



**TOWNSHIP OF SOUTH FRONTENAC  
COMMITTEE OF THE WHOLE MEETING  
AGENDA**

TIME: 5:30 PM,  
DATE: Tuesday, November 13, 2018  
PLACE: Council Chambers.

1. Light Supper - Meet and Greet
2. Welcome & Introductions
  - (a) Proposed Seating Arrangements 3
3. iPad Training
  - (a) Terms of Use/How to Connect 4 - 10
4. Key Contacts
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5. Role and Responsibilities
  - (a) Role of Council, Head of Council, CEO and CAO 13 - 16
  - (b) Organizational Chart and Committee Structure 17 - 18
6. General Information
  - (a) What's Ahead? Training/Orientation/Resources 19 - 23
7. Initial Decisions
  - (a) Key Dates 24
  - (b) Committee Appointments 25 - 28
  - (c) Correspondence from Rideau Valley Conservation Authority, re: Appointment Process 29 - 35
8. Procedural By-law
  - (a) By-law 2017-76 and Declaration of Pecuniary Interest 36 - 49
9. Strategic Planning
  - (a) Strategic Plan Adopted by Council - May 2015 50 - 51

10. Property Tax and Budget

- (a) Taxation Primer/Reserves/Budget Summary 52 - 59

11. Next Session

- (a) November 22, 2018 at 5:00 pm - County of Frontenac Training  
November 27, 2018 at 5:30 pm - Departmental Orientations

## Welcome and Introductions

### Seating Arrangements:

Initial seating arrangements have been designed to mix new and returning Councillors and members from all four districts.

Alan Revill	Delegations			Pat Barr
Randy Ruttan				Ross Sutherland
Ron Sleeth				Norm Roberts
Doug Morey				Ray Leonard
Angela Maddocks		Ron Vandewal	Wayne Orr	

### Name Tags:

Magnetic name tags have been purchased for each member of Council. These can be worn while representing the Township at various functions.

If they are lost or damaged, you are responsible for the cost of ordering a new one.

### Mail Slots:

Mail received at the Township offices in your name, will remain sealed and will be placed in your mail slot, inside the main office. It will be available for pick up during office hours.

Alternatively it will be placed at your Council seat prior to meetings.

Township of South Frontenac  
Provision of iPad Equipment  
Terms of Use

## **1. Objective**

The iPad Device is provided by the Council to assist members in undertaking their role more effectively. The flexibility, usability and portability of the iPad is the main advantage of this device over more traditional IT equipment such as laptops and PCs. The iPad can be used for routine tasks such as sending and receiving emails and browsing the web, however the main benefits to a member of Council will be to have online access to the Township agenda and minutes system, Agenda Notes or Civicweb wherever you are and to engage more effectively with their constituents

Access to the Civicweb system via the iPad app, Agenda Notes, will assist you in your constituency work as a member of Council as well as helping to keep you fully informed so that you can utilize effectively the decision making process. Members of Council will have remote access to Committee minutes, reports and decisions using wireless internet access.

## **2. Ownership**

At all times, the iPad remains the property of Township however it has been loaned to you for lawful business use. This device should be used solely by the individual to whom it has been allocated. The terms of this agreement will be invalidated if the device is passed on to or used by another individual on a regular basis.

The iPad can be used for reasonable personal use by the member of Council to whom it has been allocated. This includes the personal use of official Apps, social media and web browsing.

If you cease to be a member of South Frontenac Council, this equipment and all other IT equipment must be returned to the Council.

## **3. Equipment Provided**

Each member of Council will receive one Apple iPad with computer cable and charger, protective case.

## **4. Applications Supported**

Apple iPad, iPhone and iPod touch devices use software applications commonly known as 'apps'. Apple provides an online marketplace to purchase apps for many different purposes. Apps are generally simpler and cheaper than the software purchased for PCs and laptops and are focused on one or two tasks rather than complex software packages which try to answer many requirements. The iPad will come with standard apps preinstalled and preconfigured.

These include but are not limited to:

App	Description
Adobe Reader	PDF reader
Safari	Web browser, can provide access to Township website
Find My iPhone	Device locator
Agenda Notes	Council Minutes & Agendas
Mail	To access e-mail accounts.

## **5. Use of iPads for Personal Purposes**

The iPad is provided for lawful business purposes only and is for your sole use in your role as a member of Council.

Members of Council may install their own apps to assist in their duties however to do so they will require the purchase of an itunes card for the download and installation of the apps if a cost is associated with any of the apps.

No software should be installed that is used to contravene this policy.

If you cease to be a member of Council all apps will be removed from the iPad when it is returned but rights to use the app will remain in place.

## **6. Internet Connectivity**

The iPad will be set up with access to the Township's wireless network at the administrative offices located at 4432 George Street.

For access outside the administrative office, the iPad can connect to other wireless networks.

## **7. Installation of additional peripherals**

You may purchase your own peripherals for use with the iPad. It is not necessary to inform the Township of any peripherals that you intend to use but the Township will not provide support for additional external devices used with this device. The iPad will come with a suitable case.

## **8. Support**

Technical help and support will be provided by Township staff during normal office hours, Monday to Friday 8:00am to 4:30pm.

## **9. Loss of device or accidental damage**

Any incidents of theft or damage should be reported immediately to the CAO or Treasurer. Should the device be lost or stolen the Township will remotely wipe all information from the device.

❖ iPads should not be left unattended in a vehicle and iPads must not be left in vehicles overnight.

## 10. Training

Upon the issue of the equipment, all members of Council will be provided with a training session. Training will be customized to individual needs.

## 11. Data Security

While the equipment will remain the property of the Township, the Township will not accept responsibility for any data that is stored on the equipment. Sections 4/5 clearly highlight that the equipment should be used for lawful business purposes. In the event of any inappropriate data being identified on the device, this will be referred to the CAO, having considered the matter and taken appropriate advices, will provide advice to Council on the most appropriate course of action.

### Declaration

I, \_\_\_\_\_ (Printed name)  
hereby declare that I have read, fully understand and accept this agreement for the provision of an ipad and its peripherals and I understand that by accepting the iPad I will no longer receive a printed copy of the agenda packages.

Signed \_\_\_\_\_ Date: \_\_\_\_\_



**Sleep/Wake Button** – Also known as the On/Off or the lock button. Pressing this button will either put the iPad to sleep or wake it from sleep.

**Home Button** – This button is used to close out of an app and return to the home screen, making it the most important button on the iPad. You can also use the home button to wake the iPad up. Pressing the Home button twice will bring up the Task Bar, which can be used to close down apps that are running in the background.

**Charging Port** – the iPad comes with a Lightning connector. The other end of the cable can plug into a computer USB port, or the AC charging adapter provided.

**Headphone Jack** – a 3.5 mm port will accept sound signals as well as outputting sound. It can be used to connect to a microphone, or a headset.

**Volume Toggle** – These buttons control the volume of sound coming from the iPad

**Front Camera** – This is a lower quality camera and is typically used for Facetime or Skyping.

**Rear Camera** – This is a higher quality camera used for taking pictures or videos

## iOS: Connecting to Wi-Fi


Learn how to connect your iPhone, iPad, or iPod touch to a Wi-Fi network, including open, secure, and hidden networks.

Wi-Fi is a technology that allows you to wirelessly connect to a local-area network. A Wi-Fi connection will allow you to browse the Internet, connect to the App Store and iTunes Store, and use many other features of your iPhone, iPad, or iPod touch. There are multiple ways one can configure a Wi-Fi network; here are ways to connect to the most common Wi-Fi network configurations.

### To connect to a network

1. Tap **Settings** > **Wi-Fi**.
2. When Wi-Fi is on, your device will automatically search for available Wi-Fi networks:



3. Tap the name of your desired Wi-Fi network.
4. When your device is connected to a Wi-Fi network, a checkmark will appear to the left of the network name. The Wi-Fi logo  will also appear in the status bar at the top left of your display:




### To connect to a password-protected network

1. Tap **Settings** > **Wi-Fi**.
2. When Wi-Fi is on, your device will automatically search for available Wi-Fi networks.
3. Tap the name of your desired Wi-Fi network. A password-protected network will have a lock icon to the right of the network's name.



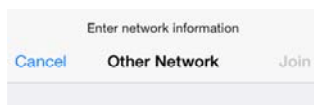
4. You will be prompted to enter the password:



5. Enter the password for the Wi-Fi network.
6. Tap **Join**.  
**Note:** If tapping **Join** has no effect, the password you have entered is too short. If you do not know the password to the secured network, please contact your network administrator.
7. When your device is connected to a Wi-Fi network, a checkmark will appear to the left of the network name. The Wi-Fi logo  will also appear in the status bar at the top left of your display.

## To connect to hidden network

1. Tap **Settings** > **Wi-Fi**. By default a hidden network will not appear in your available network list.
2. Tap **Other**.
3. Enter the exact name of the network:



## **iPad Training**

### **Sign off:**

Prior to distribution of iPads all users will be required to sign off on the terms of use.

### **Notes to users:**

To clean the screen: use a soft dry cloth, no sprays or liquids. Charge the battery before you come to a Council meeting. Advise the CAO or Treasurer if you are having problems. Ask for Assistance... we are here to help

### **Change Password:**

At all times you must keep the iPad password protected. REMEMBER your password. Do not write it down or store it with your iPad

### **Software Updates:**

Do not update the iPad operating system until instructed to do so. The Civicweb App may not initially function correctly with recent updates.

**Key Contacts:****Council Contact:**

<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>	
Ron Vandewal	Mayor	929-7833	<a href="mailto:rvandewal@southfrontenac.net">rvandewal@southfrontenac.net</a>	2047 Keeley Rd Sydenham ON
Pat Barr	Bedford	273-5356	<a href="mailto:patbarr1@aol.com">patbarr1@aol.com</a>	1793 Green Bay Rd RR 1 Godfrey ON
Alan Revill	Bedford	384-4415	<a href="mailto:councillorrevill@gmail.com">councillorrevill@gmail.com</a>	72 Windy Bay Lane RR 1 Hartington ON
Randy Ruttan	Loughborough	353-6439	<a href="mailto:rgruttan@gmail.com">rgruttan@gmail.com</a>	1143 Shadow Lane RR 1 Perth Road ON
Ross Sutherland	Loughborough	532-7846	<a href="mailto:elbe@web.ca">elbe@web.ca</a>	7846 Canoe Lake Rd RR 1 Hartington ON
Doug Morey	Portland	372-5431	<a href="mailto:douggmorey@gmail.com">douggmorey@gmail.com</a>	5469 Road 38 Hartington ON
Ray Leonard	Portland	583-6552	<a href="mailto:rayleonard1952@gmail.com">rayleonard1952@gmail.com</a>	3493 Trousdale Rd Hartington ON
Norm Roberts	Storrington	353-7182	<a href="mailto:councillorNroberts@gmail.com">councillorNroberts@gmail.com</a>	2992 Perth Road RR 1 Inverary ON
Ron Sleeth	Storrington	353-2475	<a href="mailto:rmscouncilor@gmail.com">rmscouncilor@gmail.com</a>	2114 Wellington St RR 1 Battersea ON

Please confirm these details are correct.

This will be the phone number and email that will appear on the website and your business cards.

<b>STAFF DIRECTORY - 613-376-3027</b>	
	<b>EXTENSION</b>
<b>CLERK'S DEPARTMENT</b>	
Wayne Orr, Chief Administrative Officer <a href="mailto:worr@southfrontenac.net">worr@southfrontenac.net</a>	2225
Angela Maddocks, Clerk <a href="mailto:amaddocks@southfrontenac.net">amaddocks@southfrontenac.net</a>	2222
<b>DEVELOPMENT SERVICES DEPARTMENT</b>	
Claire Dodds, Director of Development Services <a href="mailto:cdodds@southfrontenac.net">cdodds@southfrontenac.net</a>	2235
<b>BUILDING DEPARTMENT</b>	
Tom Berriault, Chief Building Official <a href="mailto:tberriault@southfrontenac.net">tberriault@southfrontenac.net</a>	2228
<b>TREASURY DEPARTMENT</b>	
Louise Fragnito, Director of Corporate Services & Treasurer <a href="mailto:lfragnito@southfrontenac.net">lfragnito@southfrontenac.net</a>	2328
Stephanie Kuca, Deputy Treasurer <a href="mailto:skuca@southfrontenac.net">skuca@southfrontenac.net</a>	2347
<b>PUBLIC WORKS/ROADS DEPARTMENT</b>	
Mark Segsworth, Director of Public Services <a href="mailto:msegsworth@southfrontenac.net">msegsworth@southfrontenac.net</a>	3322
<b>FIRE DEPARTMENT</b>	
Darcy Knott, Fire Chief <a href="mailto:firechief@southfrontenac.net">firechief@southfrontenac.net</a>	2234
<b>RECREATION DEPARTMENT</b>	
Tim Laprade, Arena/Recreation Supervisor <a href="mailto:tlaprade@southfrontenac.net">tlaprade@southfrontenac.net</a>	2231

## **Roles and Responsibilities:**

### **Role of Council:**

- to represent the public and to consider the well-being and interests of the municipality;
- to develop and evaluate the policies and programs of the municipality;
- to determine which services the municipality provides;
- to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
- to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- to maintain the financial integrity of the municipality; and
- to carry out the duties of council under the Municipal Act or any other Act.

