -- Council Decision Point --		Internal	Complete	March 2015
ED4	Develop Partnership Agreements	County Staff: CAO & Ec Dev Mgr	TBD	TBD	Fall 2015
ED5	Measure & Report	Ec Dev Mgr	TBD	TBD	Ongoing

March 4 & 5, 2015

Economic Development Planning Days

- Meet with partner agencies to develop a framework for regional economic development
 - March 4th - Members of County Council, Township CAO's, organization and community leaders
 - March 5th – Larger group to include Members of County Council, Township CAO's, organization & community & business leaders

Questions?

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

<u>By-law No.</u>	<u>Consolidated Copy Amendments Title</u>	<u>Date of Passage</u>
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

**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	<p>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.</p>
<i>Statutory Requirements</i>	2.2	<p>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</p>

		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>		and comment in a general way without ceding the chair. 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. 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.
<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	In addition to the responsibilities of performing the duties of the Head of Council in the absence of the Warden: 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 style="text-align: right;">(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, behavior, 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 - vacant

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
- Vacant

Two (2) Representatives from Major User Groups:

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

1 CRCA Representative:

- pending

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)

▪

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 	Councillor John McDougall
<ul style="list-style-type: none"> • One (1) additional member of County Council 	Councillor John Purdon
<ul style="list-style-type: none"> • The Mayor of the Township in which the housing matter is being considered 	Deputy Warden Denis Doyle (A) Councillor Gary Davison (A) Councillor Janet Gutowski (A) Warden Bud Clayton (A)
<ul style="list-style-type: none"> • One Township Council representative in which the housing matter is being considered 	Councillor Wayne Grant (A) FI Councillor Pat Barr (A) SF Councillor Betty Hunter (A) NF Councillor Frances Smith (A) CF

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

(By-law 2014-0003 passed January 15, 2014)
(By-law 2014-0007 passed February 19, 2014)
(By-law 2014-0012 passed March 19, 2014)



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:

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Council and Committee Members
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- 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.

Appendix B – Code of Conduct Complaint Form

County of Frontenac
 Integrity Commissioner Complaint Review Request Form
 Section 223 – *Municipal Act, 2001, as amended*

COMPLAINANT NAME			
ADDRESS			
TELEPHONE	HOME		WORK
E-MAIL			

PLEASE NOTE: PERSONAL INFORMATION IS COLLECTED UNDER THE AUTHORITY OF SECTION 239 OF THE *MUNICIPAL ACT* AND WILL BE USED BY THE INTEGRITY INVESTIGATOR TO CARRY OUT AN INVESTIGATION UNDER THE ACT.

BACKGROUND	This should provide as much information as is required to explain the nature and background of the particular occurrence. (i.e.) timing, contact and explanation. Please attach applicable documents. Attach additional sheets as needed.

ACTION	Activities that the complainant has undertaken to resolve the matter; if applicable. Attach additional sheets as needed.

SUMMARY / COMMENTS
Attach additional sheets as needed.

_____ Date

_____ Signature of Complainant

Code of Conduct
 Council and Committee Members
 Approved by County Council October 16, 2013



Report 2015-015

SUSTAINABILITY ADVISORY COMMITTEE REPORT

To: Chair and Members of the Sustainability Advisory Committee

From: Anne Marie Young
Manager of Economic Development

Prepared by: Alison Vandervelde
Communications Officer

Date prepared: January 28, 2015

Date of meeting: February 2, 2015

Re: Sustainability – 2015 Work Plan Update

Comment

The 2015 Work Plan items follow here with updates as available.

- 1. From the opportunities identified as priorities by the community and reported in Sustainable Actions 2014/15, identify the committee's top priorities and next steps for action + provide semi-annual progress reports to County Council.**

As directed at the December committee meeting, staff consolidated the draft Sustainable Actions 2014/2015 report in a manner that reflected committee input, circulated the draft Council resolution to the committee by email and with its support, the resolution was sent directly to County Council for its consideration. County Council passed the resolution at its January 21, 2015 meeting.

The final clause of the resolution directs the approved motion be forwarded to the budget process for resource allocation consideration. Aside from Goal #5, regarding LICs, the other goals are already being considered in the budget, mostly through the implementation of the Strategic Goals.

The resolution follows here for reference. The longer Sustainable Actions 2014/2015 is attached as Appendix A, also for reference.

