



TOWNSHIP OF SOUTH FRONTENAC Council Orientation



TIME: 5:30 PM,
DATE: Tuesday, November 8, 2022
PLACE: Council Chambers.

1. Welcome and Introductions
 - (a) This meeting will move into a "closed session" at this time as permitted by the Municipal Act, Section 239.3 (1) for the purpose of educating and training Council members.
2. Technology & Remuneration
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 - Township Email Addresses
 - Freedom of Information
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 - Disconnect from Work Policy
 - Remuneration
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 - Conferences
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7. Procedural By-law & Council Meeting Info
 - (a) By-law 2017-76 89 - 97
8. Information Items
9. Key Dates
 - (a) Mark your calendars! 98

10. Closed Session

(a) Arise from Closed Session

11. Adjournment

Natural, Vibrant and Growing - A Progressive Rural Leader



**SOUTH
FRONTENAC**

Council Orientation

Technology

IPAD's

Township Email Addresses

Freedom of Information

Electronic Monitoring Policy

Disconnect from Work Policy

Remuneration

Payroll and Enrollment Forms

Regular Wages

Committee meetings and other events

Mileage

Conferences

Business Cards





Council Orientation

iPAD's

- An iPAD use policy includes a declaration of use which must be signed and returned to the Director of Corporate Services.
- Council members are each assigned an IPAD – these include chargers, cases & key pads, cases and screen protectors
- The PIN to unlock or open the IPAD is assigned. Please ask the Township IT staff if you would like to reset this.
- Each IPAD is set up with an Apple ID.
- Outlook, Agenda Notes, Chrome, Zoom and Teams are some of the APPS on the IPAD. Please contact IT if you have questions on APPS.
- Check to make sure the IPAD's are charged and the Council or Committee Agenda is accessible before you come to meetings.
- How to tutorial and button overview included in info – pdf package



Council Orientation

Emails

- Township email addresses are assigned and passwords will be given to each user. If you forget the password then contact IT.
- From time to time you maybe prompted to Authenticate your email. This is an easy process which you click on a pop-up approval ICON – but it must be done on your Ipad. This is for security purposes so your email cannot be used fraudulently.
- Check to make sure the IPAD's are working before you come to Council meeting.
- Please contact IT if you would like to get your Township Email on your **personal cell phone**.
- To contact IT either call:
 - **613-376-3027 Ext 2241 or 613-334-0583**



Council Orientation

Freedom of Information Requests

Council should be aware that records they possess, either on Township or personal devices may be considered as evidence under a Freedom of Information (MFIPPA) request.

- A record is defined as any record of information, however recorded, where in printed form, on files, by electronic means or otherwise.
- Examples of evidence in various forms includes:
 - Emails, hard drive, phone messages, text, written documentation, files in any format, video, social media messages, to name a few.





Council Orientation

Electronic Monitoring Policy

Council members fall under the Electronic Monitoring Policy as it relates to the Internet and Email Resources:

“All use of Township internet and email systems are identifiable by user, device and device location. Electronic monitoring of internet and email systems is required for accounting and security purposes.”





Council Orientation

Disconnecting from Work Policy

The health and wellbeing of its employees is of priority and this policy recognizes that disconnecting from work is an important part of a healthy work-life balance along with promoting staff wellbeing.

“The Policy encourages employees to disconnect from work where possible outside of normal working hours.”



Council Orientation

Payroll and Coverage of expenses

- Payroll is processed monthly for Council members at the end of each month.
- Honorarium is automatically paid on a monthly basis.
- Meeting Mileage, expense and claim form (Sample attached) are turned into the Clerk. The Clerk reviews and approves and provides to payroll. Council meetings are part of the base honorarium and should not be submitted as meetings on this form.
- The cut off for submissions to the Clerk is the 20th of the month to be automatically deposited to Councillor bank accounts, at end of the month. Anything received after that will be paid on the next months payroll.
- Councillors are asked to indicate the name of the board or committee meeting being claimed.
- At the end of each fiscal year, Councillors are issued T4 slips.
- An annual report itemizing Council statement of remuneration is required to be publicly reported under the Municipal Act 284 (1) and is brought to Council in March each year.

Council Orientation

Payroll and Enrollment Forms

- A Councillor payroll action form is in the attached package. New or Returning members of Council should complete this, sign and return to the Manager of Human Resources.

TOWNSHIP OF SOUTH FRONTENAC
COUNCIL HR/PAYROLL ACTION FORM

Please print carefully to ensure accuracy in our payroll system.

PERSONAL INFORMATION

Council Orientation

Payroll and Enrollment Forms

- All members of Council should sign an updated TD1 form. (Copy in attached Package)
- If Councillors would like to have extra tax deducted, this is the form to complete.



2022 Ontario
Personal Tax Credits Return

Protected B when completed
TD1ON

Read page 2 before filling out this form. Your employer or payer will use this form to determine the amount of your provincial tax deductions.
Fill out this form based on the best estimate of your circumstances.



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Council Orientation

Payroll and Enrollment Forms

- For members between the ages of 65 and 70 you may opt out of paying Canada Pension Plan and if you wish to do so you will need to complete the attached Form CPT30 and submit a copy to the Manager of Human Resources.
- If you have already provided the Township with this form, there is no need to resubmit.



Canada Revenue
Agency

Agence du revenu
du Canada

Pr

Election to Stop Contributing to the Canada Pension Plan, or Revocation of a Prior Election

Use this form if you are an employee who is at least 65 years of age, but under 70, you are receiving a Canada Pension Plan (CPP) Plan (QPP) retirement pension, and one of the following applies:

- you are making or will be required to make CPP contributions and you do not want to contribute
- you stopped making CPP contributions in a previous year and you want to restart

Do not use this form if one of the following applies:



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Council Orientation

- Councillors interested in contributing to the Social Events Committee:
 - The Social Events Committee follows the Terms of Reference (attached) with the objective of organizing events that appeal to staff and Council members in a social setting. It is not intended that any events planned are funded through tax dollars and therefore a payroll deduction provides funding for planned events.
 - The Committee aims to put on events for employees such as: quarterly birthday draws, family skate days, fundraiser yard sales, Earth Day cleanups, summer BBQ's, bowling, holiday parties, and more! Additionally, we look to promote and utilize local South Frontenac goods and services. Contributions are \$5.50 per payroll and the form to contribute is attached. Please return attached form to the Manager of Human Resources if you are interested.

Council Orientation

- Councillors interested in purchasing South Frontenac Clothing:
 - Please fill out the attached form and return it to Laurie Swinton, Executive Assistant & Communications Officer.
 - There are two options for paying for clothing, either through payroll deductions or submitting a cheque.
 - The Township on November 14 will officially kick off our employee giving campaign for the United Way. Forms will be available shortly to allow contribution through payroll deductions.

Council Orientation

Councillor Set Up

Remuneration

- Council Remuneration is set by By-law 2007-15, “A By-Law to Provide for the remuneration for Members of Council”. In 2018 an advisory group was appointed and reviewed Council compensation and it was updated under resolution 2018-18-06 and 2019-18-17.
- Council is paid an annual honorarium which is increased based on the percentage change negotiated for unionized wages.
- A summary of what is paid both for meeting and for mileage is attached in the Council and Staff Meetings and Mileage Policy along with the form to be submitted to the Clerk. (Page 22-24)

Council Orientation

Remuneration - Summary

	Mayor	Deputy Mayor	Councillor
*Annual Honorarium 2022	\$36,036	\$23,110	\$16,167
*Annual Honorarium 2023	\$36,756	\$23,572	\$16,491
Part Day Meeting	\$0	\$50	\$50
Full Day Meeting	\$150	\$150	\$150
Conference per diem	\$250	\$250	\$250
Mileage Allowance	\$0.55/km	\$0.55/km	\$0.55/km
*Communications Allowance	\$1,200	\$1,200	\$1,200

* Honorarium and Communications Allowance automatically paid monthly

Appendix A – Special Meetings/Conference/Mileage

The Honorarium received by Councillors compensates them for attending and travelling to all regular Council meetings.