### **Role of Head of Council:**

- to act as chief executive officer of the municipality;
- to preside over Council meetings so that its business can be carried out efficiently and effectively;
- to provide leadership to the Council;
- to provide information and recommendations to the Council with respect to the role of Council;
- to represent the municipality at official functions; and
- to carry out the duties of the Head of Council under the Municipal Act or any other Act.

### **As chief executive officer of a municipality, the Head of Council shall:**

- uphold and promote the purposes of the municipality;
- promote public involvement in the municipality's activities;
- act as the representative of the municipality both within and outside the municipality, and promote the municipality locally, nationally and internationally; and
- participate in and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents.

### **Deputy Mayor:**

- Council has the authority to establish its own method of appointing a Deputy Mayor. Most recently the Deputy Mayor has served a one year term and has represented each of the four districts. The elected official with the highest number of votes in each district has served in this role. Council will need to decide if this practice is to continue. This will be one of the decisions to be made on December 2nd.

### **As a Member of Council ... keep in mind:**

- Be prepared for Council meetings, review your package in advance this will help to keep Council meetings moving
- Try and be early for Council meetings. Resolutions need to be signed off before we convene the meeting.
- Let the Mayor or Clerk know if you are not able to attend a meeting. If there are fewer than 5 members, Council cannot meet.

- If you have a particular question or concern about a report; ask in advance. That way staff can address your concerns or have time to research the issue before the meeting. It is not productive to ask questions of staff at a meeting when they don't have the information with them.
- Ask questions at meetings; be clear in your mind what you are deciding on.
- Open Council sessions are not the place for discussions about an identifiable individual (this includes staff) Items of a personal nature should be discussed IN CAMERA
- What happens IN CAMERA stays IN CAMERA and is not to be discussed outside the room or with others (See attached Section 239.1 and 239.2 of the Municipal Act for definition of what constitutes a closed meeting/in-camera meeting)
- Department heads are experts in their field. Trust them to give you the facts and solid recommendations. You may not agree with the recommendation but you will have the basis for effective decision making.
- Keep focused on the roles of Council. Let department heads manage, that is why they were hired. Don't interfere in day to day operations. If you have questions or concerns speak directly with the department head or CAO.
- Remember that as an individual Councillor you cannot commit the Township to any activity or direction. You can only commit to bring the issue forward to Council or staff to look into the issue.

When in doubt CALL, staff are here to help.

### **Role of the officers and employees of the municipality.**

- to implement council's decisions and establish administrative practices and procedures to carry out council's decisions;
- to undertake research and provide advice to council on the policies and programs of the municipality; and
- to carry out other duties required under the Municipal Act or any Act and other duties assigned by the municipality.

### **A municipality shall appoint a clerk whose duty it is,**

- to record, without note or comment, all resolutions, decisions and other proceedings of the council;
- if required by any member present at a vote, to record the name and vote of every member voting on any matter or question;
- to keep the originals or copies of all by-laws and of all minutes of the proceedings of the council;
- to perform the other duties required under the Municipal Act or under any other Act; and
- to perform such other duties as are assigned by the municipality.

### **A Chief Administrative Officer (CAO) shall be responsible for,**

- exercising general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality; and
- performing such other duties as are assigned by the municipality.

### **Overview of the functions of the CAO / Deputy Clerks office:**

#### **From the job description:**

The Chief Administrative Officer/Deputy Clerk (CAO/Deputy Clerk) shall serve the

Township Council as its principal policy advisor and shall direct the implementation and administration of policy directives approved by Council. He shall be responsible for the effective, efficient administration of all Township operations by acting as a liaison between Council and staff and by coordinating activities between departments. The CAO will assist Council in developing a clear vision for the Township and will establish an operating culture that promotes the community in a positive manner and enhances its ability to accommodate progressive change.

**Organizational Chart:**

## MEETINGS

**Meetings open to public**

**239 (1)** Except as provided in this section, all meetings shall be open to the public. 2001, c. 25, s. 239 (1).

**Exceptions**

(2) A meeting or part of a meeting may be closed to the public if the subject matter being considered is,

- (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) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- (j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board. 2001, c. 25, s. 239 (2); 2017, c. 10, Sched. 1, s. 26.

**Other criteria**

(3) A meeting or part of a meeting shall be closed to the public if the subject matter being considered is,

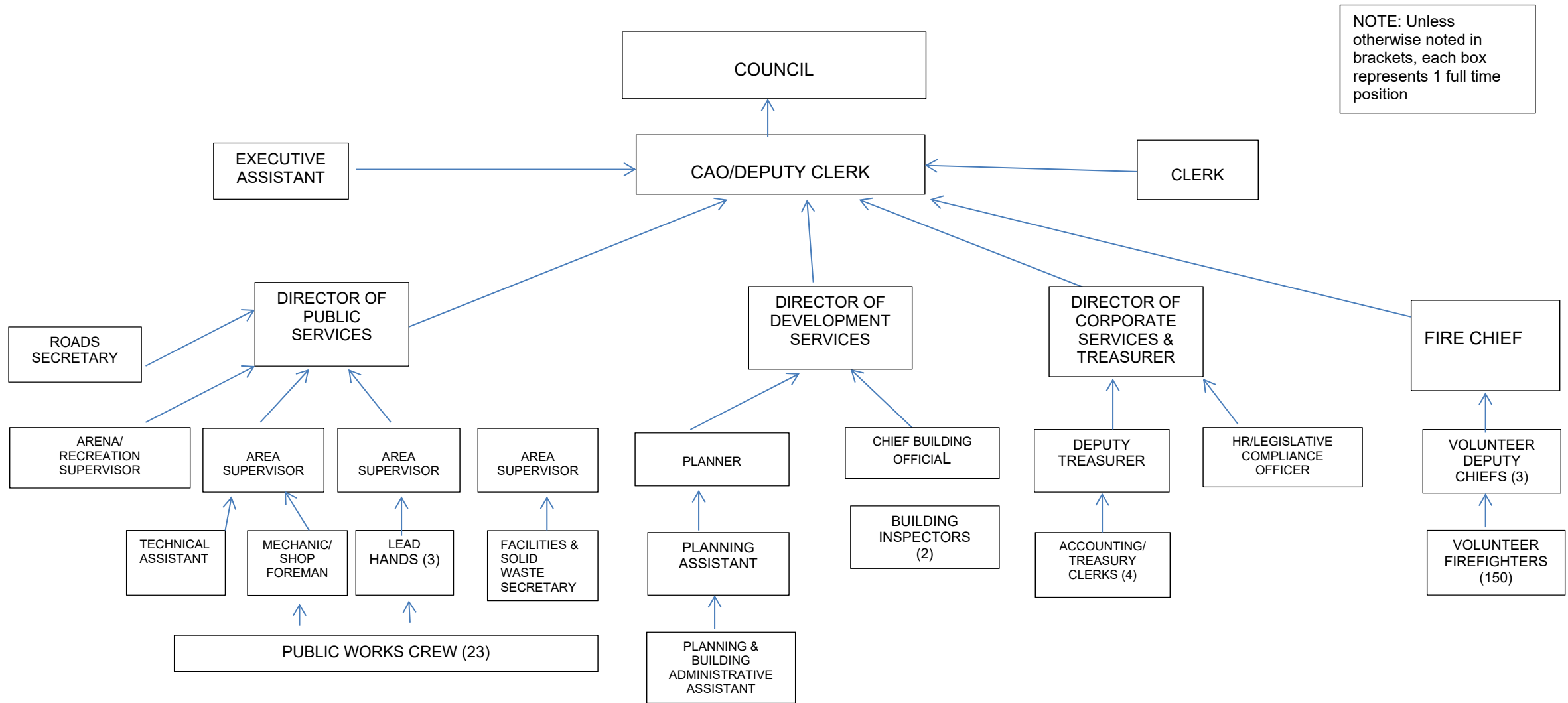
- (a) a request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the council, board, commission or other body is the head of an institution for the purposes of that Act; or
- (b) an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in subsection 223.13 (1) of this Act, or the investigator referred to in subsection 239.2 (1). 2014, c. 13, Sched. 9, s. 22.

**Educational or training sessions**

(3.1) A meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:

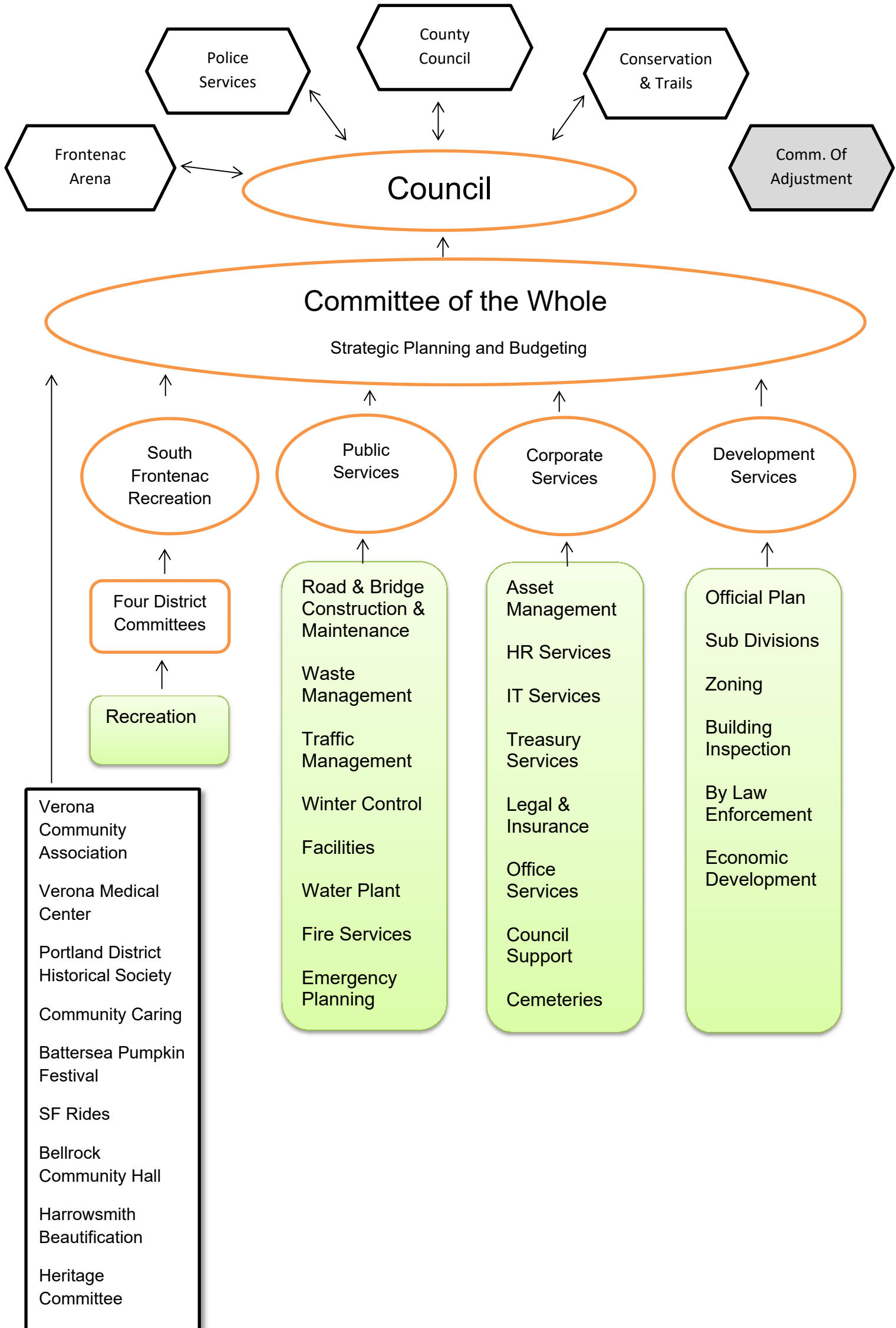
1. The meeting is held for the purpose of educating or training the members.
2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee. 2006, c. 32, Sched. A, s. 103 (1).