WHEREAS a group of community members came together on September 18, 2014 with the goal of establishing short-term priorities for sustainability in the Frontenacs and were successful in identifying 23 opportunities for priority action,

AND WHEREAS, the Sustainability Advisory Committee (SAC) is responsible for providing input and recommendations regarding the implementation of *Directions for Our Future*, in particular to help meet the "Commitment Towards a Sustainable Future" and the "Community Input" elements,

AND WHEREAS, some of the County-led differences made through the ICSP process over the past five years include:

- ✓ Community Improvement Plans are underway in every Township.
- ✓ 31kms of the Frontenac K&P Trail have been developed. An additional 8kms are currently being developed. The ultimate goal is for the K&P to reach Sharbot Lake by 2017.
- ✓ County Council adopted its first ever Official Plan in October, 2014.
- ✓ A 2012 community paramedicine pilot project lead to ongoing Wellness Clinics in Marysville. In October 2014 Frontenac Paramedic Services received a grant of \$156,800 from the Ministry of Health and Long-Term Care to establish a framework for future community paramedicine programs in the County of Frontenac and the City of Kingston.
- ✓ A Natural Heritage Study
- ✓ The Seniors Housing Pilot Project completed in 2012 laid the groundwork for the establishment of Council's Seniors Housing Task Force.
- ✓ \$240,010 to date distributed through Small Scale Community Sustainability Initiatives Funding to such projects as:
 - Frontenac Islands Tourist Information Centre Refurbish - \$15,000
 - North Frontenac Dry Hydrant - \$5,000
 - Cataraqui Trail Rutledge Rd Bridge Improvements - \$11,000
 - Central Frontenac Multi-Use Project Trail Improvements - \$10,000
 - New Leaf Link E-applications for Special Needs Persons - \$5,500
 - Friends of Arden Kissing Bridge - \$ 9,400

AND WHEREAS the SAC reviewed the community-identified 23 priorities at its October and December meetings and agreed that the following six should be priority goals:

	Priority Goal	Strategies	Leader
1	Develop low-impact tourism to attract a	Focusing on user needs, develop associated services and support business growth along trails	To be lead by the County with some community involvement

	new generation of tourists	Improve public restrooms and visitor information facilities	To be lead by the County with some community involvement
2	Restore farming in a way suitable to the varied environments in the County	Help the small market farmer overcome capacity limitations by supporting local food production, processing and distribution chain development	To be lead by the community with some County involvement
		Support Farmers' Markets	To be lead by the community with some County involvement
3	Implement County Council's Strategic Goals (developed in 2014)	<i>Goal 1: Seniors</i>	
		Develop a transportation system that meets the needs of County residents	To be lead by County Council
		Assist the elderly to age safely in their homes through the development of Community Paramedicine Projects, social services and senior's housing options	To be lead by County Council
		<i>Goal 2: Waste Management</i>	
		Develop long-term waste management plans	To be lead by the community with some County involvement
		<i>Goal 3: Costs & Revenues</i>	
		Develop a strategy to attract and support more small retail stores/groceries	To be lead by the community with some County involvement
		Create more youth employment opportunities; promote youth employment & entrepreneurship.	To be lead by the County with some community involvement
Expand senior population by encouraging retirees to move to the County, while keeping sight of the importance of youth retention	To be lead by the County with some community involvement		
4	Continue / Expand Support for Small Scale Community Sustainability Initiatives Funding	In the 2015 budget, support the allocation of \$50,000 from Federal Gas Tax to the SSSCSI Funding. Commit to long-term financial support for the program.	To be lead by County Council
5	Support Local Improvement Charges to permit citizen house retrofits for energy conservation	The Sustainability Advisory Committee should develop a "made in Frontenac" solution by pursuing options in assisting homeowners in energy retrofits with support and collaboration from the County of Frontenac	To be lead by the County with some community involvement

6	Support the protection, maintenance and improvement of lake quality and water table	Through partnership with the Frontenac Stewardship Foundation: <ul style="list-style-type: none"> • Develop a Frontenac Stewardship Plan • Support continued efforts to educate citizens • Support the development of Lake and Shoreline Management Plans 	To be lead by the community with some County involvement
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NOW THEREFORE, BE IT RESOLVED THAT the Council of the County of Frontenac endorse these six priority goals for consideration during the budget process and implementation in 2015, and that this approved motion be forwarded to: (1) the member municipalities for their discussion and use during Township strategic planning sessions, (2) the March 4 & 5 Frontenac Economic Development Days, and (3) the Budget Process for resource allocation consideration.

Local Improvement Charges:

Staff continue to observe other municipalities developing initiatives around Local Improvement Charges.. There has not been much activity since Mr. Young’s update to the committee at its December 2014 meeting.