Special Meetings:

Special meetings are compensated at \$50 per meeting; all day meetings are \$150. Under resolution 2007-04-12 along with clarification from October 5th, 2011, a special meeting of Council is defined as follows:

1. A meeting of Council other than a regularly scheduled meeting of Council.
2. A meeting of a regular or ad hoc committee of Council
3. A meeting of Councillor's to discuss district or area related issues. The CAO should be aware of these meetings in advance, there should be minutes or as a minimum the items discussed should be reported back to Council
4. A workshop, seminar or conference designed to provide information on municipal issues to elected officials (usually a one day event)
5. A meeting of an agency (Health Unit, Conservation Authority, etc) where Councillors are specifically invited to attend.
6. A meeting where specific direction to attend is provided by Council or the Mayor
7. Joint County/Township Council meetings

The following shall not constitute a Special Meeting:

1. The meeting of a single Councillor with a single taxpayer
2. A social event such as an anniversary, a dedication or birthday. Unless directed by the Mayor to attend.
3. A fundraising event
4. A meeting immediately preceding or following a Special Meeting. Two committee meetings such as Library and Water, back to back constitutes 2 meeting charges. A meeting immediately preceding a Council or COW the meeting is not a separate meeting.

Conferences:

Full day conferences outside of the Township are on a \$250 per diem basis. Further as per resolution No. 2008-11-05, attending conferences where full and part days are involved for attendance at a conference is compensated for full days when even part days are required for attendance at the conference. For example, a conference that involves three nights constitutes four days to acknowledge travel time.

Mileage:

Eligible Mileage Charges:

1. In advance of a COW meeting
2. For Special Meetings (but not regular Council Meetings) Such as COW, water, library etc.
3. For Committee of Adjustment/Land Division (Site Meetings & Committee Meetings)

Other examples:

- Presenting anniversary/birthday certificates on behalf of the mayor. When directed by Mayor, attracts meeting and mileage
- Tree lighting ceremonies / Santa Clause parades. No meeting, no mileage
- A site meeting for a land purchase if all invited to view then yes to meeting charge
- Attending a conference but leaving immediately due to illness, does this attract the full day per diem? When you leave you stop collecting the per diem
- A local conference that ends at 1:00 is that a half or full day per diem? Full day
- Arriving for a canceled or rescheduled meeting. No meeting charge if notice had been sent, may claim mileage
- Bus tour of facilities. Meeting charge
- What constitutes outside the Township. In the context of the OEMC in Kingston this is still considered local.
- If a Councillor is requested to attend a meeting of an organized group, then this does constitute a meeting provided the Councillor reports back to Council on the items discussed.



Council Orientation Conference Policy

Conference Policy for Members of Council

Policy:

- All council members are permitted to attend one out of County overnight conference per year, subject to budget restrictions. Accommodations will be at the Conference location or at reasonably priced alternative.
- All council members are permitted to attend the Ontario Eastern Municipal Conference annually, ~~however no accommodation is provided.~~
- The Mayor (or Deputy Mayor as delegated) may attend additional conferences as required, subject to budget restrictions.
- A request by a Councillor to attend an additional conference requires the advance approval of Council.
- Notwithstanding the above, attending conferences that are funded from other sources is not restricted.

Procedure:

Registration for all conferences will be coordinated through the Clerk's Office.

Expense and per diem reimbursement will be in accordance with By-Law 2007-04.

Council Orientation Conference

ROMA Conference

- Sunday January 22- Tuesday January 24
- Sheraton Centre Hotel
- Information included in Info – pdf package



Council Orientation

Business Cards

- Business cards will be ordered for all Council members
- They will include the new @southfrontenac.net email address
- Please provide the phone number(s) you will like included on the business card ie home phone number, cell phone number or both
- Provide phone number to Laurie Swinton, Executive Assistant and Communications officer at lswinton@southfrontenac.net or 613-376-3027 x 2260

Council Orientation

Business Cards



**SOUTH
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ONTARIO ✦ CANADA

southfrontenac.net

Name

Councillor X District



613-XXX-XXXX
613-XXX-XXXX



4432 George St. Box 100
Sydenham, ON, K0H 2T0



XXXX@southfrontenac.net



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Council Orientation

Technology

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Township of South Frontenac
Provision of iPad Equipment
Terms of Use

1. Objective

The iPad Device is provided to 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 on-line 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 devices use software applications commonly known as 'apps'. Apple provides an on-line 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
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. To contact IT either call:

613-376-3027 Ext 2241 or 613-334-0583

9. Loss of device or accidental damage

Any incidents of theft or damage should be reported immediately to IT Support as well as either the CAO or Treasurer. Should the device be lost or stolen the Township will remotely wipe 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 2 and 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.

Signed _____ Date: _____

iPad Basics

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 IT Support if you are having problems. Ask for Assistance... we are here to help.

IT Support: 613-376-3027 Ext 2241 or 613-331-0583

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.

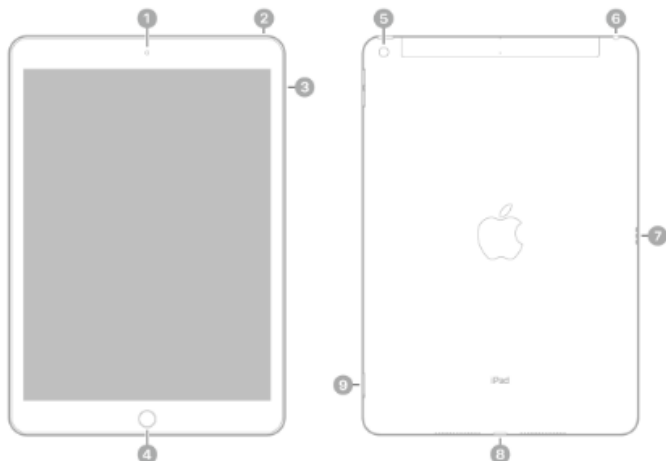
The Civicweb App may not initially function correctly with updates.

Keyboard:

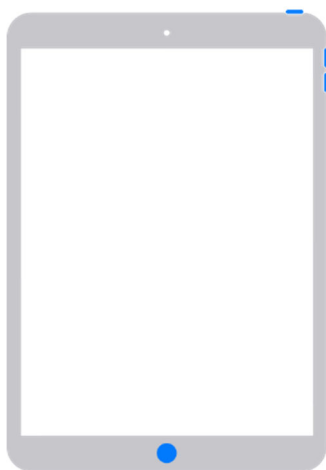
The keyboard is bluetooth. It has been set up to work with your iPad. It has two batteries that may discharge and need replacing. They are 2032. It is recommended that you get our IT staff to replace them, if needed.

Buttons and Connectors

1. Front camera
2. Top button
3. Volume buttons
4. Home button/Touch ID
5. Rear camera
6. Headphone jack
7. Smart Connector
8. Lightning connector
9. SIM tray (Wi-Fi + Cellular)



Use of Home, side, and other buttons on your iPad



Top button

Press to wake your device or put it to sleep. Press and hold the top button to turn your device off or on.



Home button

Use the Home button to [unlock your iPad or make purchases using Touch ID](#). Press the Home button once to go to the Home screen. Press and hold to [activate Siri](#).



Volume buttons

Use to adjust the volume when listening to music, watching videos, or playing games.