## TOWNSHIP OF SOUTH FRONTENAC ORGANIZATIONAL CHART



NOTE: Unless otherwise noted in brackets, each box represents 1 full time position

## South Frontenac Council, Committees and Functions



## **General:**

### **Inaugural Meeting**

You will be sworn in at the Inaugural meeting on Tuesday, December 4, 2018

#### DEEMED Resignation

- If for any reason you are not present at the Inaugural meeting and have not been sworn in in advance, you will lost your seat on Council.
- To arrange to be sworn in, please make an appointment in advance

### **Group Photo/Individual Photo:**

- A group photo of Council, for publication on the Township website will be taken following the Inauguration
- An individual photo of each Council member will be taken following the Inauguration (NEW-these photos will be published on the township website, each Council member is asked to provide a “bio” to be included with the picture.

## **Training:**

#### Orientation Nights

- Tuesday, November 13, 2018 – Council Chambers – 5:30 pm with Light supper
- Thursday, November 22, 2018 – County of Frontenac Auditorium - 5:00 pm
- Tuesday, November 27, 2018 – Council Chambers – 5:30 pm with Light supper

Ontario Good Roads Conference – see attached registration form

February 24 to 27, 2019 – Sheraton Centre, Toronto

Rural Ontario Municipal Conference - see attached registration form

January 27 to 29, 2019 – Sheraton Centre, Toronto

Association of Municipalities of Ontario – AMO Conference

August 18 to 21, 2019 – Ottawa

Ontario East Municipal Conference

September 11-13, 2019 – Location TBD

## **Payroll:**

You will be paid an annual honorarium.

As Councillors you will also be paid for non-Council meetings

You will be paid bi-weekly.

You will need to provide a blank cheque or complete the EFT form and complete the TD1 form for Treasury staff.

## **Resources:**

The Ministry of Municipal Affairs and Housing publishes a detailed guide for Municipal Councillors, the 2018 version is not yet available. Council members will be advised when it can be found online.

## **Bus Tour**

One option to consider is a bus tour to familiarize new members with Township facilities, parks, fire halls etc. This could be a full day with lunch provided.

## 2019 OGRA CONFERENCE REGISTRATION FORM

February 24 – 27, 2019 – Sheraton Centre, Toronto, ON

Please type or print clearly and send with payment to Ontario Good Roads Association, Unit 22, 1525 Cornwall Rd., Oakville, ON L6J 0B2

<b>NAME:</b> _____	<b>MUNICIPALITY/ ORGANIZATION:</b> _____
<b>MAILING ADDRESS:</b> _____	
<b>TEL:</b> _____	<b>EMAIL:</b> _____

NAME OF DELEGATE (to appear on badge-no initials)	TITLE	REGISTRATION TYPE (A,B,C,D)	SUNDAY AFTERNOON EVENTS PREREGISTRATION REQUIRED CHECK ONLY ONE	
			SMALL TOWN FORUM	TECHNICAL SESSION

**PAYMENT** **PRE-REGISTRATION FORMS MUST BE RECEIVED BY FEBRUARY 15, 2019**

Registration forms cannot be processed unless accompanied with payment. Fax VISA or MASTERCARD payments to 289-291-6477.	NOTE: Luncheon tickets are not included in any registration fee								
<b>Name on Card:</b>	REGISTRATION TYPE	OGRA Members		Provincial/Federal Governments		Non-Members		FEES (enclosed)	
		On or Before Jan 18	On or After Jan 19	On or Before Jan 18	On or After Jan 19	On or Before Jan 18	On or After Jan 19		
<b>CARD #</b>	<b>A</b> Full Registration	\$625	\$675	\$690	\$740	\$780	\$830	@	=
<b>Expiry Date:</b>	<b>B</b> One Day - Monday	\$345	\$375	\$380	\$410	\$430	\$460	@	=
<b>Signature:</b>	<b>C</b> One Day - Tuesday	\$345	\$375	\$380	\$410	\$430	\$460	@	=
	<b>D</b> Half Day – Wednesday	\$170	\$190	\$190	\$210	\$215	\$235	@	=
<b>CHEQUE</b> (Payable to Ontario Good Roads Association)	<b>Awards Luncheon Ticket</b>	\$70	\$70	\$70	\$70	\$70	\$70	@	=
<b>REGISTRATION INQUIRIES?</b>	Tue. Feb 26th: The Tuesday Reception will be held following the end of the day's program.								
Carmen Sousa - Tel: 289-291-6472 or e-mail: carmen@ogra.org									

<b>REFUND POLICY</b> Full refunds, less an administration fee of \$85.00 plus HST, of pre-registration fees will be issued if notice of cancellation is received by <b>Friday, February 1</b> . <b>NO REFUNDS AFTER FEBRUARY 2. SUBSTITUTIONS ARE PERMITTED. ALL REQUESTS MUST BE IN WRITING.</b>	Special dietary requirements, including food allergies, should be forwarded in writing to <b>Melody Artounian</b> at the Sheraton Centre by email: <a href="mailto:melody.artounian@sheratonhotels.com">melody.artounian@sheratonhotels.com</a> or fax 416-947-4875 For on-site registration fees, additional surcharge over regular rate as follows: <b>Type A add \$50, Type B and Type C add \$30 and Type D add \$20</b>	Subtotal +13% HST <small>(HST # 104000450RT)</small> <b>TOTAL</b>
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Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, Province, Postal Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Registration Fees

Please check registration type below.	Early Bird Rate (until November 15, 2018)		Regular Rate (until January 25, 2019)		On Site Rate (January 25 - 29, 2019)	
	Member	Non Member	Member	Non Member	Member	Non Member
Full Registration	\$550	\$620	\$600	\$675	\$650	\$750
Half Day - Sunday	\$200	\$250	\$250	\$300	\$300	\$350
One Day - Monday	\$350	\$425	\$400	\$475	\$450	\$550
Half Day - Tuesday	\$200	\$250	\$250	\$300	\$ 300	\$ 350

### Payment:

Completed forms with payment can be sent to ROMA via fax at 416.971.9372 or e-mailed to [events@roma.on.ca](mailto:events@roma.on.ca) or mailed to ROMA, 200 University Avenue, Suite 801, Toronto, ON, M5H 3C6

Please remit:

Registration Fee	\$
HST (13%)	\$
<b>TOTAL TO BE REMITTED</b>	\$

Invoice Me (option only available to Member municipalities)

Cheque made out to Rural Ontario Municipal Association

MasterCard  Visa

Credit Card # \_\_\_\_\_

Expiry Date \_\_\_\_\_

Signature \_\_\_\_\_

Name on Card \_\_\_\_\_

### Things to Know:

- Rates listed do not include HST. Please ensure to include HST when submitting your payment.
- Confirmation will be sent after each registration, modifications or cancellation. Review your confirmation carefully for accuracy.
- All cancellations must be submitted in writing to ROMA via e-mail at [events@roma.on.ca](mailto:events@roma.on.ca). Cancellations received prior to 4:30 pm ET, November 15, 2018 will be eligible for a refund less \$95.00 (plus HST) administration fee. Cancellations made after 4:30 pm are non-refundable. An alternate attendee name may be substituted at any time.

### Additional Needs

Please list any dietary, accessibility or other needs:

\_\_\_\_\_  
 \_\_\_\_\_  
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## The Office of the Fire Marshal and Emergency Management (OFMEM)

### PRESENTS:

### *Essentials of Municipal Fire Protection - A Decision Makers' Guide*

#### **WHO** should attend this one day seminar?

- Senior Municipal Leaders (members of council, CAO's, clerks, directors, commissioners)
- Fire Chiefs appointed for the fire departments in their municipalities
- Deputy/Assistant Fire Chiefs appointed for the fire departments in their municipalities
- Senior fire department officers with the authority to act on behalf of the Fire Chief

#### **WHY** should you attend?

The *Essentials of Municipal Fire Protection - A Decision Makers' Guide Seminar* is a collaborative project of Office of the Fire Marshal (OFM) staff representatives, along with a broad group of municipal and fire service stakeholders.

This one-day seminar incorporates key fire protection service information that decision-makers have expressed they need to know: i.e. what they must do, what service delivery options they have, how they can determine which services to provide in their municipalities, and what tools are available to them. OFM Field and Advisory Services staff use a combination of the supplied Guidebook, PowerPoint programs and interactive case studies to deliver these key messages.

#### **WHAT** will you learn?

The Guidebook provided is intended as a reference and companion document to the *Essentials Seminar*, which incorporates key information for municipal decision-makers to assist them with a general understanding of municipal responsibilities under the *Fire Protection and Prevention Act, 1997* and the *Ontario Fire Code*.

The seminar will also provide you with an overall understanding of: the structure of the OFMEM, the principals behind promoting public safety and safer communities, elements of the *Fire Protection and Prevention Act, 1997*, various municipal requirements and responsibilities, enforcement of offences under the FPPA, determining municipal fire protection service delivery options, legislation, regulations and standards.

For more information, please contact our OFMEM Advice and Assistance Unit toll free number at **1-844-638-9560** and a unit member will assist you.

If you wish to have a response in writing please send your email to [OFMEM-FAS-AA@ontario.ca](mailto:OFMEM-FAS-AA@ontario.ca).

## Key Dates

<u>Meeting Date</u>	<u>Activity</u>
December 4	Council - Inaugural Meeting <ul style="list-style-type: none"> <li>• Confirmation of Budget Schedule</li> <li>• 5 Zoning By-laws</li> <li>• County Council Appointment</li> </ul>
December 11	Committee of the Whole - Closed Session at 6:00 pm <ul style="list-style-type: none"> <li>• Council to set budget direction/Long Term Financial Plan Update</li> <li>• Committee Structure decision</li> </ul>
December 18	Council – 5:30 – 6:45 pm – Meet and Greet with Staff <ul style="list-style-type: none"> <li>• Non Public Works Capital Presentation</li> </ul>
<b><u>2019</u></b>	
January 8	Council <ul style="list-style-type: none"> <li>• Public Works Capital Presentation</li> <li>• Confirm Council Appointments (non-Council Appointments advertised)</li> <li>• Decision on Cannabis Sales in South Frontenac</li> </ul>
January 15	Committee of the Whole <ul style="list-style-type: none"> <li>• Table full Budget Document</li> <li>• Draft Code of Conduct/Council Staff Relations Policy</li> </ul>
January 22	Council <ul style="list-style-type: none"> <li>• Delegations on Budget Document (Advertised in advance)</li> </ul>
January 26	Committee of the Whole Operating Budget ( <b>SATURDAY</b> )
February 5	Council <ul style="list-style-type: none"> <li>• Citizen Appointments to various boards/committees</li> </ul>
February 12	Committee of the Whole <ul style="list-style-type: none"> <li>• Budget revisions based on Council direction</li> </ul>
February 19	Council <ul style="list-style-type: none"> <li>• Budget Debate and Approval?</li> <li>• Adopt Code of Conduct &amp; Council Staff Relations Policy</li> </ul>
March 5	Council <ul style="list-style-type: none"> <li>• Budget Debate and Approval – if needed</li> </ul>

## **Initial Decisions:**

### **County Council Appointee:**

- At its inaugural meeting, Council has to appoint one member for four years to County Council.
- The process used to select this individual is subject to approval by Council

### **2014 Process**

- Attached is the process adopted for the 2014-2018 term of Council

### **COUNTY COUNCIL APPOINTMENT PROCESS**

1. The Mayor will call on Council for nominations to fill the position. The nominees must be members of council.
2. All nomination motions must have a mover and seconder to be placed on the table for consideration by Council. The nominee cannot be the mover or seconder for his/her nomination. The Mayor will call for a motion to close nominations.
3. Before Council votes on the nominations, each nominee will be allowed five minutes to address Council as to why he or she should receive Council's support to fill the County Council position.
4. Council will vote on each nomination individually in an open manner in the order in which they were nominated. A nomination motion must receive a majority of support of Council (five votes in support) to move on in the process. The Clerk will record the votes. A nominee may vote for himself or herself.
5. If at any time only one nominee receives the majority support of Council, the nominee will be the person appointed to fill the County Council position.
6. If after the first round, no one receives a majority vote from Council, a second round of voting will occur. If the lack of majority continues, all names will be placed in a 'hat' and the name drawn by the Chief Administrative Officer will be the individual appointed to fill the position.
7. If two or more nominees receive majority support of Council, the process will repeat itself for as long as each round results in at least one of the nominees being eliminated because he or she did not receive the support of Council.
8. If all of the nominees remaining at any point in the process receive the support of council, their names will be placed in a hat. The Chief Administrative Officer will draw one name from the hat and the name so drawn will be the individual appointed to fill the position on County Council.