- Mr. Young has met with Utilities Kingston who has met with Ontario Hydro regarding on-bill financing. They have a pilot project set for early 2015 with potential roll out in 2016. The City of Kingston is planning to report progress in the fourth quarter.
- Many municipalities are waiting to evaluate Toronto’s program, which has over 100 in the process, but several are being held up because of bank sign-off issues.
- In Durham the program was originally moved forward by one committee, but the finance department raised many concerns and it has not yet been launched.
- The City of Halifax focused on solar hot water only, in order to make it administratively easy.

At that same meeting, the committee discussed possible ideas for Frontenac, suggesting that we should start simple and add to the program as residents start taking advantage of it. Mr. Young also reported that North Frontenac Township is looking at accomplishing similar goals through the use of a Community Improvement Plan. South Frontenac Township has also expressed interest in supporting a program of Local Improvement Charges.

- 2. Across all four pillars of sustainability, and incorporating a focus on resiliency, proactively and regularly provide information and advice – especially regarding annual budget allocations – to County Council to ensure decisions are well-informed, and take into account regional and long-term implications.**

County Council will deliberate the draft 2015 budget in a focused, three-day session: Wednesday, February 4th – Friday, February 6th.

3. Improve citizen awareness of, and engagement in, sustainability initiatives through ongoing community outreach efforts – in addition to annual ICSP events and Community Partnerships.

As discussed by the committee previously, staff have been in contact with the Frontenac Stewardship Foundation regarding community education sessions. It is expected these might be a recommendation out of the March 4th & 5th Frontenac Economic Development Days.

4. Stimulate relationships and synergies with the Townships by presenting at Council meetings and through other meeting opportunities

No updates.

5. Maintain expertise in sustainability to ensure valuable guidance can be offered for current and future municipal decision making (by attending workshops, conferences, and liaising with other like-minded groups).

Warden Doyle, Councillor Ron Higgins, and Ms. Young will be attending the 2015 FCM Sustainable Communities Conference, February 10-12. They will report back to the committee at its April meeting.

6. Contribute to the development of ICSP events and publications (i.e., Annual Breakfast, Workshop and *Sustainable Actions*).

In 2015, the Frontenacs are hosting the Ontario Planners Conference May 20-22. Given this overlaps the usual timing of the ICSP Breakfast and the staff resources required to plan that event, it is suggested the breakfast be held early this year: Friday, May 8th, at the Grace Centre in Sydenham.

The event will generally follow the agenda of the previous two years and take on a 150th theme.

Potential organizations for partnership presentation at the breakfast include:

- Gilmours on 38
- Harrowsmith S&A Club
- Cloyne Pioneer Museum
- Wolfe Island Plowmen's Association
- Frontenac County Plowmen's Association
- Cataraqui Region Conservation Authority
- Lennox & Addington Ridgerunners Snowmobile Club
- Blue Skies Fiddle Orchestra

Update on external communications Initiatives:

Facebook

- 210 Likes

Twitter

- 862 Followers

E-Newsletter

Date Sent	Name	Sent	Opens	Clicks
01/28/2015	January 2015	890	29.5% (250)	12.4% (31)
12/22/2014	December 2014	888	29.1% (251)	12.4% (31)



Sustainable Actions

Frontenac County Guide to Sustainability 2014-2015



DRAFT

DRAFT SUSTAINABLE ACTIONS 2014/2015

www.frontenacounty.ca



What is this guide?

You now hold in your hands the condensed version of *Sustainable Actions 2014/2015*, which includes two parts:

- (1) the list of community-generated opportunities for sustainability in the Frontenacs, identified as priority and non-priority, and
- (2) the Community Partnership Agreement, representing the community involvement that is crucial to the realization of a sustainable Frontenacs, 50 years into the future.

Where did it start?

In 2009, after two years of extensive community consultation, the Council of the County of Frontenac adopted the Integrated Community Sustainability Plan (ICSP), *Directions for Our Future*, as its 50 year vision for a sustainable future in the Frontenacs. Every year since then, Council's Sustainability Advisory Committee has developed an implementation plan, *Sustainable Actions*, based on community input to guide short-term actions toward long-term sustainability.

Who is responsible?

We all are.

Over the past five years, significant, tangible differences have been made through the ICSP process. Continued positive momentum relies on:

- **County Council's** ongoing support for the process
- The County's **Sustainability Advisory Committee's** community liaison and engagement efforts and facilitation and encouragement of community priorities
- **Citizens'** innovative leadership of priority opportunities and involvement in the process to ensure sustainability efforts continue to reflect current community interests

What's next?