Side switch (certain iPad models)

Use to mute sounds and alerts from your iPad or turn Rotation Lock on or off.

Here is a 25 minute YouTube video which also goes over some of the features of the iPad:

New to iPad 2022: Full Tutorial

<https://www.youtube.com/watch?v=aUi-wLZqXj0>

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	Township of South Frontenac Policy			
	DEPARTMENT: Human Resources			POLICY #: HR-025
	POLICY: Electronic Monitoring Policy			
	DATE: October 11, 2022	REV. DATE:	Scope: All Employees	Pages 4
	APPROVED BY: Chief Administrative Officer 			

ELECTRONIC MONITORING POLICY

PURPOSE:

The Township of South Frontenac (Township) is committed to abiding by all of its obligations under Ontario’s Employment Standards Act, 2000 (ESA), specifically those which apply to electronic monitoring. The purpose of this policy is to make employees aware of what electronic resources are monitored and to comply with Bill 88’s *Working for Workers Act*, 2022.

"Electronic Monitoring" shall refer to electronic systems that may be used to monitor the movement and work of employees including but not limited to building security codes and fobs, IT passwords and accounts, GPS technology, and video surveillance.

Exclusion:

This policy does not cover electronic systems owned/operated by third parties that are not under the control of the Township of South Frontenac or Frontenac County Municipal Information Services.

STATEMENT:

The Township of South Frontenac makes use of a variety of electronic systems to support communication and information sharing and to ensure the safety and security of Township staff, property, and resources. In general, these systems are monitored for accounting and security purposes; however, the Township reserves the right to review and access all information contained within its systems at any time in order to confirm compliance with policy.

This Policy is intended to identify electronic monitoring systems that may be in use by the Township and to clarify what information may be obtained by these systems and how that information may be used.

This policy applies to all Township staff (employees as defined by the *Employment Standards Act, 2000*) whether they are working remotely, in the workplace, flexibly or are mobile, and any assignment/contracted workers that perform work for the Township.

Information collected pursuant to this policy is subject to the *Municipal Freedom of Information and Protection of Privacy Act, 1990*, which establishes rules for the collection, use and disclosure of personal information

DEFINITIONS:

The following terms shall have the following meanings in this Policy:

- (a) "CAO" means the Chief Administrative Officer of the Township;
- (b) "Township" means The Corporation of the Township of South Frontenac;
- (c) "MFIPPA" means the *Municipal Freedom of Information and Protection of Act, 1990* that governs how the Township collects, uses, discloses and disposes of information and records;
- (d) "Personal information" means recorded information about an identifiable person and includes but is not limited to, name; address; personal email address; personal phone number; race; date of birth; fingerprint; and marital/family status. Personal information does not include name, title, contact information or designation of an individual that identifies the individual in a business, professional or official capacity.
- (e) "Policy" means this Electronic Monitoring Policy.
- (f) "Staff" means the CAO and all officers, directors, managers, supervisors and all non-union and union employees, whether full-time, part-time, contract, seasonal or volunteer employees, as well as agents and consultants acting in furtherance of the Township's business and interests.

POLICY:

Building Security Systems

The Township may monitor access to Township properties with the use of electronic fobs and/or security codes. These logs are reviewed on an as required basis to identify unauthorized access. This monitoring is in place for accounting and security purposes.

Vehicle and GPS Technology

Some Township vehicles are electronically monitored with GPS technology. This information is used to track and locate Township property as required. The records, location and usage of Township vehicles are used to ensure safety, service delivery and to monitor compliance with maintenance standards under legislation (CVOR), applicable policies, procedures and expectations.

Internet and Email Resources

All use of Township internet and email systems are identifiable by user, device and device location. Electronic monitoring of internet and email systems is required for accounting and security purposes.

Township Phones and Phone Systems

Frontenac County Municipal Information Services monitors Township phones to ensure the integrity and protection of the Township's resources being used and that these resources are being used for the advancement of Township business. Acceptable use of Township electronic resources is outlined in policy HR - 013 – Use, Care & Security of Electronic Resources Policy.

Cameras and surveillance equipment

Video transmissions and recordings are monitored, saved and archived for security purposes, and to monitor compliance with applicable policies, procedures and expectations.

Public Services Keeley location is equipped with video monitoring cameras for security reasons and to prevent break-ins and vehicle/equipment theft in the following areas:

- Inside and outside of garage

Future addition of cameras to other facilities would be for security reasons and to prevent break-ins and theft of equipment/vehicles.

Live Streaming

Events such as Township Council, Committee Meetings etc. are streamed live to Facebook Live. Any meetings on Zoom are recorded and may be saved.

Video transmissions and recordings are monitored, saved, and archived for security purposes, and to monitor compliance with applicable policies, procedures and expectations.

Agreements between the Township of South Frontenac and any service providers shall state the recorded information from the video surveillance system is under Township custody and control and therefore are subject to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and other applicable law.

Scheduling, Time Entry or other electronic time and attendance systems

Scheduling, time entry or other electronic resources including but not limited to tablets, computers, and mobile devices are used to accurately track what time an employee commences work, what time they finish, the times spent on specific projects and where they are located to ensure that they are accurately paid and appropriate accounts are charged.

Information gathered via the aforementioned electronic monitoring activities may also be used to assess productivity, and in the investigation of alleged violations of law, regulations, or applicable Township policies, procedures and expectations, or other instances of misconduct.

ROLES & RESPONSIBILITIES OF STAFF

Management is responsible:

- To report, investigate and act on any violations or alleged violations of this policy.
- To use electronic monitoring for its intended use.

Human Resources is responsible:

- To ensure all current staff and new staff receive a copy of the policy whether in written or electronic form within 30 days of policy approval, new employee hire or revisions to the policy.
- To regularly review the policy for accuracy.
- To work with management in reporting, investigating and acting on any violations or alleged violations of this policy.

Frontenac County Municipal Information Services is responsible:

- To report, investigate and act on any violations or alleged violations of this policy.
- To use electronic surveillance for its intended use.
- To work with management in reporting, investigating and acting on any violations or alleged violations of this policy.

Staff (as defined in this policy) are responsible:

- To follow the policy and report any breaches or alleged breaches of this policy.

REFERENCES


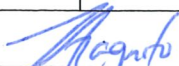
Bill 88 – *Working for Worker's Act, 2022*

Employment Standards Act, 2000, Part XI.1

Municipal Freedom of Information and Protection of Privacy Act, 1990

Personal Health Information and Protection Act, 2004

HR-013 Use, Care and Security of Electronic Resources Policy

 SOUTH FRONTENAC	Township of South Frontenac Policy			
	DEPARTMENT: Human Resources			POLICY #: HR-024
	POLICY: Disconnecting from Work			
	DATE: June 7 2022	REV. DATE:	Scope: All Township Personnel	Pages 4
	APPROVED BY: CAO 			

Policy Statement

South Frontenac Township (“the Township”) prioritizes the health and wellbeing of its employees and recognizes that disconnecting from work is an important part of a healthy work-life balance and encourages and supports our employees in prioritizing their own wellbeing.

In keeping with the corporate values, and to encourage and support our employees in balancing their work and personal lives, whether working traditional hours in the workplace, remotely or flexibly, the Township has implemented this Disconnecting-from-Work Policy (the “Policy”). This Policy encourages employees to disconnect from work where possible outside of their normal working hours.

This Policy should be read alongside the Township’s associated policies on vacation, overtime, health and safety, hours of work, work from home, accommodation, any relevant and applicable legislation, as well as any other policy that may become applicable and/or relevant.

Purpose

The intent of this policy is to ensure the Township has clear definitions, roles, and responsibilities as well as meet obligations under *Ontario’s Working for Workers Act* (Bill 27).