### **Deputy Mayor:**

The Deputy Mayor acts on behalf of the Mayor in his absence, with the exception of sitting at County Council. As compensation, the Deputy Mayor receives an increase in honorarium.

Historically the Deputy Mayor was rotated on an annual basis and has been assigned to the District Councillor with the most votes in the District. This will not work this time as Bedford and Storrington had acclamations.

Other options to consider include:

Appoint a single Deputy Mayor for four years

Appoint rotating Deputy Mayors:

- Based on vote count
- Based on agreement between District councillors
- By Council vote
- Randomly
- Or some other combination of the above

### **2018 Election Results**

#### **BEDFORD DISTRICT:**

Pat Barr	Acclaimed
Alan Revill	Acclaimed

#### **PORTLAND DISTRICT:**

Ray Leonard	1156
Doug Morey	579

#### **LOUGHBOROUGH DISTRICT:**

Randy Ruttan	1079
Ross Sutherland	1647

#### **STORRINGTON DISTRICT:**

Norm Roberts	Acclaimed
Ron Sleeth	Acclaimed

The process will need to be approved by Council in advance of the appointment.

### **Other Appointments:**

2 – Cataraqui Region Conservation Authority

1- Rideau Valley Conservation Authority

1- Quinte Region Conservation Authority

1 – Police Services Board

2- Frontenac Community Arena

1 – Poundkeeper

1 - Livestock Valuator

3-4 – Fenceviewers

1- Joint Accessibility Advisory Committee

### **Committees of Council**

Committee of the Whole  
All of council

- Committee of Adjustment
  - 4 members of Council (one year term)
  - 4 citizen appointees (four year term)
  
- Corporate Services Committee
  - 3 members of Council
  - Staff (Lead by Director of Corporate Services & Treasurer)
  
- Public Services Committee
  - 3 members of Council
  - Staff (Lead by Director of Public Services)
  
- Development Services Committee
  - 3 members of Council
  - Staff (Lead by Director of Development Services)
  
- Heritage Committee
  - 1 member of Council
  - Staff (Lead by Director of Development Services)
  
- South Frontenac Rides
  - 1 member of Council
  
- Joint Accessibility Advisory Committee
  - 1 citizen
  
- South Frontenac Recreation Committee
  - Comprised of 1 member of Council from each district
  - Two citizens from district recreation committee
  
- Verona Community Association**
  - 1 member of Council
  - Citizens
  
- Verona Medical Centre
  - 1 member of Council
  - Citizens
  
- Portland and District Historical Society**
  - 1 member of Council
  
- Community Caring**
  - 1 member of Council
  - Citizens
  
- Battersea Pumpkin Festival**
  - Citizens
  
- Harrowsmith Beautification Committee**
  - 1 member of Council
  - Citizens
  
- Bellrock Hall Community Committee**
  - 1 member of Council
  - Citizens

All Committees exist at the discretion of Council. Council has the option of determining the size, composition, membership and role of the committee.

Several committees exist as a Committee of Council to address insurance requirements. (highlighted in yellow)

Once Council has determined the Committee structure, advertising will be done to recruit, select and appoint citizens.

### **Retirement of Chief Administrative Officer and Recruitment Process**

It is anticipated that Wayne Orr, CAO will be submitting a notice of his plan to retire at the end of July. Council will need to determine a process for recruitment.

### **Legalization of Cannabis**

Decisions will need to be made on regulating the use around municipal buildings, parks etc.



3889 Rideau Valley Drive, P.O. Box 599, Manotick, ON K4M 1A5  
tel 613-692-3571 | 1-800-267-3504 | fax 613-692-0831 | www.rvca.ca

A member of Conservation Ontario

November 5, 2018

Township of South Frontenac  
c/o Wayne Orr  
4432 George Street, Box 100  
Sydenham, ON K0H 2T0

**RE: New Term of Council and Appointment of RVCA Board Members**

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Dear Members of Council,

On behalf of our staff, I would like to congratulate you on your recent election to Council. The RVCA looks forward to continuing to work closely with our member municipalities to provide programs and services that protect and enhance our shared watershed – creating communities where people want to live, work and play. As we all know, clean rivers and lakes, green space, safe drinking water and sustainable development are key components of vibrant communities and economic growth.

### **Appointment of Members**

Under Section 14 of Ontario's *Conservation Authorities Act*, your municipal Council is entitled to appoint or reappoint one (1) member to the Rideau Valley Conservation Authority to represent your municipality for up to four years beginning in 2019. Your appointment may be a member of Council or a citizen, but the Act stipulates that members be a resident of a municipality in the authority's jurisdiction.

Our records indicate that the period of appointment for your municipality's current representative is about to end. This member will continue to serve on the Conservation Authority until our first meeting in 2019 (scheduled for February 28, 2019), at which time new members will assume their position. We hope your municipality will be able to advise us of your appointment by mid-January to enable new and returning members to attend an important orientation session on January 24, 2019.

Municipal appointees constitute the Conservation Authority's Board of Directors. Board meetings are generally held at 6:30 pm on the fourth Thursday of the month (except January, August and December). Members are reimbursed for eligible expenses such as mileage and they currently receive a per diem of \$70 per meeting. To assist you in selecting a member to represent your municipality, we have included some information below about the role of the RVCA and the role of its members.

### **Role of the RVCA**

The RVCA is a municipally-based organization that delivers programs and services to manage water and other natural resources in the Rideau River watershed. The RVCA promotes an integrated approach to resource management – one that balances human, environmental and economic needs.

RVCA's objectives are:

- Improve water quality
- Protect water supplies
- Manage flood risk and erosion hazards
- Restore watershed habitats
- Increase conservation lands

### **Role of Members**

The Board of Directors is responsible for the RVCA and oversees its management under the *Conservation Authorities Act*. Members of the Board shall:

- Attend all meetings of the RVCA
- Understand the purpose, function and responsibilities of the RVCA
- Be familiar with the RVCA's statutory and other legal obligations
- Uphold the mandate, vision and mission of the RVCA
- Work with management to set goals and priorities to protect the health of the watershed
- Set policy for the RVCA to achieve these goals and priorities
- Ensure adequate resources and procedures are in place for staff to implement policies
- Evaluate corporate performance and transparency
- Maintain the financial integrity of the RVCA and ensure it operates with due diligence
- Approach all RVCA issues with an open mind, with consideration for the organization as a whole
- Consider the RVCA's jurisdiction in its entirety, including their appointing municipality
- Always act in the best interest of the RVCA (fiduciary duty)
- Be a liaison between the RVCA and its member municipalities (information sharing)
- Respect decisions of the Board and its committees
- Respect confidentiality

Each appointee to the RVCA Board of Directors must be willing to sign and adhere to the attached Code of Conduct and Conflict of Interest Policy. I would also encourage potential appointees to review RVCA's Administrative Bylaw which can be found at [www.rvca.ca/about-us](http://www.rvca.ca/about-us) (under *Governance/Board*).

If you have any questions about appointing a member, or if we can provide you with any further information about the RVCA, please don't hesitate to contact me at 613-692-3571 Ext. 1214 or [sommer.casgrain-robertson@rvca.ca](mailto:sommer.casgrain-robertson@rvca.ca).

Best wishes for your new term of council. We look forward to working with you over the next four years.

Sincerely,



Sommer Casgrain-Robertson  
General Manager / Secretary-Treasurer

Attachments: RVCA's Member Code of Conduct & Member Conflict of Interest Policy

## Appendix 1 – Member Code of Conduct

### 1. Background

The Rideau Valley Conservation Authority demands a high level of integrity and ethical conduct from its General Membership. The Authority's reputation has relied upon the good judgement of individual Members. A written Code of Conduct helps to ensure that all Members share a common basis for acceptable conduct. Formalized standards help to provide a reference guide and a supplement to legislative parameters within which Members must operate. Further, they enhance public confidence that Members operate from a base of integrity, justice and courtesy.

The Member Code of Conduct is a general standard. It augments the laws which govern the behaviour of Members, and it is not intended to replace personal ethics.

This Member Code of Conduct will also assist Members in dealing with confronting situations not adequately addressed or that may be ambiguous in Authority resolutions, regulations, or policies and procedures.

### 2. General

All Members, whether municipal councillors or appointed representatives of a municipality, are expected to conduct themselves in a manner that reflects positively on the Authority.

All Members shall serve in a conscientious and diligent manner. No Member shall use the influence of office for any purpose other than for the exercise of his/her official duties.

It is expected that Members adhere to a Code of Conduct that:

- i. Upholds the mandate, vision and mission of the Authority;
- ii. Considers the Authority's jurisdiction in its entirety, including their appointing municipality;
- iii. Respects confidentiality;
- iv. Approaches all Authority issues with an open mind, with consideration for the organization as a whole;
- v. Exercises the powers of a Member when acting in a meeting of the Authority;
- vi. Respects the democratic process and respects decisions of the General Membership, Executive Committee, Advisory Boards and other committees;
- vii. Declares any direct or indirect pecuniary interest or conflict of interest when one exists or may exist; and
- viii. Conducts oneself in a manner which reflects respect and professional courtesy and does not use offensive language in or against the Authority or against any Member or any Authority staff.

### 3. Gifts and Benefits

Members shall not accept fees, gifts, hospitality or personal benefits that are connected directly or indirectly with the performance of duties, except compensation authorized by law.

#### **4. Confidentiality**

The Members shall be governed at all times by the provisions of the *Municipal Freedom and Information and Protection of Privacy Act*.

All information, documentation or deliberations received, reviewed, or taken in a closed meeting are confidential.

Members shall not disclose or release by any means to any member of the public, either in verbal or written form, any confidential information acquired by virtue of their office, except when required by law to do so.

Members shall not permit any persons, other than those who are entitled thereto, to have access to information which is confidential.

In the instance where a Member vacates their position on the General Membership they will continue to be bound by MFIPPA requirements.

Particular care should be exercised in protecting information such as the following:

- i. Human Resources matters;
- ii. Information about suppliers provided for evaluation that might be useful to other suppliers;
- iii. Matters relating to the legal affairs of the Authority;
- iv. Information provided in confidence from an Aboriginal community, or a record that if released could reasonably be expected to prejudice the conduct of relations between an Aboriginal community and the Authority;
- v. Sources of complaints where the identity of the complainant is given in confidence;
- vi. Items under negotiation;
- vii. Schedules of prices in tenders or requests for proposals;
- viii. Appraised or estimated values with respect to the Authority's proposed property acquisitions or dispositions;
- ix. Information deemed to be "personal information" under MFIPPA.

The list above is provided for example and is not exhaustive.

#### **5. Use of Authority Property**

No Member shall use for personal purposes any Authority property, equipment, supplies, or services of consequence other than for purposes connected with the discharge of Authority duties or associated community activities of which the Authority has been advised.

#### **6. Work of a Political Nature**

No Member shall use Authority facilities, services or property for his/her election or re-election campaign to any position or office within the Authority or otherwise.

#### **7. Conduct at Authority Meetings**

During meetings of the Authority, Members shall conduct themselves with decorum. Respect for delegations and for fellow Members requires that all Members show courtesy and not distract from the business of the Authority during presentations and when others have the floor.

### **8. Influence on Staff**

Members shall be respectful of the fact that staff work for the Authority as a whole and are charged with making recommendations that reflect their professional expertise and corporate perspective, without undue influence.