After careful consideration of the 23 community-identified priorities, the Sustainability Advisory Committee recommended County Council endorsement for the following six priority goals for consideration during the 2015 budget process and implementation in 2015:

1. Develop low-impact tourism to attract a new generation of tourists
2. Restore farming in a way suitable to the varied environments in the County
3. Implement County Council's Strategic Goals (developed in 2014)
4. Continue / Expand Support for Small Scale Community Sustainability Initiatives Funding
5. Support Local Improvement Charges to permit citizen house retrofits for energy conservation
6. Support the protection, maintenance and improvement of lake quality and water table

Some of the County-led differences made through the ICSP process over the past five years:

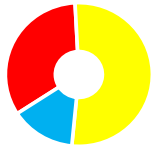
- ✓ Community Improvement Plans are underway in every Township.
- ✓ 31kms of the Frontenac K&P Trail have been developed. An additional 8kms are currently being developed. The ultimate goal is for the K&P to reach Sharbot Lake by 2017.
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- ✓ A 2012 community paramedicine pilot project lead to ongoing Wellness Clinics in Marysville. In October 2014 Frontenac Paramedic Services received a grant of \$156,800 from the Ministry of Health and Long-Term Care to establish a framework for future community paramedicine programs in the County of Frontenac and the City of Kingston.
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 - Central Frontenac Multi-Use Project Trail Improvements - \$10,000
 - New Leaf Link E-applications for Special Needs Persons - \$5,500
 - Friends of Arden Kissing Bridge - \$ 9,400

The community continues to affect great positive change. A list of 109 ongoing, community-led sustainable actions was reported at the September 18th ICSP Workshop. Please visit www.frontenacounty.ca to see that full list.

Priority Opportunities for 2014/2015

The group of community members who gathered at the 2014 Sustainability Workshop identified 23 opportunities as priority for 2014/2015.

Grouped into seven topics – (1) Tourism & Marketing, (2) Community Development, (3) Business Growth, (4) Housing & Transportation, (5) Waste, (6) Water, and (7) Population Building – those priorities are listed in the next three pages with accompanying information: a leader(s), next steps, sustainability pillar, resources required, timeframe, and votes received and colour assigned at the 2014 ICSP Workshop.



7 Red Priorities to be lead by the community with some County involvement
11 Yellow Priorities to be lead by the County with some community involvement
3 Blue Priorities to be completely driven by County Council

1) Tourism & Marketing

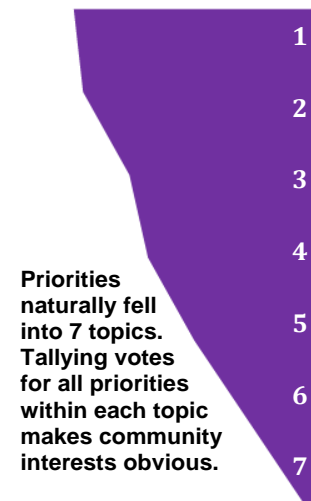
PRIORITY	PILLAR	RESOURCES	TIME FRAME	VOTES REC'D & COLOUR ASSIGNED AT ICSP WORKSHOP
Public Restroom	Economic	\$\$	Short Term	12
Low Impact Tourism	Economic	\$	Medium Term	5
Associated Services	Economic	\$\$	Short Term	5
Active Transportation	Economic	\$\$	Medium Term	3
New Gen Tourists	Economic	\$	Short Term	1
Signature Identity	Economic	\$\$	Medium Term	0

PRIORITY	Improve public restrooms and information facilities for visitors
PRIMARY LEAD	Township, County, Province
NEXT STEP	Rent & service port-a-potties or build/improve permanent restrooms

PRIORITY	Develop low impact tourism experiences
PRIMARY LEAD	County / Municipalities
NEXT STEP	Identify inventory and gaps



PRIORITY	Focusing on user needs, develop associated services and support business growth along trails
PRIMARY LEAD	County; 2 nd : CRCA, EOTA, Tourism Associations, MTO, FA, Rec Clubs, etc
NEXT STEP	Priority projects include parking, trailheads, washrooms, and signage. Use County data to support business cases as required.