Scope

This policy applies to all Township employees, as defined by the Ontario *Employment Standards Act, 2000* (“ESA”), whether they are working remotely, in the workplace, flexibly or are mobile. For clarity, “employee” under this Policy means only those employees of the Township which are considered employees under the ESA.

Definitions

Work: Partaking in work-related communications, including emails, telephone calls, video calls or the sending or reviewing of other messages.

Disconnecting from work: Disconnecting from work means to not engage in work-related communications, including emails, telephone calls, video calls or the sending or reviewing of other messages, so as to be free from the performance of work.

Hours of Work: Includes core hours of work for a department/division as set based on operational requirements. For example, core administrative office hours are generally 8:00 am – 4:30pm while core hours for operational sites often begin and/or end at different times and may include evening, night, and weekend shifts.

Includes scheduled on-call hours, as outlined in the collective agreement or employment agreements.

Includes alternative hours of work as agreed to by an employee and their manager/supervisor or as part of a workplace accommodation.

Emergency: A situation or impending situation that requires timely or immediate attention and/or action, failing which the situation may reasonably result in an adverse impact on human health, animal health, property, or the environment.

Unforeseen Circumstance: An unforeseeable incident or occurrence that unless addressed can reasonably lead to an adverse impact on:

- a) the delivery (including, for greater certainty, the failure to deliver) of the Township's services and/or programs, and/or
- b) the Township's reputation and/or
- c) the health and safety of employees or the community.

Employer Obligations

The Township will make efforts to ensure that all employees, regardless of their place of work, are:

- (a) informed of what their normal working hours are reasonably expected to be and are informed of the circumstances in which they will be expected to engage in work-related communications outside their normal working hours. An operational plan should be developed by each department to better identify expectations outside of normal working hours.
- (b) able to take applicable meal, rest periods and hours free from work as required by law, employment contract and/or applicable collective agreement language.
- (c) able to take vacation or other leave entitlements as required by law, employment contract and/or applicable collective agreement language.

Employee Obligations

The Township expects all employees to comply with the following in the course of their work.

Employees must:

- (a) cooperate fully with any applicable mechanism utilised by the Township to record working time or update their working status (e.g., out-of-office messages), including when working remotely, flexibly, or when mobile.
- (b) be mindful of colleagues', customers/clients', vendors' and other third parties' working hours.
- (c) ensure that they take ownership of their work and meet the Township's operational needs.
- (d) comply with the Township's policies and collective agreement.

Ability to Disconnect from Work

An employee's ability to disconnect from work depends on the Township's operational needs and the duties and obligations of the employee's position, subject to an employee's employment contract, collective agreement and/or their minimum statutory entitlements under the ESA.

In the ordinary course of business there will be situations when it is necessary to contact colleagues outside of an employee's normal working hours, including but not limited to:

- (e) where unforeseeable circumstances may arise.
- (f) where an emergency may arise.
- (g) other business or operational reasons that require contact outside of an employee's normal working hours

Nothing in the Policy precludes the Township or other employees of the Township from contacting colleagues outside of what may be considered normal working hours or standard business hours, subject to any rights or entitlements the receiving colleague or employee may have under their employment contract, applicable collective agreement and/or their minimum statutory entitlements under the ESA.

This Policy does not afford employees a "right to disconnect" beyond what is within their individual employment contract, applicable collective agreement and/or their minimum statutory entitlements under the ESA, which may include rights or entitlements speaking to: normal hours of work and hours free from work, overtime pay, meal and/or rest periods, public holidays and public holiday pay, and vacation.

Nothing in this Policy is intended to amend or supersede any grievance procedure or other aspect of the collective agreement.

Reporting Concerns

All employees are expected to report any concerns or issues they may have which they feel is impacting their ability to disconnect-from-work. Employees are encouraged to report such concerns or issues to their immediate supervisor. If that is not appropriate or the matter cannot be resolved by doing so, employees should direct their concerns or issues to Human Resources.

Employees will not be subject to reprisal for reporting such concerns as outlined above.

Roles and Responsibilities

To build a culture where employees feel supported to disconnect from work, it is important to recognize that everyone has obligations, and a joint approach is required.

Posting, Notice and Retention

The Township shall provide a copy of this Policy to each employee of the Township within thirty (30) calendar days of implementation. Should any changes be made to the Policy after its implementation, the Township shall provide each employee of the Township a copy of the revised Policy within thirty (30) days of the changes being made.

The Township shall provide a copy of this Policy to all new employees upon onboarding and within thirty (30) calendar days of the employee commencing employment with the Township.

The Township shall retain a copy of this and any revised version of this Policy for three (3) years after it ceases to be in effect.

Reference Documents

[Bill 27, Working for Workers Act](#)

[Employment Standards Act, 2000, S.O. 2000, c. 41](#)



SOUTH FRONTENAC

Council HR/Payroll Action Form

Please print carefully to ensure accuracy in our payroll system

PERSONAL INFORMATION		Employee ID:
Last Name:	Mr/Ms/ Miss/Mrs	Date of Birth: / / dd/mm/ yyyy
First Name:		Social Insurance Number:
Address:		
City/Village:		Postal Code:
Municipal Email Address:		Phone No:

AUTHORIZATION

For Returning Members of Council

All information is the same as previously provided.	
_____	_____
Signature	Date

NAME OF SPOUSE

(Individual to include when spouses are invited to attend events)

--

EMERGENCY CONTACT INFORMATION

(Persons to contact in case of an emergency)

Name:	Name:
Telephone No:	Telephone No:
Relationship:	Relationship:

CANADA PENSION PLAN INFORMATION

Are you currently between the age of 65 and 70? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you wish to opt out of paying Canada Pension Plan deductions? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please complete the attached Form CPT 30 and submit a copy to Payroll (unless you have done so in a previous year). The original should be mailed to Winnipeg Tax Centre (mailing address is on the form).

For New Members of Council or Returning Members with Changes

<p><u>Request for Payment by Direct Deposit:</u> The Township of South Frontenac is hereby authorized and requested to credit payments to my account with the financial institution designated as per attachment until cancelled by me in writing.</p> <p>Please attach a sample personalized deposit slip or cheque marked "VOID". If this is not possible, your bank can provide you with a printed Direct Deposit form with your banking information.</p>	
<hr/> <p>Signature</p>	<hr/> <p>Date</p>

Read page 2 before filling out this form. Your employer or payer will use this form to determine the amount of your provincial tax deductions.

Fill out this form based on the best estimate of your circumstances.

Last name	First name and initial(s)	Date of birth (YYYY/MM/DD)	Employee number
Address	Postal code 	For non-residents only Country of permanent residence	Social insurance number