### **9. Business Relations**

No Member shall borrow money from any person who regularly does business with the Authority unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.

No Member shall act as a paid agent before the Authority, the Executive Committee or an Advisory Board or committee of the Authority, except in compliance with the terms of the *Municipal Conflict of Interest Act*.

### **10. Encouragement of Respect for the Authority and its Regulations**

Members shall represent the Authority in a respectful way and encourage public respect for the Authority and its Regulations.

### **11. Harassment**

It is the policy of the Authority that all persons be treated fairly in the workplace in an environment free of discrimination and of personal and sexual harassment. Harassment of another Member, staff or any member of the public is misconduct. Members shall follow the Authority's Workplace Violence and Harassment Policy as approved from time-to-time.

Examples of harassment that will not be tolerated include: verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts related to an individual's race, religious beliefs, colour, gender, physical or mental disabilities, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. The Authority will also not tolerate the display of pornographic, racist or offensive signs or images; practical jokes that result in awkwardness or embarrassment; unwelcome invitations or requests, whether indirect or explicit and any other prohibited grounds under the provisions of the *Ontario Human Rights Code*.

### **12. Breach of Member Code of Conduct**

Should a Member breach the Code of Conduct, they shall advise the Chair in writing, with a copy to the Secretary-Treasurer, as soon as possible after the breach.

Should a Member allege that another Member has breached the Code of Conduct, the said breach shall be communicated to the Chair in writing, with a copy to the Secretary-Treasurer. In the absence of the Chair, or if a Member alleges that the Chair has breached the Code of Conduct, the said breach shall be communicated to the Vice-Chair in writing, with a copy to the Secretary-Treasurer.

Should a member of the public or a municipality allege that a Member has breached the Code of Conduct, the party making the allegation will be directed to follow the notification procedure outlined above.

Any breach, or alleged breach, of the Code of Conduct shall be investigated in accordance with the Enforcement of By-laws and Policies procedure outlined or referred to in the Authority's Administrative By-law.

## Appendix 2 – Member Conflict of Interest Policy

### 1. *Municipal Conflict of Interest Act*

The Authority Members commit themselves and the Authority to ethical, businesslike, and lawful conduct when acting as the General Membership. The Authority is bound by the *Municipal Conflict of Interest Act*. This appendix to the by-law is intended to assist Members in understanding their obligations. Members are required to review the *Municipal Conflict of Interest Act* on a regular basis.

### 2. *Disclosure of Pecuniary Interest*

Where a Member, either on his or her 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 of the Authority, Executive Committee, Advisory Board or committee at which the matter is the subject of consideration, the Member:

- a) Shall, prior to any consideration of the matter at the meeting, disclose the pecuniary interest and the general nature thereof;
- b) Shall not take part in the discussion of, or vote on any question in respect of the matter; and,
- c) Shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

### 3. *Chair's Conflict of Interest or Pecuniary Interest*

Where the Chair of a meeting discloses a conflict of interest with respect to a matter under consideration at a meeting, another Member shall be appointed to chair that portion of the meeting by Resolution.

### 4. *Closed Meetings*

Where a meeting is not open to the public, a Member who has declared a conflict of interest shall leave the meeting for the part of the meeting during which the matter is under consideration.

### 5. *Member Absent*

Where the interest of a Member has not been disclosed by reason of their absence from the particular meeting, the Member shall disclose their interest and otherwise comply at the first meeting of the Authority, Executive Committee, Advisory Board or Committee, as the case may be, attended by them after the particular meeting.

### 6. *Disclosure Recorded in Minutes*

The recording secretary shall record in reasonable detail the particulars of any disclosure of conflict of interest or pecuniary interest made by Members and whether the Member withdrew from the discussion of the matter. Such record shall appear in the minutes/notes of that particular meeting of the General Membership, Executive Committee, Advisory Board or committee, as the case may be.

### 7. *Breach of Member Conflict of Interest Policy*

Should a Member breach the Conflict of Interest Policy, they shall advise the Chair in writing, with a copy to the Secretary-Treasurer, as soon as possible after the breach.

Should a Member allege that another Member has breached the Conflict of Interest Policy, the said breach shall be communicated to the Chair in writing, with a copy to the Secretary-Treasurer.

In the absence of the Chair, or if a Member alleges that the Chair has breached the Conflict of Interest Policy, the said breach shall be communicated to the Vice-Chair in writing, with a copy to the Secretary-Treasurer.

Should a member of the public or a municipality allege that a Member has breached the Conflict of Interest Policy, the party making the allegation will be directed to follow the notification procedure outlined above.

Any breach, or alleged breach, of the Conflict of Interest Policy shall be investigated in accordance with the Enforcement of By-laws and Policies procedure outlined or referred to in the Authority's Administrative By-law.



**THE CORPORATION OF THE TOWNSHIP OF SOUTH FRONTENAC  
BY-LAW 2017-76**

**BEING A BY-LAW TO PROVIDE FOR GOVERNING THE PROCEEDINGS OF THE COUNCIL, THE CONDUCT OF MEMBERS AND THE CALLING OF MEETINGS**

**WHEREAS** Section 238 (2) of the Municipal Act, 2001, c.25, as amended (the Act), provides that Council shall adopt a Procedure By-law for governing the calling, the 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;

**NOW THEREFORE** the Council for The Corporation of the Township of South Frontenac hereby enacts as follows:

1. That the proceedings of all Council meetings, the conduct of members and the calling of meetings shall be in accordance with the procedures and rules as set down in Schedule "A" attached hereto.
2. This by-law shall come into force and take effect on January 1, 2018.
3. All other previous procedural by-laws are hereby repealed.

**NOW THEREFORE THE CORPORATION OF THE TOWNSHIP OF SOUTH FRONTENAC, BY ITS COUNCIL, HEREBY ENACTS AS FOLLOWS:**

Dated at the Township of South Frontenac this 5<sup>th</sup> day of December, 2017.

Read a first and second time this 5<sup>th</sup> day of December, 2017.

Read a third time and finally passed this 5<sup>th</sup> day of December, 2017.

**THE CORPORATION OF THE TOWNSHIP  
OF SOUTH FRONTENAC**

**Ron Vandewal, Mayor**

**Wayne Orr, Chief Administrative Officer**

## SCHEDULE "A" TO BY-LAW 2017-76

### 1 - DEFINITIONS

Listed below are definitions of common procedural terms:

- a) **AGENDA** and Orders of the Day are synonymous.
- b) **AMENDMENT** means a change in the form of a Motion. An amendment is designed to alter or vary the terms of the main Motion without materially changing the meaning. It may propose that certain words be left out, that certain words be omitted and replaced by others, or that certain words be inserted or added. Every amendment must be strictly relevant to the question being considered.
- c) **CLERK** means the C.A.O./Clerk or the Deputy Clerk acting In the Clerk's absence or in the absence of both the CAO/Clerk and the Deputy Clerk, another person appointed by Council resolution.
- d) **CLOSED SESSION** means a meeting or a part of a meeting of Council or a Committee which is closed to the public. All meetings shall be open to the public except as provided for in the Municipal Act, 2001, Ch. 25, Section 239.
- e) **COMMITTEE** means any advisory or other committee, subcommittee or similar entity of Council.
- f) **COMMITTEE CHAIR** is the person presiding at meetings of Committees of Council. Elected by the Committee from its members and may be removed only by vote of a majority of the Committee.
- g) **COMMITTEE OF THE WHOLE** means Council sitting in Committee.
- h) **COUNCIL** means the Council of The Corporation of the Township of South Frontenac.
- i) **HOLIDAY** means A Holiday with Pay (Or Statutory Holiday) as identified in the current C. U. P.E., Local 4336, Collective Agreement.
- j) **IN-CAMERA SESSION** shall have the same meaning as closed session (see item #d)
- k) **MEETING** means any regular, special or other meetings of council, or of certain local boards or committees, where a quorum is present and where members discuss or otherwise deal with matters in a way that materially advances the business or decision making of the relevant body.
- l) **MEMBER** means a member of Council and a member of a Committee;
- m) **MINUTES** In strict accordance with the Municipal Act, 2001, Ch. 25, Sect 228, record, without note or comment, of all resolutions, decisions and other proceedings of Council;
- n) **MOTION** and resolution shall be considered synonymous and will include an original motion or an amendment to a motion;
- o) **POINT OF ORDER** The purpose of raising a point of order is to bring to the attention of the presiding officer that a rule has been broken or an error in procedure has been made as follows:
  - i) Breaches of the rules of order of Council;
  - ii) Difficulty in continuation of the meeting;
  - iii) Improper, offensive or abusive language;

- iv) Notice that the discussion is outside the scope of the motion or the notice of motion;
- v) Irregularities in the proceedings.
  
- p) **PRESIDING OFFICER** is the Mayor or in his/her absence, Deputy Mayor or in his/her absence the acting head of Council who presides at meetings of Council or the Chair of a Committee meeting;
- q) **QUORUM** means a majority of the whole number of members required to constitute Council or a Committee.
- r) **QUESTION** means that the vote now be taken.
- s) **RECORDED VOTE** means the calling for the yeas and nays of all members of Council by any member of Council and the yeas and nays of each individual member of Council shall be so noted in the minutes.
- t) **RULES OF ORDER** The rules of order established by this by law shall govern Council meetings and all Committees of Council. Where this by law is silent on an issue Robert's Rules of Order shall apply.
- u) **WEBSITE** means the Official Website of the Corporation of the Township of South Frontenac - [www.southfrontenac.net](http://www.southfrontenac.net)

## **2 - MEETINGS**

- a) **MEETING LOCATION** - All meetings of Council shall be held at the municipal complex, 4432 George Street, Sydenham, Ontario, unless otherwise stipulated in a resolution of Council
- b) **RULES OF ORDER** - The rules of order established by this by law shall govern Council meetings and all Committees of Council. Where this by law is silent on an issue Robert's Rules of Order shall apply.
- c) **SEATING** -During a meeting no person is permitted to come within the enclosure formed by the members' chairs or to address Council unless that person:
  - Is a member of Council
  - Is the C.A. O., the Clerk or Recording Secretary
  - Has been given permission from the Presiding Officer
- d) **CHAIR** - The presiding officer of the Council shall be the Mayor. In his or her absence the Deputy Mayor shall preside. The Deputy Mayor will have the powers and duties of the Mayor when performing in that capacity. If neither the Mayor nor the Deputy Mayor is present to open the meeting, the Council shall elect a presiding officer.
- e) **CONVENING MEETINGS** - The inaugural meeting of Council shall be held on the first Tuesday, at 7:00 p.m., following commencement of the term of office as defined by the Municipal Elections Act, but shall not be later than 31 days after Council term commences.

Unless otherwise stipulated, Council shall meet at 7:00 p.m. on the first and third Tuesday in each month from January to December inclusive with the exception of the months of July and August when only one meeting will be held each month, on the first Tuesday of the month.

Should Council be scheduled for a closed session the Clerk shall establish a start time that reflects the nature of the agenda. Council would then return to open session at 7:00 p.m.

Council will not meet on a statutory holiday nor will it meet between Christmas and New Years.

Should a Council meeting conflict with any committee meeting, such committee meeting shall be rescheduled after consultation with the Committee Chair.

The Clerk will advertise any meeting date changes caused by this policy.

Council reserves the right to dispense with or alter the time, day or place of any meeting by resolution.

**f) NOTICE REQUIREMENTS**

**Notice to Members of Council and Staff**

The Clerk will give notice of all Council and Committee meetings to members of Council and to all Department Heads. The notice will be accompanied by an agenda and any other matter to be addressed at the meeting.

The Clerk will send the notice by posting the agenda to AgendaNotes. In the event of a system problem notice may be sent by alternate means including; delivery, facsimile, electronic mail to the residence or place of business of each member or by telephone alert. Generally members will receive notice at least three days before the day of meeting. However failure to receive the notice will not affect the meeting itself, including the timing of or any actions taken there at.

**Notice to the Public**

The Clerk shall give notice to the public of all regular Council and Committee meetings by posting a schedule of meeting dates on the Township's official web site at the beginning of each calendar year. The agenda shall be posted on the website and in the office on the Friday preceding the date of the meeting.

The Clerk shall give notice to the public of all special meetings of Council by posting a notice on the Township's website as soon as possible after the date of the special meeting has been confirmed.