PRIORITY	Develop active transportation destinations
PRIMARY LEAD	County, Public Works Managers Group; 2 nd : KFL&A Health Unit, Community
NEXT STEP	Develop an Active Transportation Plan



PRIORITY	Encourage a new generation of tourists
PRIMARY LEAD	LOLTA, Farmers Markets, Artists, Artisans; 2 nd : County and Townships (for funding)
NEXT STEP	(1) Move, improve & staff Sharbot Lake Tourist Booth, (2) Continue to develop social media advertising
PRIORITY	Build a signature identity for the County – a “necklace” of connected communities & activities
PRIMARY LEAD	County Council; 2 nd : LOLTA, FAB, CFDC
NEXT STEP	A meeting to establish a cohesive, “made in Frontenac” approach

2| **Community Development**

PRIORITY	PILLAR	RESOURCES	TIME FRAME	VOTES REC'D & COLOUR ASSIGNED AT ICSP WORKSHOP
Restore Farming	Economic	\$	Long Term	14 
Support SSCSI	Social	\$	Short Term	5 
Support LICs	Economic	\$\$	Medium Term	4 
Re-purpose Schools	Social	\$\$\$	Long Term	2 

PRIORITY	Restore farming in a way suitable to the varied environments in the County
PRIMARY LEAD	Local farmers (existing and potential), FCFDC, Ag Groups, Townships
NEXT STEP	Encourage fairs and farmers markets. Create more favourable regulations for micro-farming. Review Township planning regulations

PRIORITY	Continue / Expand Support for Small Scale Community Sustainability Initiatives Funding
PRIMARY LEAD	County Council
NEXT STEP	Improve promotion of this project to the community. Review evaluation tool to align with sustainability priorities. County Council to discuss long-term funding.

PRIORITY	Support Local Improvement Charges to permit citizen house retrofits for energy conservation
PRIMARY LEAD	Townships, County, Province
NEXT STEP	Business plan and pilot project. Considerable discussion already done.

PRIORITY	Re-purpose Hinchinbrooke & Sharbot Lake Public Schools as a hub for social services, green business, social activities and sports
PRIMARY LEAD	Community group for Hinchinbrooke PS, CF TWP, Recreation Committees, County
NEXT STEP	Construct a timeline for action re: tendering. Review the possibility of improving the buildings through the Community Improvement Program.

3| Business Growth

PRIORITY	PILLAR	RESOURCES	TIME FRAME	VOTES REC'D & COLOUR ASSIGNED AT ICSP WORKSHOP
Support Local Food	Eco	\$	Medium Term	8
More Retail Stores	Eco	\$	Medium Term	4
TWP Ec Dev Ctte's	Eco	\$\$	Medium Term	4
Youth Employment	Eco	\$\$\$	Long Term	4
Extend Services	Eco			0

PRIORITY | Support local food processing, production and distribution chain development
PRIMARY LEAD | Frontenac Arch Biosphere, Food Council, KEDCO; 2nd: Farmers, local food retailers
NEXT STEP | October 8th CFDC Co-op Workshop

PRIORITY | Develop a strategy to attract and support more small retail stores/groceries
PRIMARY LEAD | CFDC, County, Citizens
NEXT STEP | Assemble group to perform current state analysis

PRIORITY | Establish Economic Development Committees at each Township and at the County
PRIMARY LEAD | Township Councils, County Council
NEXT STEP | Investigate the steps / implications involved

PRIORITY | Create more youth employment opportunities; promote youth employment & entrepreneurship, addressing physical infrastructure gaps as req'd
PRIMARY LEAD | FCFDC, St. Lawrence College, Townships, Residents, County
NEXT STEP | Develop a strategy

PRIORITY | Extend services from Kingston (i.e., water, transit, sewer)
PRIMARY LEAD | City, Townships, County, Utilities Kingston, Kingston Transit
NEXT STEP | Explore opportunities for long term planning with Kingston



4| Housing & Transportation

PRIORITY	PILLAR	RESOURCES	TIME FRAME	VOTES REC'D & COLOUR ASSIGNED AT ICSP WORKSHOP
Transportation System	Social	\$\$\$	Long Term	11
Community Paramedicine	Social	\$\$	Medium Term	6
Secondary Suites	Social	\$\$\$	Long Term	1

PRIORITY | Develop a transportation system that meets the needs of County residents
PRIMARY LEAD | County Council; 2nd: Southern and Northern Frontenac Community Services, Townships
NEXT STEP | Conduct a Needs Assessment by category, including seniors, to understand the focus and scope of needs and determine an appropriate service model

PRIORITY	Assist the frail/elderly to age (remain) safely in their homes through the development of Community Paramedicine Projects
PRIMARY LEAD	County (FPS); 2 nd : Local Townships, Rural Kingston Health Links
NEXT STEP	Complete framework for future community paramedicine programs in the County of Frontenac and the City of Kingston and report-back in 2015.