<p>1. Basic personal amount – Every person employed in Ontario and every pensioner residing in Ontario can claim this amount. If you will have more than one employer or payer at the same time in 2022, see "More than one employer or payer at the same time" on page 2.</p>	11,141
<p>2. Age amount – If you will be 65 or older on December 31, 2022, and your net income from all sources will be \$40,495 or less, enter \$5,440. If your net income for the year will be between \$40,495 and \$76,762 and you want to calculate a partial claim, get Form TD1ON-WS, Worksheet for the 2022 Ontario Personal Tax Credits Return, and fill in the appropriate section.</p>	
<p>3. Pension income amount – If you will receive regular pension payments from a pension plan or fund (excluding Canada Pension Plan, Quebec Pension Plan, Old Age Security, or Guaranteed Income Supplement payments), enter \$1,541, or your estimated annual pension income, whichever is less.</p>	
<p>4. Disability amount – If you will claim the disability amount on your income tax and benefit return by using Form T2201, Disability Tax Credit Certificate, enter \$9,001.</p>	
<p>5. Spouse or common-law partner amount – If you are supporting your spouse or common-law partner who lives with you and whose net income for the year will be \$946 or less, enter \$9,460. If their net income for the year will be between \$946 and \$10,406 and you want to calculate a partial claim, get Form TD1ON-WS and fill in the appropriate section.</p>	
<p>6. Amount for an eligible dependant – If you do not have a spouse or common-law partner and you support a dependent relative who lives with you and whose net income for the year will be \$946 or less, enter \$9,460. If their net income for the year will be between \$946 and \$10,406 and you want to calculate a partial claim, get Form TD1ON-WS and fill in the appropriate section.</p>	
<p>7. Ontario caregiver amount – You may be supporting an eligible infirm dependant aged 18 or older who is either your or your spouse's or common-law partner's:</p> <ul style="list-style-type: none"> • child or grandchild • parent, grandparent, brother, sister, aunt, uncle, niece or nephew who is resident in Canada <p>If this is your situation, get Form TD1ON-WS and fill in the appropriate section.</p>	
<p>8. Amounts transferred from your spouse or common-law partner – If your spouse or common-law partner will not use all of their age amount, pension income amount, or disability amount on their income tax and benefit return, enter the unused amount.</p>	
<p>9. Amounts transferred from a dependant – If your dependant will not use all of their disability amount on their income tax and benefit return, enter the unused amount.</p>	
<p>10. TOTAL CLAIM AMOUNT – Add lines 1 to 9. Your employer or payer will use this amount to determine the amount of your provincial tax deductions.</p>	

Filling out Form TD1ON

Fill out this form **only** if you are an employee working in Ontario or a pensioner residing in Ontario and any of the following apply:

- you have a new employer or payer and you will receive salary, wages, commissions, pensions, employment insurance benefits, or any other remuneration
- you want to change amounts you previously claimed (for example, the number of your eligible dependants has changed)
- you want to increase the amount of tax deducted at source

Sign and date it, and give it to your employer or payer.

If you do not fill out Form TD1ON, your employer or payer will deduct taxes after allowing the basic personal amount **only**.

More than one employer or payer at the same time

- If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1ON for 2022, you **cannot claim them again**. If your total income from all sources will be **more** than the personal tax credits you claimed on another Form TD1ON, **check** this box, enter "0" on line 10 and do not fill in lines 2 to 9.

Total income less than total claim amount

- Check this box if your total income for the year from **all** employers and payers will be **less** than your total claim amount on line 10. Your employer or payer will not deduct tax from your earnings.

Additional tax to be deducted

If you wish to have more tax deducted, fill in "Additional tax to be deducted" on the federal Form TD1.

Reduction in tax deductions

You can ask to have less tax deducted on your income tax and benefit return if you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a registered retirement savings plan (RRSP), child care or employment expenses, charitable donations, and tuition and education amounts carried forward from the previous year). To make this request, fill out Form T1213, Request to Reduce Tax Deductions at Source, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

Forms and publications

To get our forms and publications, go to canada.ca/cra-forms-publications or call **1-800-959-5525**.

Personal information (including the SIN) is collected for the purposes of the administration or enforcement of the Income Tax Act and related programs and activities including administering tax, benefits, audit, compliance, and collection. The information collected may be used or disclosed for purposes of other federal acts that provide for the imposition and collection of a tax or duty. It may also be disclosed to other federal, provincial, territorial, or foreign government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties, or other actions. Under the Privacy Act, individuals have a right of protection, access to and correction of their personal information, or to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 120 on Info Source at canada.ca/cra-info-source.

Certification

I certify that the information given on this form is correct and complete.

Signature _____

Date _____

It is a serious offence to make a false return.



2022 Personal Tax Credits Return

Read page 2 before filling out this form. Your employer or payer will use this form to determine the amount of your tax deductions.

Fill out this form based on the best estimate of your circumstances.

If you do not fill out this form, your tax deductions will only include the basic personal amount, estimated by your employer or payer based on the income they pay you.

Last name		First name and initial(s)		Date of birth (YYYY/MM/DD)	Employee number
Address			Postal code	For non-residents only Country of permanent residence	Social insurance number

1. Basic personal amount – Every resident of Canada can enter a basic personal amount of \$14,398. However, if your net income from all sources will be greater than \$155,625 and you enter \$14,398, you may have an amount owing on your income tax and benefit return at the end of the tax year. If your income from all sources will be greater than \$155,625, you have the option to calculate a partial claim. To do so, fill in the appropriate section of Form TD1-WS, Worksheet for the 2022 Personal Tax Credits Return, and enter the calculated amount here.

2. Canada caregiver amount for infirm children under age 18 – Either parent (but not both), may claim \$2,350 for each infirm child born in 2005 or later, that resides with both parents throughout the year. If the child does not reside with both parents throughout the year, the parent who is entitled to claim the "Amount for an eligible dependant" on Line 8 may also claim the Canada caregiver amount for that same child who is under age 18.

3. Age amount – If you will be 65 or older on December 31, 2022, and your net income for the year from all sources will be \$39,826 or less, enter \$7,898. If your net income for the year will be between \$39,826 and \$92,480 and you want to calculate a partial claim, get Form TD1-WS, Worksheet for the 2022 Personal Tax Credits Return, and fill in the appropriate section.

4. Pension income amount – If you will receive regular pension payments from a pension plan or fund (excluding Canada Pension Plan, Quebec Pension Plan, Old Age Security, or Guaranteed Income Supplement payments), enter \$2,000 or your estimated annual pension income, whichever is less.

5. Tuition (full time and part time) – If you are a student enrolled at a university or college, or an educational institution certified by Employment and Social Development Canada, and you will pay more than \$100 per institution in tuition fees, fill in this section. If you are enrolled full time or part time, enter the total of the tuition fees you will pay.

6. Disability amount – If you will claim the disability amount on your income tax and benefit return by using Form T2201, Disability Tax Credit Certificate, enter \$8,870.

7. Spouse or common-law partner amount – If you are supporting your spouse or common-law partner who lives with you and whose net income for the year will be less than Line 1 (Line 1 plus \$2,350 if they are **infirm**), enter the difference between this amount and their estimated net income for the year. If their net income for the year will be Line 1 or more (Line 1 plus \$2,350 if they are **infirm**), you cannot claim this amount. In all cases, if their net income for the year will be \$25,195 or less **and** they are **infirm**, go to Line 9.

8. Amount for an eligible dependant – If you do not have a spouse or common-law partner and you support a dependent relative who lives with you and whose net income for the year will be less than Line 1 (Line 1 plus \$2,350 if they are **infirm** and you **cannot claim the Canada caregiver amount for children under age 18 for this dependant**), enter the difference between this amount and their estimated net income. If their net income for the year will be Line 1 or more (Line 1 plus \$2,350 or more if they are **infirm**), you cannot claim this amount. In all cases, if their net income for the year will be \$25,195 or less **and** they are **infirm and are age 18 or older**, go to Line 9.

9. Canada caregiver amount for eligible dependant or spouse or common-law partner – If, at any time in the year, you support an **infirm** eligible dependant (aged 18 or older) or an **infirm** spouse or common-law partner whose net income for the year will be \$25,195 or less, get Form TD1-WS and fill in the appropriate section.

10. Canada caregiver amount for dependant(s) age 18 or older – If, at any time in the year, you support an **infirm** dependant age 18 or older (**other than the spouse or common-law partner or eligible dependant you claimed an amount for on Line 9, or could have claimed an amount for if their net income were under \$16,748**) whose net income for the year will be \$17,670 or less, enter \$7,525. If their net income for the year will be between \$17,670 and \$25,195 and you want to calculate a partial claim, get Form TD1-WS and fill in the appropriate section. You can claim this amount for more than one infirm dependant age 18 or older. If you are sharing this amount with another caregiver who supports the same dependant, get the Form TD1-WS and fill in the appropriate section.