**g) SPECIAL MEETINGS** - A special meeting may be called under the following circumstances:

- The Mayor may at any time summon a special meeting.
- Upon receipt of a petition of the majority of the members of Council, the Clerk shall call a special meeting for the purpose and at the time mentioned in the petition. Notice may be given by telephone, e-mail or facsimile transmission or posting to AgendaNotes.

The agenda for a special meeting will be prepared by the Clerk in consultation with the Mayor and will be approved by Council at the meeting. Delegations may be scheduled by the Clerk to be heard by Council during a special meeting as appropriate. Closed session (if requested) will be a standing item on every special meeting agenda.

If there is no by-law or petition fixing the place of a special meeting, that meeting shall be held at the place where the last regular meeting was held.

**h) CLOSED SESSION** - As per Subsection 239(2) of the Municipal Act, 2001, as amended, a meeting or part of a meeting may be closed to the public if the subject matter being considered is:

- i) the security of property of the municipality
- ii) personal matters about an identifiable individual, including municipal employees
- iii) a proposed or pending acquisition or disposition of land by the municipality;
- iv) labour relations or employee negotiations
- v) litigation or potential litigation including matters before administrative tribunals affecting the municipality
- vi) advice that is subject to solicitor client privilege including communications necessary for that purpose;
- vii) a matter in respect of which a council, board, committee or other body has authorized a meeting to be closed under another Act;

- viii) Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them
- ix) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization
- x) a trade secret or scientific, technical, commercial or financial information that belongs to the Township or local board and has monetary value or potential monetary value; or
- xi) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the City or local board.
- xii) if the meeting is held for the purpose 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,
- xiii) local board or committee;

A meeting shall be closed to the public if the subject matter relates to:

- a request under the Municipal Freedom of Information and Protection of Privacy Act, if the council, board, commission or other body is the head of an institution for the purposes of that Act;
- an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by; the Ombudsman appointed under the Ombudsman Act, an Ombudsman appointed by Council, or the Closed Meeting Investigator appointed by Council.

Prior to holding a meeting or part of a meeting that is to be closed to the public, Council shall state by resolution the fact that a closed meeting is being held and the general nature of the matter to be considered at the closed meeting.

A meeting may only be closed to the public during a vote, if:

- the subject matter is as defined above; and
- the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the municipality or persons retained by or under contract with the municipality

**Other policies regarding closed sessions include:**

- i) All information, documentation or deliberations received, reviewed or taken into a closed meeting is confidential.
- ii) The response of Members to enquiries about any matter dealt with by Council or a Committee of Council at a closed meeting, prior to it being reported publicly, shall be "no comment", or words to that effect. No member shall release or make public any information considered at a closed meeting or discuss the content of such a meeting with persons other than members of Council or relevant senior staff members included in the Closed Session.
- iii) Any violation of this regulation may result in exclusion of the offending Member from future closed meetings of Council or a Committee of Council and that Member no longer being provided with correspondence, material or information proposed to be dealt with by Council at a closed meeting.
- iv) The determination of whether or not a violation of the closed meeting provision of this By-law and the length of the exclusion from closed meetings if so determined, shall be made by Council, and Council in Closed Session shall consider the issue. Prior to this determination by Council, the offending Member shall have the allegation explained to him/her, and he/she shall have the opportunity to provide his/her explanation regarding the matter. The results of Council's deliberations shall be reported publicly.

- v) Despite clause (iv), the Member affected shall not be permitted to vote on a motion respecting his/her purported violation of the closed meeting provision of the procedural by-law, his or her exclusion from closed meetings, or the length of any such exclusion.
  - vi) The release of any information about any matters dealt with by Council at a closed meeting shall be by the Mayor or his delegate only. Once the Mayor or his delegate has released the information, it shall be considered to be public information and a Member may discuss the matter without being considered to be in violation of this By-law.
  - vii) Agendas, minutes or any items thereon for consideration by Council at a closed meeting shall not be released to the public.
- i) **COMMITTEE OF THE WHOLE COUNCIL** - Committee of the Whole Council meetings will be held on the 2nd Tuesday of each month, if required, except during July and August, and shall follow similar rules of procedure as Regular Meetings of Council, except that discussions may be less formal. As appropriate direction provided to staff will be incorporated into reports and will be brought forward for formal approval at Council. Resolutions adopted by Committee of the Whole shall NOT be binding on Council.

Committee of the Whole meetings of Council shall be open to the public except as otherwise provided by The Municipal Act. (See Closed Session Section).

### **3 - AGENDAS**

- a) **REGULAR MEETINGS** - The Clerk will prepare an agenda for the use of members at regular meetings. The Agenda shall be posted in the Municipal Building, Sydenham and delivered to each member of Council by posting to AgendaNotes not less than two days (48 hours) prior to the meeting date.

The Clerk will attach copies of all relevant correspondence to the agenda package for Council information. All items of business for the agenda will be received by the Clerk by 12:00 noon on the Thursday prior to the meeting date.

The business of each meeting follows the order in which it stands on the agenda. The agenda for a meeting may only be amended at that meeting by a motion supported by a majority of the members present. Any undisposed matters will be placed on the agenda for the next meeting.

#### **COUNCIL Agenda:**

1. Call to Order
2. Declaration of pecuniary interest and the general nature thereof
3. Approval of Agenda
4. Scheduled Closed Session
5. Recess
6. Public Meeting
7. Delegations
8. Approval of Minutes
9. Business Arising
10. Reports Requiring Action
11. Committee Meeting Minutes
12. By-laws
13. Reports for Information
14. Information Items
15. Notice of Motions
16. Announcements/Statement by Councillors
17. Question of clarity (from the public on outcome of agenda items)
18. Closed Session (if requested)
19. Confirmatory By-law
20. Adjournment

**COMMITTEE OF THE WHOLE Agenda:**

1. Call to order
2. Declaration of pecuniary interest and the general nature thereof
3. Approval of Agenda
4. Scheduled Closed Session
5. Recess
6. Public Meeting
7. Delegations
8. Reports Requiring Direction
9. Reports for Information
10. Rise and Report from Committees of Council (rotating basis)
11. Information Items
12. Notice of Motions
13. Announcements/Statements by Councillors
14. Question of clarity (from the public on outcome of agenda items)
15. Closed Session (**if requested**)
16. Adjournment

During July and August a blended meeting agenda will be used incorporating both delegations and public meetings.

- b) **DELEGATIONS** - Delegations will be received at Council or Committee of the Whole. Delegations from the public will be limited to a maximum ten minute presentation, unless otherwise approved by Council. Delegations at the request of the Township will not have a pre-set time limit. Delegations are considered in the following order:
- Those persons Council has requested or commissioned to appear (e. g. representatives of senior government, consultants). Council will grant additional time to those commissioned to appear without effecting the time allotment to other delegates
  - Citizens, organizations or their representatives who have notified the Clerk in writing of their desire to appear before Council / Committee no later than 12 o'clock noon on the Thursday prior to the meeting date.
  - Those persons not included on the agenda but who have requested and been granted permission by Council to address the meeting.

All delegations must provide a written summary of their presentation to the Clerk prior to 12:00 noon on the Thursday prior to the meeting at which they will be appearing or they will not appear on the agenda.

All Delegates will be encouraged by the Clerk to resolve concerns with the appropriate department head, prior to seeking delegation status.

Only topics which have come before Council or are scheduled to appear on Council's agenda are to be scheduled for delegate status.

Unrelated topics require the delegate to be sponsored by a member of Council, prior to being scheduled. Members of Council may sponsor a delegation by emailing the Clerk requesting that the individual / group be given delegate status.

- c) **PUBLIC INPUT RELATED TO PLANNING MATTERS** – During a statutory public meeting under the Planning Act, members of the public wishing to speak to the matter will be limited to 10 minutes and will be encouraged to provide their comments in writing to be put on record and limit their presentation to information that has not already been provided or addressed by another individual.

Council will be given sufficient time to consider public input and as such any corresponding Bylaw will not be passed until the next Council meeting.

#### **4 - QUORUM and PRESIDING OFFICER**

- a) **REGULAR MEETINGS** - As soon as there is a quorum after the hour fixed for the meeting, the Presiding Officer will assume the role as Chair and call the members to order. The Clerk will then take note of attendance.
- b) **TIME LIMIT** - The time limit for a quorum is 30 minutes after the time appointed for the meeting. If no quorum is present after 30 minutes, the Council or Committee will stand adjourned until the next regular day of meeting or until a special meeting is called. The special meeting will deal with the matters intended to be addressed at the adjourned meeting. The Clerk will record the names of the members present at the expiration of the time limit and append this record to the next agenda.

Physical attendance by members of Council is required at Council and Committee meetings in order to participate; no means of electronic participation is permitted.

- c) **PRESIDING OFFICER** - The Presiding Officer shall oversee the conduct of the meeting including:
- i) Call the meeting to order
  - ii) Introduce the items listed on the Agenda in the order presented unless otherwise determined by Council
  - iii) Call on the CAO or Department Head to address questions from Council or provide additional information should it have become available since the report was written.
  - iv) Call on the Clerk to read the motion or by-law as requested by the Presiding Officer
  - v) Designate the Council Member or Staff Member as to who has the floor to speak
  - vi) To put to a vote all questions which are properly moved and seconded and after full discussion has been provided, and announce the results of the vote
  - vii) Ensure the preservation of good order and decorum
  - viii) Ruling on points of order and privilege
  - ix) Deciding all questions relating to the orderly procedure of the meeting subject to an appeal by any member of Council from any ruling of the Presiding Officer

The Presiding Officer may expel any person for improper conduct at a meeting.

At Committee of the Whole or Council the Presiding Officer may state his or her position on any matter before Council following the discussion by other members of Council. This will not require the Presiding Officer to relinquish the chair.

The Presiding Officer will vacate the chair prior to; make a motion or serve a notice of motion. If making a motion, the presiding officer shall remain out of the chair during the debate and vote on the subject.

- d) **VACANCIES** – If the office of a member of council becomes vacant under section 259 of the Municipal Act, the Council shall at its next meeting declare the office to be vacant, except if a vacancy occurs as a result of the death of a member, the declaration may be made at either of its next two meetings.

Rules pertaining to vacancies shall not apply to a member of council of a municipality who is absent for 20 consecutive weeks or less if the absence is a result of the member's pregnancy, the birth of the member's child or the adoption of a child by the member.

If a vacancy occurs in the office of a member of council, the municipality shall, subject to the Municipal Act,

- fill the vacancy by appointing a person who has consented to accept the office if appointed; or
- require a by-election to be held to fill the vacancy

## **5 - CONDUCT**

- a) **SPEAKING** - Each member must be recognized by the Presiding Officer before speaking on any matter or motion. A member may not speak more than once on a matter without leave of the Presiding Officer, except:
- In explanation of a material part of the speech which may have been misunderstood; or
  - In reply after everyone else wishing to speak has spoken

Generally no member may speak to the same matter or in reply for longer than 5 minutes.

Through the Presiding Officer, a member may ask for an explanation of any part of the previous speaker's remarks. A member may also, through the Presiding Officer, ask questions to obtain information relating to the report or minutes presented to Council or any clause contained therein. However this must be done prior to the commencement of the debate on the report, minute or clause.

Following the reading of a motion and during debate, all questions to staff are to be addressed through the Presiding Officer.

- b) **CONDUCT** - Members shall not:
- i) Speak disrespectfully of the Reigning Sovereign, any member of the Royal Family, the Governor-General or a Lieutenant-Governor;
  - ii) Use offensive words or unparliamentarily language in Council;
  - iii) Disobey the rules of the Council or decision of the Presiding Officer or of Council on questions of order or practice;
  - iv) Leave his or her seat or make any noise or disturbance while a vote is being taken and the result is declared;
  - v) Enter the Council Chamber while a vote is being taken;
  - vi) Interrupt a member while speaking, except to raise a point of order;
  - vii) Pass between a member who is speaking and the Chair.
  - viii) Engage in private conversation while in the Council Meeting or use electronic/mobile devices in a manner which interrupts the proceeding of the Council, or attempts to coordinate voting.
- c) **DRESS CODE** - Each member of Council is personally accountable for presenting themselves in a professional manner at all Council meeting.
- d) **DECLARATIONS OF CONFLICT OF INTEREST** - Members shall at all times conduct themselves in accordance with the requirements of the Municipal Conflict of Interest Act, including any subsequent amendments, revisions and regulations thereto.