PRIORITY	Promote / Allow secondary suites in homes to increase housing stock
PRIMARY LEAD	CAOs Group (Townships and County), Planning Staff
NEXT STEP	Investigate the steps / implications involved

5| **Waste**

PRIORITY	PILLAR	RESOURCES	TIME FRAME	VOTES REC'D & COLOUR ASSIGNED AT ICSP WORKSHOP
Waste Mgmt Plans	Environmental	\$\$\$	Long Term	6
Study Energy from Waste	Environmental	\$\$	Long Term	4
Waste Mgmt/Energy	Environmental	\$\$\$	Long Term	3

PRIORITY	Develop long-term waste management plans
PRIMARY LEAD	Townships; 2 nd : County, City of Kingston
NEXT STEP	Review actual volumes, waste practices and life spans of all site

PRIORITY	Study the feasibility of producing energy from waste
PRIMARY LEAD	County, EOWC, City of Kingston
NEXT STEP	Secure a commitment from neighbouring communities

PRIORITY	Develop program of efficient, ecologically sensitive waste mgmt that produces energy
PRIMARY LEAD	County, Township Public Works, CAO Group; 2 nd : EOWC and City of Kingston
NEXT STEP	Complete OP, Complete Stewardship Plan



6| **Water**

PRIORITY	PILLAR	RESOURCES	TIME FRAME	VOTES REC'D & COLOUR ASSIGNED AT ICSP WORKSHOP
Lakes & Water Table	Environmental	\$\$	Long Term	7

PRIORITY	Support the protection, maintenance and improvement of lake quality and water table
PRIMARY LEAD	CRCA, Stewardship Foundation; 2 nd : Residents, Townships, County
NEXT STEP	Education / Lake Management Plans

7| **Population Building**

PRIORITY	PILLAR	RESOURCES	TIME FRAME	VOTES REC'D & COLOUR ASSIGNED AT ICSP WORKSHOP
Senior Population	Economic	\$\$	Long Term	1

PRIORITY	Expand senior population by encouraging retirees to move to the County
PRIMARY LEAD	LOLTA, Townships, County Economic Dev., Real Estate Agents
NEXT STEP	Start plans for retirement complex; Develop marketing plan

Other Opportunities

Results from the September 18th workshop indicate the following 33 opportunities will also contribute to the sustainability of Frontenac County, but are considered lower priority than those above.

1| Community Development

PRIORITY	Support local historical associations in their effort to protect and display our collective history
PRIMARY LEAD	Townships, County, Historical Associations, First Nations
NEXT STEP	Connection with associations and Ontario heritage Ministries
PRIORITY	Support existing arts / music festivals and/or develop new cultural events
PRIMARY LEAD	County, interested individuals, the new Frontenac Arts Council
NEXT STEP	Find a champion. Research where artists are & facilities for a festival
PRIORITY	Establish a Frontenac Arts Council
PRIMARY LEAD	Township & County Councils, Arts Organizations & individuals
NEXT STEP	Work with FAB & Kingston Arts Council for information
PRIORITY	Farm Sitting
PRIMARY LEAD	Residents / Municipalities
NEXT STEP	Build a co-op / market it
PRIORITY	Expand the definition of the social and cultural pillars, to increase activity in these areas
PRIMARY LEAD	County of Frontenac & municipalities / interested individuals
NEXT STEP	Focused discussion / brainstorming
PRIORITY	Community collaboration / networking
PRIMARY LEAD	Resident / Municipalities
NEXT STEP	BLANK
PRIORITY	Conduct a Seminar Series – public evenings with speakers
PRIMARY LEAD	Frontenac Stewardship Foundation & SAC
NEXT STEP	Obtain funding (\$8 - \$10,000 for 4 – 5 seminars)
PRIORITY	Local energy policy
PRIMARY LEAD	Municipalities
NEXT STEP	Renewable energy, conservation
PRIORITY	Build Car Charging Stations
PRIMARY LEAD	Municipalities / County
NEXT STEP	Identify locations, marketing

Other
Opportunities

PRIORITY	Educate citizens regarding the importance of light abatement
PRIMARY LEAD	Townships, County
NEXT STEP	Develop and deliver a program

2| **Business Growth**

PRIORITY	Increase and diversify tourism opportunities
PRIMARY LEAD	CFDC and potential entrepreneurs
NEXT STEP	Advertise business opportunities

PRIORITY	Commercial Rentals, Facilities
PRIMARY LEAD	CFDC / Small Business / Monieson Centre
NEXT STEP	Feasibility Study

PRIORITY	Recognize that local small businesses are essential to the health of our communities through the development and/or support of shop-local initiatives
PRIMARY LEAD	Townships / County Economic Development / FCFDC / Local Businesses
NEXT STEP	Support existing “shop local” programs and add to the promotion efforts