11. Amounts transferred from your spouse or common-law partner – If your spouse or common-law partner will not use all of their age amount, pension income amount, tuition amount, or disability amount on their income tax and benefit return, enter the unused amount.

12. Amounts transferred from a dependant – If your dependant will not use all of their **disability amount** on their income tax and benefit return, enter the unused amount. If your or your spouse's or common-law partner's dependent child or grandchild will not use all of their **tuition amount** on their income tax and benefit return, enter the unused amount.

13. TOTAL CLAIM AMOUNT – Add Lines 1 to 12.
Your employer or payer will use this amount to determine the amount of your tax deductions.

Filling out Form TD1

Fill out this form **only** if any of the following apply:

- you have a new employer or payer and you will receive salary, wages, commissions, pensions, employment insurance benefits, or any other remuneration
- you want to change amounts you previously claimed (for example, the number of your eligible dependants has changed)
- you want to claim the deduction for living in a prescribed zone
- you want to increase the amount of tax deducted at source

Sign and date it, and give it to your employer or payer.

If you do not fill out this form, your tax deductions will only include the basic personal amount, estimated by your employer or payer based on the income they pay you.

More than one employer or payer at the same time

- If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1 for 2022, you **cannot claim them again**. If your total income from all sources will be **more** than the personal tax credits you claimed on another Form TD1, **check** this box, enter "0" on Line 13 and do not fill in Lines 2 to 12.

Total income less than total claim amount

- Check this box if your total income for the year from **all** employers and payers will be **less** than your total claim amount on Line 13. Your employer or payer will not deduct tax from your earnings.

Non-residents (Only fill in if you are a non-resident of Canada.)

As a non-resident of Canada, will 90% or more of your world income be included in determining your taxable income earned in Canada in 2022?

- Yes (Fill out the previous page.)
- No (Enter "0" on Line 13, and do not fill in Lines 2 to 12 as you are not entitled to the personal tax credits.)

If you are unsure of your residency status, call the international tax and non-resident enquiries line at **1-800-959-8281**.

Provincial or territorial personal tax credits return

If your claim amount on Line 13 is more than \$14,398, you also have to fill out a provincial or territorial TD1 form. If you are an employee, use the Form TD1 for your province or territory of employment. If you are a pensioner, use the Form TD1 for your province or territory of residence. Your employer or payer will use both this federal form and your most recent provincial or territorial Form TD1 to determine the amount of your tax deductions.

If you are claiming the basic personal amount **only**, your employer or payer will deduct provincial or territorial taxes after allowing the provincial or territorial basic personal amount.

Note: If you are a Saskatchewan resident supporting children under 18 at any time during 2022, you may be able to claim the child amount on Form TD1SK, 2022 Saskatchewan Personal Tax Credits Return. Therefore, you may want to fill out Form TD1SK even if you are **only** claiming the basic personal amount on this form.

Deduction for living in a prescribed zone

If you live in the Northwest Territories, Nunavut, Yukon, or another prescribed **northern** zone for more than six months in a row beginning or ending in 2022, you can claim any of the following:

- \$11.00 for each day that you live in the prescribed northern zone
- \$22.00 for each day that you live in the prescribed northern zone if, during that time, you live in a dwelling that you maintain, and you are the only person living in that dwelling who is claiming this deduction

\$

Employees living in a prescribed **intermediate** zone can claim 50% of the total of the above amounts.

For more information, go to canada.ca/taxes-northern-residents.

Additional tax to be deducted

You may want to have more tax deducted from each payment, especially if you receive other income, including non-employment income such as CPP or QPP benefits, or old age security pension. By doing this, you may not have to pay as much tax when you file your income tax and benefit return. To choose this option, state the amount of additional tax you want to have deducted from each payment. To change this deduction later, fill out a new Form TD1.

\$

Reduction in tax deductions

You can ask to have less tax deducted on your income tax and benefit return if you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a registered retirement savings plan (RRSP), child care or employment expenses, charitable donations, and tuition and education amounts carried forward from the previous year). To make this request, fill out Form T1213, Request to Reduce Tax Deductions at Source, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

Forms and publications

To get our forms and publications, go to canada.ca/cra-forms-publications or call **1-800-959-5525**.

Personal information (including the SIN) is collected for the purposes of the administration or enforcement of the Income Tax Act and related programs and activities including administering tax, benefits, audit, compliance, and collection. The information collected may be used or disclosed for purposes of other federal acts that provide for the imposition and collection of a tax or duty. It may also be disclosed to other federal, provincial, territorial, or foreign government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties, or other actions. Under the Privacy Act, individuals have a right of protection, access to and correction of their personal information, or to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 120 on Info Source at canada.ca/cra-info-source.

Certification

I certify that the information given on this form is correct and complete.

Signature _____

Date _____

It is a serious offence to make a false return.



Election to Stop Contributing to the Canada Pension Plan, or Revocation of a Prior Election

Use this form if you are an employee who is at least 65 years of age, but under 70, you are receiving a Canada Pension Plan (CPP) or Quebec Pension Plan (QPP) retirement pension, and one of the following applies:

- you are making or will be required to make CPP contributions and you do not want to contribute
- you stopped making CPP contributions in a previous year and you want to restart

Do not use this form if one of the following applies:

- if your income is **only** from self-employment earnings. For more information, see Schedule 8, Canada Pension Plan contributions and overpayment, or Form RC381, Inter-Provincial Calculation for CPP and QPP Contributions and Overpayments.
- you only contribute to the Quebec Pension Plan. For more information, visit revenuquebec.ca/en.

Go to page 2 for instructions on how to fill out this form and get other helpful information.

Part A – Identification					
First name and initials	Last name	Social insurance number (SIN)			
Mailing address: apartment number – street number and name					
City	Province or territory	Postal code	Date of birth	Year	Month Day

Part B – Eligibility	
<p>1. Are you an employee who is at least 65 years of age, but under 70? If you answered yes, the earliest day you are eligible to sign and date this election is the day after you turned 65.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>2. Are you receiving a CPP or QPP retirement pension? If you answered yes to questions 1 and 2, go to question 3 below. If you answered no to either question, you cannot fill out this form at this time.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>3. Earlier in this calendar year, did you elect to stop making CPP contributions or revoke an election so you can restart making CPP contributions? If you answered yes to question 3, you cannot fill out this form until next year. If you answered no to question 3, fill in Part C to stop making CPP contributions or Part D to restart making CPP contributions, whichever applies.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part C – Election and certification	
<p>If you fill out this part, do not fill out Part D. You cannot backdate this election.</p> <p>I want to stop making CPP contributions. I certify that the information given on this election is correct and complete.</p>	
_____ Signature of employee	Date _____ Year Month Day

Part D – Revocation and certification	
<p>If you fill out this part, do not fill out Part C. You cannot backdate this revocation.</p> <p>I want to restart making CPP contributions. I certify that the information given on this revocation is correct and complete.</p>	
_____ Signature of employee	Date _____ Year Month Day

Personal information (including the SIN) is collected for the purposes of the administration or enforcement of the Income Tax Act and related programs and activities including administering tax, benefits, audit, compliance, and collection. The information collected may be used or disclosed for purposes of other federal acts that provide for the imposition and collection of a tax or duty. It may also be disclosed to other federal, provincial, territorial, or foreign government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties, or other actions. Under the Privacy Act, individuals have a right of protection, access to and correction of their personal information, or to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 070 on Info Source at canada.ca/cra-information-about-programs.