All declarations and disclosures made in accordance with the Act shall be made in writing by the member in accordance with the Act, and a copy shall be submitted to the Clerk.

If, after making such a declaration, the member determines that he/she does not have a Conflict of Interest, then a public statement to that effect shall be made by the member. Such public statement may be in the same form and substance as the original declaration.

- e) **DISCIPLINARY ACTION** - It is not the intention of discipline in a meeting to punish a member but to change the behaviour of the member. If a member commits a breach of conduct, the escalation of remedies is as follows:
- The Presiding Officer requests that the member refrain from breaking the rules and specifies the infraction or rule being broken.
  - If this fails, the Presiding Officer provides a sterner warning by calling the member to order.
  - If, after this instruction, the member continues with the action or refuses to be seated the Presiding Officer may, if the breach of conduct is serious enough, request that the offending member to apologize or failing an apology to be expelled from the meeting.

If expulsion from the meeting is ordered, the Presiding Officer may establish and appoint individuals to escort the member from the meeting room. If the member refuses to leave, the appropriate civil authorities should be called.

- f) **EARLY DEPARTURE FROM MEETINGS** - A member who wishes to leave a meeting prior to the adjournment must so advise the Presiding Officer. The recording officer will note the member's time of departure.
- g) **NOTICE OF ABSENCE FROM MEETING** - If a member cannot be in attendance at a meeting, they should notify the Clerk or the Deputy Clerk of their absence at their earliest opportunity.
- h) **CHAIN OF OFFICE** - The Mayor shall wear or display the Chain of Office at each Council meeting. The Mayor may at his or her discretion wear the Chain of Office on ceremonial occasions.
- i) **CONDUCT OF PUBLIC AND MEDIA**
  - 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.
  - Members of the public who constitute the audience at a Meeting, shall not:
    - Address Council or Committee without permission;
    - Applaud, shout, boo, hiss or otherwise express their pleasure or displeasure with the proceedings in such a manner as to interfere with the meeting
    - Bring signage, placards or banners into such Meetings or engage in any activity or behavior that would affect the Council deliberations

## **6 - MOTIONS**

- a) **NOTICE OF MOTION** - Notice of motions will preferably be received during the scheduled time as allocated under Section 2.0 (a), however the Clerk may receive a notice of motion at any time during a Council meeting. A notice of motion will become part of the agenda for the subsequent Council meeting unless otherwise approved by Council. A notice of motion requires a seconder only at the time of debate.

If a motion is not moved and seconded on the day and at the meeting for which notice was given, it cannot be moved at any subsequent meeting without notice being given on the agenda for that meeting.

- b) **GENERAL** - Every motion, once presented to the Presiding Officer, becomes the property of Council. The presiding officer may call on the Clerk to read the motion. A member can withdraw a motion only with the consent of the majority of Council. Motions shall be debated in the order of presentation to the Presiding Officer.

Any member may request that the Clerk read the motion under discussion at any time during the debate, except when another member is speaking. Any member may request separation of a motion. Each section of the motion will be voted on separately.

When a matter is under debate, no motions can be made other than a motion:

- To refer / defer
- To amend
- To adjourn the meeting
- To vote on the matter

- c) **REFER/DEFER** - A motion to refer or defer takes precedence over any motion or amendment, except a motion to adjourn. A motion to refer requires direction as to the body to which it is being referred. A motion to defer must include a reason for deferral. Neither motion is debatable.
- d) **VOTING** - When a member makes a motion that the vote now be taken, it shall be put to a vote without debate. If a majority of the members agree to put a motion to a vote, the motion and any amendments thereto will be submitted to a vote immediately without further notice.

No members may speak or present another motion once the Presiding Officer commences the vote on that motion. Each member present at a Council meeting will vote when the vote is taken on a matter, unless prohibited from so doing by statute. Any member who is present but refuses to vote or abstains to vote, their vote will be deemed to be a vote in the negative.

A recorded vote on a motion before Council may be requested at any time by any Council member before the vote is taken or after the vote has been taken unless Council has commenced discussion on a new matter on the agenda. When a member requests a recorded vote, all members will vote in alphabetical order of Council finishing with the Mayor, when polled by the Clerk. The Clerk will note the names of those who voted for and against in the minutes, and will announce the results.

If a member disagrees with the results of the vote, he or she may object to the declaration and ask that the Clerk retake the vote. An objection to any resolution shall not be recorded unless a recorded vote is requested.

- e) **AMENDMENT** - A member may present only one amendment to the main motion at a time. Another amendment may be introduced only after the previous one has been disposed of. An amendment that has been seconded may not be withdrawn and must be dealt with.
- f) **NEW MATTER** - A member may not introduce a new matter without notice, unless Council without debate dispenses with the notice requirements by two thirds vote.
- g) **RECONSIDERATION** - A member who voted with the prevailing side may move for reconsideration at the **same meeting** as follows:

If the motion to reconsider receives a seconder, the motion for reconsideration shall be open to debate and voted upon. The motion will require the votes of two thirds of members present to pass.

If adopted, the motion to reconsider temporarily nullifies the previous decision. The main motion originally voted on is again pending. The motion may now be amended or considered as moved and voted upon.

Example:

1. Original Motion -> Vote
2. Motion to Reconsider -> Vote
3. Reconsideration of main motion (it may now be amended)-> Vote

If a member who voted on the prevailing side presents a motion for reconsideration at a **subsequent meeting**, the motion must be preceded by a notice of motion. At the subsequent meeting, the motion to reconsider follows the same process, as noted above. It will require a two thirds majority vote of the members present to carry.

Example:      Meeting #1 →      Vote on original motion  
                          Meeting #2→      Notice of Motion to be received  
                          Meeting #3 →      Motion to Reconsider to be voted on

### Meeting #3 → Matter for Reconsideration to be voted on

No matter may be reconsidered more than once in a twelve-month period.

A notice of motion for reconsideration will not stop or delay action on the decided matter unless Council agrees otherwise. In this case, Council must approve the injunction by a two-thirds majority vote of the members present.

If Council approves a motion to reconsider, the reconsideration will become the next order of business, unless the motion calls for a future definite date. Debate on the matter shall proceed as though it had not been previously voted upon. The debate must be confined to reasons for or against reconsideration only.

- h) **ADJOURNMENT** - A motion to adjourn a meeting will be in order except:
- When a member is in possession of the floor.
  - When it has been decided that the vote now be taken.
  - During the taking of a vote.
  - If determined in the negative the vote shall not be taken again until some intermediate proceedings have been taken by Council.

Members may not leave their places on adjournment until the Presiding Officer vacates the role as Chair.

Council will adjourn at 10:00 p.m. if in session at that hour, unless determined otherwise by a majority vote of the members present.

- i) **BYLAWS** - The agenda may contain a summary of the contents of each bylaw. If a majority of Council requests, the Clerk will read the by-law in its entirety.

All by-laws must be passed in meetings that are open to the public.

A Confirmatory By-law, to confirm the proceedings of Council during the meeting, will be placed before Council each meeting.

- j) **SUSPENSION OF THE RULES** - Any Member may request that the rules of procedure be temporarily suspended. An example of a motion to suspend the rules would be to extend the meeting past 10:00 p.m.

- k) **ULTRA VIRES** - No motion shall be put on a matter which is Ultra Vires the jurisdiction of Council

- l) **CHANGES TO COUNCIL COMPOSITION** - Where Council wishes to consider changes to the composition of council:

- 5 votes shall be required to support the change,
- At least one Councillor from each district shall support the change,
- There shall be widespread consultation with voters before any proposal is adopted including at least one public meeting in advance of day of the meeting where the resolution is decided. Normal municipal procedures for public notice shall apply.

## 7 - COMMITTEES

- a) **SPECIAL PURPOSE COMMITTEES** - Council may from time to time appoint, by resolution, special purpose or "Ad Hoc" committees with Terms of Reference as set out in the appointment resolution.
- b) **EXTERNAL COMMITTEES/BOARDS** - Council may from time to time appoint, by resolution, individuals to external committees or boards. The term of office for community members shall be two terms, the length of which will be decided by Council. Terms are to be staggered such that there is always a productive mix of experienced and new volunteer members.
- c) **COMMITTEE CHAIR** - Each Committee at its first meeting in the year will elect a Committee Chair and Committee Vice-Chair from its members. The Committee

Chair may be removed only by a vote of a majority of the Committee. The Chair of South Frontenac Recreation shall serve as Chair for a period of no more than two consecutive years.

The Committee will also at the first meeting arrange its own schedule of meetings.

- d) **QUORUM** - A quorum shall be a majority of those appointed to a Committee by Council. A majority is more than half of the total number of those appointed to the Committee.
- e) **COMMENCEMENT OF MEETINGS** - If a Committee Chair or Committee Vice-Chair is not present within fifteen minutes from the time of the opening of the Committee meeting, the members present will elect another member of the Committee to preside. That member will discharge the duties of the Presiding Officer for that meeting, or until the arrival of the Committee Chair or Vice-Chair.
- f) **RULES** - The rules governing the procedure of Council will be observed in all Committees, except that the number of times speaking on a question will not be limited.
- g) **VOTING** - The Mayor or his/her designate will be an ex-officio member of all Committees of Council. Further the Mayor or designate will have the same rights and privileges as any other Committee member and may constitute part of the quorum.

Any member, including the Committee Chair, may propose or second a motion. When the Committee Chair proposes a motion, he or she must vacate the chair to the Acting Chair of the Committee during the debate on the motion and resume the chair following the vote. All members will vote on all motions except when disqualified by reasons of interest or otherwise. A tie vote at the Committee level shall be considered lost.

- h) **DUTIES** - The Committee may report to Council any Committee member who refuses or neglects to attend a meeting. Council may then remove that member from the Committee and appoint another member in his/her place.

Council may discharge from responsibility any Committee, which refuses or neglects to give due consideration to any matter before it. Council may then allot such responsibility to another Committee.

All Committees are subject to the control and direction of Council.

Each Committee must submit minutes to Council. Reports and or recommendations on all matters connected with their duties are to be submitted to either Council or Committee of the Whole, at the direction of the committee.

- i) **PARTICIPATION** – Councillors who are not members of the standing committee can attend as a member of the public to listen to committee discussions. Participation of non-committee Council members will not be permitted. Attendance by non-committee members will not be compensated.



# CONFLICT OF INTEREST

## Declaration of Interest – Municipal Conflict of Interest Act

RE: Township of South Frontenac Agenda Item# \_\_\_\_\_ Dated \_\_\_\_\_ 20\_\_

I, \_\_\_\_\_, declare a potential (deemed/direct/indirect) pecuniary interest on:

- Council Agenda
- Committee of the Whole
- Committee of Adjustment
- Corporate Services Committee
- Development Services Committee
- Public Services Committee

For the following reason(s): \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

**For an ‘indirect pecuniary interest’, see Section 2 of the Municipal Conflict of Interest Act.**

**For a “deemed” direct or indirect pecuniary interest see Section 3 of the Municipal Conflict of Interest Act.**



## 2015-2018 Strategic Plan

### **MISSION:**

**To sustain and enhance the quality of life for residents of South Frontenac.**

This will be achieved by:

- providing essential and important municipal services and infrastructure in an efficient, well-planned and cost-effective manner;
- being an advocate for responsible growth, with a sensitivity to the environment;
- supporting South Frontenac's unique identity, rural / small-urban lifestyle, culture, history, agricultural diversity, natural assets and economic vitality.

### **VISION:**

**The Township of South Frontenac will be a proactive, well-managed and accountable municipality that engages residents, collaborates with partners and champions the community's unique lifestyle.**

This will be achieved by:

- following a balanced approach to costs and benefits, needs and circumstances, ambition and financial capacity;
- setting high standards for its municipal services and infrastructure, and maintaining them at levels the community can be proud of;
- managing finances in ways that are a model of fiscal responsibility;
- making decisions from a long-term perspective, considering the implications, trends and risks;
- informing and engaging citizens and collaborative partners in the process of helping South Frontenac to advance.