PRIORITY	Support local food initiatives
PRIMARY LEAD	BLANK
NEXT STEP	Define “local”. Research and develop a marketing plan. Develop a food tour. Look into OMFA Small Market Development (i.e. Tamworth)

PRIORITY	Obtain provincial funding for water and sewer services in the hamlets
PRIMARY LEAD	Province, County, Townships
NEXT STEP	Meet with provincial politicians / staff

PRIORITY	Assist small businesses to remain compliant with MOL requirements
PRIMARY LEAD	County, St. Lawrence College Employment Services
NEXT STEP	Develop an information package for small businesses, deliver mobile workshops

PRIORITY	Hire an experienced person to advise/support associations and organizations
PRIMARY LEAD	County Council
NEXT STEP	Pilot Project (deliver workshops: volunteer / organizational management, grant applications, etc.)

3| **Planning**

PRIORITY	Map & define Frontenac County Watersheds
PRIMARY LEAD	County Planners, OMNR, Frontenac Stewardship Foundation
NEXT STEP	Locate current databases (MNR) and gaining access to this data

Other Opportunities

PRIORITY	Monitor, measure and map crop pesticides that are decimating pollinators (eg neonicotinoids) through organic farms (tax breaks)
PRIMARY LEAD	BLANK
NEXT STEP	BLANK
PRIORITY	Develop a Stewardship Plan for Frontenac County (flowing from OP)
PRIMARY LEAD	Frontenac County / Frontenac Stewardship
NEXT STEP	Complete OP, Complete Stewardship Plan
PRIORITY	Develop a landscape connectivity plan to respond to global warming, movement barriers and to connect parks, wildlife refuges
PRIMARY LEAD	County Planning with Province
NEXT STEP	Meet with appropriate provincial ministry staff
PRIORITY	Monitor and map invasive species with emphasis on citizen involvement, GIS locations and rapid response communication, web-based
PRIMARY LEAD	County; 2 nd : Ontario Ministries, Frontenac Stewardship Foundation, Ducks Unlimited Canada
NEXT STEP	BLANK
PRIORITY	Map endangered species and species of concern
PRIMARY LEAD	County; 2 nd : Province and NGOs
NEXT STEP	BLANK

4| Housing & Transportation

PRIORITY	Increase the diversity in size and affordability of housing stock
PRIMARY LEAD	Townships (and County)
NEXT STEP	Review zoning by-laws / Official Plans
PRIORITY	Support the development of affordable seniors housing and assisted living
PRIMARY LEAD	County / municipalities / community services / City of Kingston
NEXT STEP	Finding sites
PRIORITY	Develop a Nursing / Long Term Care Home north of Verona
PRIMARY LEAD	County & Province
NEXT STEP	BLANK
PRIORITY	Establish a program of sustainable funding for Frontenac Transportation Services
PRIMARY LEAD	County Council
NEXT STEP	4-5 year funding plan in budget

Other Opportunities

5| **Tourism & Marketing**

PRIORITY	Develop a strategy to collaboratively market clusters in the County
PRIMARY LEAD	Residents, business owners, County
NEXT STEP	Establish a committee of volunteers to lead

PRIORITY	Expand hiking trails and integrate associated marketing
PRIMARY LEAD	BLANK
NEXT STEP	County App for Trails

6| **Water**

PRIORITY	Water table resilience
PRIMARY LEAD	Resident / Municipalities / Province
NEXT STEP	Strategy

PRIORITY	Source water protection of private settlements
PRIMARY LEAD	CCA, Gov't
NEXT STEP	Review zoning by-laws / Official Plans

7| **Population Building**

PRIORITY	Repurpose existing buildings to create affordable rentals for young people
PRIMARY LEAD	Real Estate, Entrepreneurs, NFP
NEXT STEP	Conduct a needs assessment and Identify best practices (i.e. Haliburton Highlands)

PRIORITY	Leverage high speed internet to attract new businesses and young people through the development of business parks and/or support for home based businesses
PRIMARY LEAD	CFDC / County / Townships / Private Sector
NEXT STEP	Determine infrastructure gaps. Research solutions to attract young population + promote area

Other
Opportunities

Jannette Amini

Subject: FW: Agenda Items for Monday's SAC meeting?

From: Ron Higgins [mailto:ron.higgins@xplornet.com]

Sent: Thursday, January 29, 2015 12:18 PM

To: Alison Vandervelde; 'Tracy John'; 'Barrie Gilbert'; 'David Hahn'; 'Don Ross'; 'John McDougall'

Cc: 'Denis Doyle'; Jannette Amini; Kelly Pender

Subject: RE: Agenda Items for Monday's SAC meeting?