Who should fill out this form

Fill out this form if you are an employee who is at least 65 years of age, but under 70, you are receiving a Canada Pension Plan (CPP) or Quebec Pension Plan (QPP) retirement pension, and you are making CPP contributions and want to stop.

You can also fill out this form if you stopped making CPP contributions in a previous year and you want to restart.

What income is covered by this election

The election you made will apply to all of your income from pensionable employment, including self-employment earnings. Do **not** use this form if your income is only from self-employment earnings. See Schedule 8, Canada Pension Plan contributions and overpayment, or Form RC381, Inter-Provincial Calculation for CPP and QPP Contributions and Overpayments.

How often can you fill out a CPT30 form

You can fill out this form only once in a calendar year.

Example

You elected to stop making CPP contributions in June 2021 and gave a copy of this completed Form CPT30 to your employer at that time. You have to wait until at least January 2022 to file a new form to restart your CPP contributions.

If you previously filled out this form, go to Part B to see if you are eligible to fill out a new one.

If you change jobs, do not fill out a new form. The election you made on your original form is still valid, so simply give a copy of your form to your new employer.

If you already sent us your original form and you need a copy of it, write to us at the address below.

Where do you send the form

You are responsible for sending the **original** completed Form CPT30 to:

Winnipeg Tax Centre
Box 14000
Winnipeg MB
R3C 3M2

However, if you agree to have your employer send the original to the Canada Revenue Agency (CRA), it will be accepted.

You will need to provide a copy to each of your employers.

What if you need help

For more information about electing to stop contributing to the CPP, revoking the previous election, or using this form, call **1-800-959-8281**.

Stopping CPP contributions

How do you stop making CPP contributions

First, fill in Part A and Part B, and, if you are eligible, Part C of this form. Do not complete Part D.

You must wait until the **day after** you turn 65 before you sign and date the completed form. When you fill out this form for the first time, the date you enter must be the date you give a copy of the form to your employer.

Give each of your employers:

- a copy of the completed form that you sent to CRA
- a proof of age
- a proof that you are receiving a CPP or QPP retirement pension

Send the completed form to the Winnipeg Tax Centre at the address on this page.

Keep a copy of the form for your records.

Your election is effective on the first day of the month after the date you give a copy of this form to your employer. Your employer should stop deducting CPP contributions on the first pay in the month following the month you have given them a copy of this election form. Your employer may adjust your CPP contributions if you did not pay the proper amount before the effective date of this election.

How long does your election last

Your election will stay in effect until you revoke it or until you turn 70. You will not have to make CPP contributions unless you elect to restart making them in a later year.

Restarting CPP contributions

How do you restart making CPP contributions

Fill out Part A and Part B, and, if you are eligible, Part D of this form. Do not complete Part C.

Promptly give a copy of the form to your employer. If you are working or will work for more than one employer, give **each** employer a copy of this completed form.

Send the completed form to the Winnipeg Tax Centre at the address on this page.

Keep a copy of the form for your records.

When is your revocation effective

Once you revoke the election, you will restart making CPP contributions on the first day of the month after the date you give a copy of this form to your employer. Your employer will start deducting CPP contributions from the first pay dated in the month after the month you signed and dated Part D of this form, as long as you give them enough notice. Your employer may adjust your CPP contributions if you did not pay the proper amount after the effective date of this revocation.

If you filed your revocation with one employer, but delayed giving a copy to your other employers, your other employers will only start deducting CPP contributions from the first pay dated in the month after the month they receive the copy of your form. In such a situation, you can elect to pay the employer's share and your share of CPP contributions. To do this, fill out Form CPT20, Election to Pay Canada Pension Plan Contributions, and send it with your income tax and benefit return or send the completed Form CPT20 separately to your tax centre.

How long does your revocation last

It will stay in effect until you elect to stop making CPP contributions in a later year.

You will have to make CPP contributions until one of these situations occurs:

- you file the election form to stop contributing to the CPP, in a later year
- you stop working
- you reach 70 years of age

For more information go to canada.ca/taxes-cpp-starting-stopping.



Terms of Reference

Purpose

To organize and promote social functions for all staff and Council members in an effort to enhance employee wellness, encourage interdepartmental interaction, and establish a positive and supportive workplace atmosphere.

Objectives

To organize social events that appeal to staff and Council as a whole. Annual functions may include quarterly events and a year-end celebration (Christmas).

Committee Funding

- The Social Events Committee is primarily funded through employee and councillor payroll deductions.
- Fifty percent (50%) of the payroll deduction for “social events” will be apportioned to a general fund used for event expenses, with the remaining fifty percent (50%) being applied to the individual member of the Social Events Committee for individual use at planned events (i.e., towards the cost of the member’s Christmas Party ticket).
- If employees so choose, they may sign a written agreement to have the set amount deducted from their pay cheque(s) to support the Committee.
- For committee members who leave the employment of South Frontenac, a reconciliation will take into account contributions less activities attended for the current year to provide funds remaining to be reimbursed.

Responsibilities

1. To draft an annual work plan outlining proposed dates for events, as well as event type.
2. To submit a financial summary (including all income and expenses to the Treasurer within 30 calendar days of any social event).
3. To submit a financial summary of all income and expenses to the membership within 90 calendar days of any social event.
4. To promote the Social Events Committee with all new employees and Council members as part of the onboarding processes conducted by the Human Resources/ Legislative Compliance Officer.
5. Evaluate outcomes, accomplishments and progress to ensure events are inline with available funds and member interests (to be reviewed at the January meeting each year – see *Meetings* section).

6. The committee is responsible for maintaining a positive and respectful working relationship with all staff and Council members.
7. A copy of the meeting minutes and attendance will be available to Committee members and those funding the committee events.
8. The committee will review the Term of Reference at least once per calendar year, and will submit proposed changes to membership for comments.

Members & Terms of Office

1. The committee is to consist of at least five (5) members (ideally comprised of at least one representative from each department).
2. Committee positions will be determined amongst the Committee on an annual basis, or as vacancies occur.
3. The term of office for the role of Committee Chair and Secretary-Treasurer will be for the period of one (1) year, or to the end of the current calendar year, whichever occurs first.
4. Those members who contribute by "payroll" deduction for membership will have discounted fees associated with planned events. Attendees of events who do not contribute through monthly payroll deductions will be subject to paying their share of the event fee, as determined by the Committee (this fee will be based on cost recovery only).
5. Each quarter, contributing members with a birthday in the current quarter will be entered into a draw for a \$25.00 gift certificate to a local business of their choosing.
6. Wherever possible, the Committee will utilize goods and services from local businesses within South Frontenac.
7. Members joining less than four (4) months prior to major events organized by the Committee may be subject to full payment of expenses associated with said event (i.e. end of year party).

Meetings

The initial meeting of the Committee, to be held in January, shall:

- Elect committee positions – Chair and Secretary-Treasurer
- Review the Committee Terms of Reference
- Evaluate past years' events and outcomes
- Review the work plan/events and associated costs for the upcoming year
- Provide a membership update/call for new members via email or paystub insert

Committee meetings will be held at the discretion of the Committee, with a minimum of 4 meetings per year, including the initial meeting in January.



**SOUTH
FRONTENAC**

**Social Events
Committee**

Payroll Deduction Form

Welcome to South Frontenac!

As a new employee with the Township, you have the opportunity to take part in South Frontenac’s Social Events Committee!

The Social Events Committee follows the Terms of Reference (attached) with the objective of organizing events that appeal to staff and Council members in a social setting. It is not intended that any events planned are funded through tax dollars and therefore a payroll deduction from bi-weekly or monthly payroll provides funding for planned events.