### **GUIDING PRINCIPLES:**

South Frontenac is committed to:

- acting in the interests of and for the benefit of the entire municipality;
- conducting business and treating individuals in a fair, respectful, professional, supportive and consistent manner;
- pursuing excellence and best practices in customer service and use of communications technology;
- taking a long-term perspective to pro-actively plan for future infrastructure and services;
- upholding the community's unique identity and lifestyle;
- helping address climate change by improving energy efficiency and supporting renewable energy production
- considering decisions in light of the desire to be an (any) Age-Friendly community;
- advancing transparency and collaborative processes by actively informing, educating and engaging the public.

### **STRATEGIC PRIORITIES:**

#### **1. Encourage and foster responsible growth in South Frontenac.**

Through an effective policy framework, planning processes and managing demand for services, the Township will encourage responsible growth by:

- Developing a clear vision, goals and plan for future development in the community through an updated Official Plan and related work that articulates the *type* of development desired (residential, commercial, industrial), *where* in South Frontenac it should be encouraged or not, plus applicable processes, incentives and conditions that influence the *context for development*.
- Positioning South Frontenac as a vibrant “destination of choice” for year-round and seasonal residents, visitors and businesses.
- Following processes that acknowledge agriculture and its diversity as an essential part of the community’s character.
- Making decisions sensitive to environmental concerns with the aim of sustaining healthy lakes, waterways, wetlands, agricultural lands and other natural assets.
- Making decisions consistent with quality rural / small-urban lifestyles in our varied rural, hamlet and lake communities.

## **2. Be a catalyst to support and help build vibrant communities.**

Recognizing that South Frontenac has many varied communities including lake associations, neighbourhoods and hamlets:

- As a first priority, begin by supporting efforts to build vibrant hamlets that are friendly to residents of all ages, sustained by community and economic development, beautification plans, municipal services and facilities, social safety nets, housing options, and appropriate social, recreation and cultural opportunities.
- Pursue efforts individually and in collaboration with community leaders, the County, CFDC and other partners to support economic development in areas of potential strength and good fit (e.g. agriculture/value-added agriculture, new and current small business, tourism, buy local campaigns, etc.)
- Ensure there are no unnecessary municipal roadblocks to economic and community development or other initiatives that enhance the appeal and vitality of our communities.

## **3. Continually improve how the Township conducts its business.**

Building on the foundation established in the last strategic plan, the municipality will improve how it does business with several specific objectives:

- Step up our community relations processes through initiatives related to public outreach and engagement (especially in significant decision-making processes), public education, communication and access to information. Two areas of particular interest include using multiple channels of communication to seek and provide information to residents as well as digital media contact with associations, communities of interest, seasonal audiences and so on.
- Improve customer service experiences and enhance responsiveness, reliability, customer care, communications and easy access to services.
- Develop an infrastructure master plan to identify and guide where the Township should be going over the long term in terms of water, waste, sewage, gas, Hwy 38, service levels, budget requirements, meeting increasing needs and so on.
- Enhance municipal coordination and partnerships. Assess and adjust to the impacts of growth in all of its multiple dimensions (such as determining service levels and priorities, managing demand through staffing and delivery structures, and working within multi-party planning processes). Build on and seek out new productive working partnerships with the County of Frontenac, neighbouring municipalities, the CFDC, community associations, service clubs and other organizations to pursue common interests in areas such as economic development, service delivery, procurement and volunteer programs.
- Continue to enhance practices that help ensure financial responsibility, effective capital asset management, prudent planning, decision-making, transparency and accountability.

**Adopted May 5, 2015**



## Property Tax Primer

Tax Bill is made up of 3 components:

- Township share set by Council
- +  
• County Share set by County Council
- +  
• Education Share set by the Province

**We only have control over the  
Township share**



## Property Tax Primer (continued)

Target set by Council in 2018 was 2.0% increase on Township share of Tax bill

$$\% \text{ Target} = \frac{2018 \text{ SF Taxes} - 2017 \text{ SF Taxes}}{2017 \text{ SF Taxes}}$$

The 2018 SF Taxes also incorporates the assessment adjustment on the average phased-in residential property value

 Property Tax Primer (continued)

SF to be raised by taxes =  
\$ Expenses - \$ Revenues

Township Rate =  $\frac{\text{SF to be raised by taxes}}{\text{Total Weighted Assessment}}$

SF Share of Taxes =  
Township Rate X Property Assessment

 **Property Tax Primer (continued)**

$$\begin{aligned} & \text{Tax Bill} = \\ & \text{Township} + \text{County} + \text{Education Rates} \\ & \quad \times \\ & \text{Property Assessment} \\ & \quad + \\ & \text{Local Improvement Charge} \\ & \text{(including Trailer Licence, Water Debenture)} \\ & \textit{Assessment values are set by MPAC} \end{aligned}$$

 **Budget Levy Comparison**

Year	SF to be raised by taxes (Net Levy)	Levy % change from prior year	Council Direction/Taxpayer Impact
2014	14,508,296	12.37%	2.91%
2015	15,501,789	6.85%	2.00%
2016	16,534,642	6.66%	2.00%
2017	18,586,507	12.41%**	2.00%
2018	19,129,719	2.92%	2.00%

\*\* Solid Waste Charge incorporated into tax rate

<b>RESERVES &amp; RESERVE FUNDS FORECAST - 2018 Budget - updated as of October 30th, 2018</b>						
	<b>BALANCE BEGINNING OF YEAR</b>	<b>CONTRIBUTION</b>				<b>BALANCE END OF YEAR</b>
		<b>FROM</b>		<b>TO</b>		
		<b>TAXATION BDGTD</b>	<b>OTHER REVENUES</b>	<b>REVENUE FUND</b>	<b>CAPITAL FUND</b>	
<b>RESERVE</b>						
<b>Fiscal</b>						
Working Funds	5,443,719	473,320		10,800	2,454,156	3,452,083
<b>Equipment and Infrastructure</b>						
<b>General</b>						
Asset Investment Reserve	2,101,546	1,082,602				3,184,148
Infrastructure	2,025,180	275,000			40,000	2,260,180
SCBA - Fire	0					0
<b>Vertical</b>						
Facilities/Property	1,368,136	304,137			777,986	894,287
Recreation	12,813					12,813
<b>Rolling</b>						
Capital - Building Department	27,936	21,000				48,936
Capital - Fire Department	984,586	405,000			900,000	489,586
Capital - Roads Department	122,551	566,780			605,000	84,331
Capital - Solid Waste Dept	0					0
<b>Linear</b>						
Cemetery Lot Addition	43,538					43,538
Roads - Const/Imp	281,786				281,786	0
<b>Stabilization</b>						
Planning	66,784					66,784
Policing Costs	857,202			53,000	80,000	724,202
Recycling	273,641					273,641
Revenue-Severance Appl.	20,000					20,000
Winter Control - Roads Dept.	420,503					420,503
Wages-Fire Department	156,264			35,000		121,264
Building Department	313,975			85,719	75,000	153,256
Water Reserve Fund	752,821	129,016			150,000	731,837
<i>Sub-total</i>	<i>15,272,982</i>	<i>3,256,855</i>	<i>0</i>	<i>184,519</i>	<i>5,363,928</i>	<i>12,981,390</i>
<b>OBLIGATORY RESERVE FUNDS</b>						
5% Parkland	700,399		130,500		760,239	70,660
Development Charges	2,252,860		365,000		390,000	2,227,860
Environmental Enhancement	140,416		1,550			141,966
Federal Gas Tax	688,180	550,692	8,000		425,000	821,872
Subdivider Contributions	37,171					37,171
<i>Sub-total</i>	<i>3,819,025</i>	<i>550,692</i>	<i>505,050</i>	<i>0</i>	<i>1,575,239</i>	<i>3,299,528</i>
<b>RESERVE FUNDS &amp; TRUSTS</b>						
Election	83,110			71,110	12,000	0
Highway #38 Reconstruction	748,620		5,000			753,620
Landfill Closure	741,180	40,000	10,250		443,000	348,430
<b>Trusts</b>						
Fire Donations	17,179		2,600			19,779
Portland Historical	14,892		100			14,992
Grant Memorial	26,965		350			27,315
OHRP	11,110					11,110
Cemetery - PC	467,332					467,332
Cemetery M. Burns Trust	25,000					25,000
Cemetery - Monument PC	62,058					62,058
Cemetery - Monument PC Inc	18,582					18,582
<i>Sub-total</i>	<i>2,216,028</i>	<i>40,000</i>	<i>18,300</i>	<i>71,110</i>	<i>455,000</i>	<i>1,748,218</i>
<b>TOTAL</b>	<b>21,308,036</b>	<b>3,847,547</b>	<b>523,350</b>	<b>255,629</b>	<b>7,394,167</b>	<b>18,029,137</b>

## TOWNSHIP OF SOUTH FRONTENAC

### 2018 Budget - updated as of Oct 30th, 2018

#### Summary of Revenue and Expense

	2018 Budget \$
<b><u>REVENUE</u></b>	
<b>Property Taxation</b>	187,000
<b>User Charges</b> (Sydenham water fees, landfill fees, bag tags, swim/day camp programs)	1,063,678
<b>Licenses, Permits and Rents</b> (Building Permits, facility rent, dog licences)	720,526
<b>Government Grants</b> (Ontario Municipal Partnership Fund (OMFP), Ontario Community Infrastructure Fund (OCIF), Recycling funding)	2,094,619
<b>Grants from Other Municipalities</b> (County Federal Gas Tax (FGT), County Community Improvement Program (CIP))	503,940
<b>Investment Income</b>	260,000
<b>Penalties and interest on taxes</b>	365,000
<b>Donations</b>	10,000
<b>Other</b>	10,000
<b>Transfers From Reserves/Reserve Funds</b>	7,649,796
<b>TOTAL Revenue</b>	<b><u>12,864,560</u></b>
<b><u>OPERATING EXPENSE</u></b>	
<b><i>General Government</i></b>	
<i>Council</i>	412,424
<i>Corporate Services</i>	1,266,292
<i>Administrative Facilities</i>	183,157
<i>Elections</i>	96,110
<i>Capital</i>	114,200
<i>Transfer to Reserves</i>	2,125,559
	<b><u>4,197,742</u></b>
<b><i>Protection to Persons and Property</i></b>	
Fire - Operating	1,108,653
Fire - Capital	1,590,400
Fire - Transfer to Reserves	414,500
	<b><u>3,113,553</u></b>
Police	<b>3,037,857</b>
Conservation Authorities	<b>224,931</b>
Protective Inspections and Control (By-law enforcement, animal control, livestock)	<b>114,211</b>
Emergency Measures	<b>1,750</b>
Building Department - Operations	472,919
Building Department - Civic	23,599
Building Department - Capital	75,000
Building Department - Transfer to Reserves	21,000
	<b><u>592,518</u></b>

**TOWNSHIP OF SOUTH FRONTENAC**  
**2018 Budget - updated as of Oct 30th, 2018**

**Transportation Services**

Administrative Overhead	1,005,483
Structure Maintenance	111,758
Roadside Maintenance (mowing, drainage, weed spraying, brushing)	842,645
Hardtop Maintenance	548,359
Loosetop Maintenance	633,316
Safety Devices (pavement marking, traffic signs including regulatory/wayfinding, guide rails, traffic counts)	554,132
Streetlights	55,000
Transfer to Reserves	436,780
Capital	8,809,942
	<b>12,997,415</b>

**Winter Control** (Plowing, sidewalk clearing, sand & salt, patrol)

**1,993,375**

**Environmental Services**

Water System-Operations	250,415
Water System-Capital	150,000
Water System-Transfer to Reserve	129,016
	<b>529,431</b>

Solid Waste Overhead	218,947
Garbage Collection	589,208
Garbage Disposal	610,530
Waste Diversion ( Recycling collection & processing, Household Hazardous Waste, cor	905,232
Capital	729,000
Transfer to Reserves	40,000
	<b>3,092,917</b>

**Parks, Recreation and Cemeteries**

1,637,046

Parks and Recreation Programs (Swim/Day Camps/Drop-in program, Canada Day, Family Day, Public Education, Museum Coordinator, Heritage Committee)	277,094
Parks and Facilities Maintenance	398,124
Capital	869,239
Transfer to Reserve	
Arena	76,200
Cemeteries	71,389
	<b>1,692,046</b>

**Planning and Development** (subdivisions, serverances, zoning amendments, economic development)

**406,534**

**TOTAL Expense**

**31,994,279**

**TO BE RAISED BY TAXATION**

**19,129,719**