Although I am unable to attend I would like these to be agenda items.

- Review SAC mandate
- Review priorities

As a new member I have the following comments related to the County SAC. I can appreciate the work that has gone into this to date and my comments are based on my review of County Sustainability activity to date from a newbie perspective. Please do not take any of my comments personally as they are made from an outsiders point of view based on what I have been able to find and read in this regard.

The County strategic goals and priorities are;

- Seniors Issues
 - Meeting the Aging Tsunami Challenge for Frontenac Seniors
- Solid Waste Management
 - Meet the emerging “post landfill” Solid Waste Management challenge for Frontenac residents
- Prudent Financial Management and Focused Economic Development
 - Respect for the taxpayer and focused economic development

On the County website it states the SAC mandate is “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.”

I would like to simplify and strengthen this mandate to be something like:

“Develop short, medium and long-term goals for the County under each sustainability pillar” (environmental, cultural, social and economic).

It should also be clear that this includes a schedule and costs. I know this would require a Council approval to change but this could be done in the form of a recommendation to Council as a result of this meeting.

SAC recently identified the following priorities for Council approval.

1. Develop low impact tourism to attract a new generation of tourists (to be lead by the County)
2. Restore farming in a way suitable to the varied environments in the County (to be lead by the community)
3. Implement County Council’s Strategic Goals (developed in 2014) To be lead by the County)
4. Continue / Expand Support for Small Scale Community Sustainability Initiatives Funding (to be lead by the County)
5. Support Local Improvement Charges to permit citizen house retrofits for energy conservation (to be lead by the County)
6. Support the protection, maintenance and improvement of lake quality and water table (to be lead by the community)

When these were presented to Council I found them hard to understand and approve and after some discussion in the end I did not raise my hand to approve when it came time to vote. I took this position on the following;

- # 1 priority I agree on but would have liked to have seen a plan and budget
- #2 should be lead by the County. I could not put my head around the fact that we are going to implement sustainability priorities and then ask the community to lead them. Has this already been addressed and has someone in the community been identified to drive this?

- #3 that is already there by default, why is it identified as a priority? This is the one I have greatest difficulty with. The strategic goals should be driving all activity in the County, including providing direction and the mandate of the SAC. I also noticed that some of the objectives are again driven by the community and not the County. These are our strategic goals and objectives and need to be driven by us. In other words there could be a better priority than this one. The issue of strategic implementation is one we will be dealing with at Council.
- #4 what is the 50K for specifically (this is probably my being a newbie and not having the background that you all do).
- #5 I agree
- #6 Not sure on this one. There is lots of activity going on in that regard. In addition to the Frontenac Stewardship Foundation (FSW) we have lake associations, MNR, FOCA and conservation authorities all working this. My suggestion would be that the recommendation reads “that the County fund FSW to develop a Frontenac Stewardship Plan” and provide a budget and timeline along with the recommendation.

In my role as Councillor I need to try and convince the Council that we need a much stronger strategic plan. From that we can drive improved mandates for all committees not just SAC. I apologize that I cannot be at this meeting in person and trust that what I am providing will allow for some great discussion – just don't be too hard on me ☺.

What I would like to see as an outcome of this meeting is that we undertake a review of our mandate and that our activity is focussed on all four pillars. In my own mind I have the following I would personally consider as priorities.

Environmental – waste management, Frontenac stewardship plan

Cultural – restore farming to suit environment

Social – community improvement initiatives

Economic – increase residency, be investor ready, marketing strategy for businesses and residents

In closing, I don't like using email for this type of message but in this instance it makes sense as we are having a meeting that I cannot attend and needed to provide you with my views for consideration at this meeting. I am really looking forward to being on this team.

Ron

From: Alison Vandervelde [<mailto:avandervelde@FRONTENACCOUNTY.CA>]

Sent: January 28, 2015 10:25 AM

To: Tracy John; Barrie Gilbert; David Hahn; Don Ross; John McDougall; Ron Higgins

Cc: Denis Doyle

Subject: Agenda Items for Monday's SAC meeting?

Good morning committee members,

I'm looking forward to the first meeting of our new SAC! Jannette is preparing the agenda for your meeting this Monday (February 2nd, 10am, Bud Clayton Memorial Room). Would anyone like to add an item to the agenda for discussion? If so, please send it to myself or Jannette (jamini@frontenacounty.ca) by end of day Thursday.

Thanks,

Alison

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