While COVID created some challenges in the past, the Committee aims to put on events for employees such as: quarterly birthday draws, family skate days, fundraiser yard sales, Earth Day cleanups, summer BBQ’s, bowling, holiday parties, and more! Additionally, we look to promote and utilize local South Frontenac goods and services wherever possible.

These events are open to all South Frontenac staff and Council members, and those who choose to contribute through a payroll deduction will be able to participate in events free of charge, unless otherwise stipulated (i.e. holiday parties often require a ticket purchase, but at a reduced cost for those who contribute to the fund).

If you are interested in becoming part of the Committee or have further questions, please contact Amanda Pantrey at apantrey@southfrontenac.net or 613-376-3027 ext. 4447.

I, _____ authorize the Payroll Department of the Township of South Frontenac to deduct \$5.50 per pay from my monthly pay towards the funding of events organized by the Social Events Committee in accordance with the terms of reference attached. This deduction will be processed within 30 days of signing this document.

Signature

Date

Copy to Payroll

Date:

Copy to Committee

Date: _____

South Frontenac Clothing Order Form - Fall 2022

Please enter the quantity of each item you would like to order in each column.

Employee Name: _____

Department/Garage: _____

All prices below include tax.	sm	med	lg	xl	2xl	3xl	4xl
Hoodie with White Logo – \$45.00 each							
Grey							
Blue							
Maroon							
Black							
Hoodie with Colour Logo – \$55.00 each							
Blue							
Black							
T-Shirt with small logo – \$17.00 each							
Heather Royal blue							
Heather Grey							
Heather Maroon (not available in small)	N/A						
Heather Green							
T-Shirt with large logo – \$17.00 each							
Heather Royal blue							
Heather Grey							
Heather Maroon (not available in small)	N/A						
Heather Green							
Golf shirt with colour logo – \$45 each							
Navy							
Grey							
Balmy softshell jacket-men's sizing only – \$58							
Mens Jacket						N/A	N/A
Toques - \$9 each							
Black - one size fits all							
Baseball cap – \$20 each							
Black - one size fits all							

Total Items Ordered : _____

Total Cost: _____

Method of Payment: Select Below

I would like the above amount deducted from my pay (we will advise you in advance which pay):

OR

I have attached a cheque made out to the the Township of South Frontenac for the above amount:

Signature

Please return this form to Laurie at the George St. Office or Bonnie at the Keeley Rd Office by Tuesday, September 13, 2022

South Frontenac Clothing for Sale Fall 2022

Hoodies

Hoodies with white logo available in grey, blue, maroon and black, unisex sizes S-4XL



\$45

Soft Shell Lightweight Jacket in Black

Men's sizing only, S-2X



\$58

T-Shirts

T-shirts available in two styles, small logo or full logo in heather blue, grey, maroon and green, unisex sizes S-4XL



\$17

Hoodie with colour logo

Blue and black, Unisex sizes S-4XL

\$55

Toques

Black only



\$9

Ballcaps

Lightweight polylinen
—black only



\$20

Golf Shirts

Available in navy or grey men's sizes S-4XL



\$45

Extract from Council Report

Appendix A – Special Meetings/Conference/Mileage

The Honorarium received by Councillors compensates them for attending and travelling to all regular Council meetings.

Special Meetings:

Special meetings are compensated at \$50 per meeting; all day meetings are \$150. Under resolution 2007-04-12 along with clarification from October 5th, 2011, a special meeting of Council is defined as follows:

1. A meeting of Council other than a regularly scheduled meeting of Council.
2. A meeting of a regular or ad hoc committee of Council
3. A meeting of Councillor's to discuss district or area related issues The CAO should be aware of these meetings in advance, there should be minutes or as a minimum the items discussed should be reported back to Council
4. A workshop, seminar or conference designed to provide information on municipal issues to elected officials (usually a one day event)
5. A meeting of an agency (Health Unit, Conservation Authority, etc) where Councillors are specifically invited to attend.
6. A meeting where specific direction to attend is provided by Council or the Mayor
7. Joint County/Township Council meetings

The following shall not constitute a Special Meeting:

1. The meeting of a single Councillor with a single taxpayer
2. A social event such as an anniversary, a dedication or birthday. Unless directed by the Mayor to attend.
3. A fundraising event
4. A meeting immediately preceding or following a Special Meeting. Two committee meetings such as Library and Water, back to back constitutes 2 meeting charges. A meeting immediately preceding a Council or COW the meeting is not a separate meeting.

Conferences:

Full day conferences outside of the Township are on a \$250 per diem basis. Further as per resolution No. 2008-11-05, attending conferences where full and part days are involved for attendance at a conference is compensated for full days when even part days are required for attendance at the conference. For example, a conference that involves three nights constitutes four days to acknowledge travel time.

Mileage:

Eligible Mileage Charges:

1. In advance of a Committee of the Whole (COW) meeting
2. For Special Meetings (but not regular Council Meetings) Such as COW, water, library etc.
3. For Committee of Adjustment/Land Division (Site Meetings & Committee Meetings)

Other examples:

- Presenting anniversary/birthday certificates on behalf of the mayor. When directed by Mayor, attracts meeting and mileage
- Tree lighting ceremonies / Santa Clause parades. No meeting, no mileage
- A site meeting for a land purchase if all invited to view then yes to meeting charge
- Attending a conference but leaving immediately due to illness, does this attract the full day per diem? When you leave you stop collecting the per diem
- A local conference that ends at 1:00 is that a half or full day per diem? Full day
- Arriving for a canceled or rescheduled meeting. No meeting charge if notice had been sent, may claim mileage
- Bus tour of facilities. Meeting charge
- What constitutes outside the Township. In the context of the OEMC in Kingston this is still considered local.
- If a Councilor is requested to attend a meeting of an organized group, then this does constitute a meeting provided the Councilor reports back to Council on the items discussed.



ROMA 2023: Breaking New Ground

Sunday, January 22 - Tuesday, January 24

Sheraton Centre Hotel - 123 Queen Street West, Toronto

The 2023 ROMA Annual General Meeting and Conference is back live and in person for the first time in 2 years. Gather in downtown Toronto with over 1,000 municipal colleagues, provincial and federal elected officials and senior staff for this much anticipated event. The 2023 Conference will have all of the critical rural municipal issues front and centre for you to engage, learn, network and bring innovative solutions to your community.

The 2023 Conference also brings delegation meetings with provincial ministers back to you in-person. As well, the Ministers' Forum and addresses by provincial leaders will give you insight into the coming year and what your municipality can anticipate.

The ROMA Board is looking forward to meeting with you again in-person.

CONTACT

ROMA Conference Coordinator - Victoria Van Veen

events@roma.on.ca

T 416.971.9856 x315

About ROMA

The Rural Ontario Municipal Association (ROMA) is the rural voice of the Association of Municipalities of Ontario (AMO). The Association is an integral part of AMO and a number of its Executive Members serve on the AMO Board of Directors. Policy, research and advocacy activities are undertaken by ROMA through AMO. ROMA represents rural communities through its policy and advocacy and recently includes resources such as:

- Opportunities for Rural Ontario in a Post-Covid World - An Action Plan
- Attainable Housing Task Force Report
- Supports for elected officials on broad band decision making and implementation
- Policy and advocacy on a range of issues impacting rural communities
- Support for federal fairness to Ontario

ROMA is committed to promoting, supporting and enhancing strong and effective rural governments and socially and economically sustainable rural communities, today and into the future. Leadership is provided by the Chair and the Executive Committee. The Executive Committee meets approximately eight times a year at the AMO offices in Toronto.

Rural communities and the people who live within them are the core drivers of ROMA's advocacy work. This is supported by ROMA's commitment to:

- Rural municipal government, the value and unique qualities of rural communities, and the diversity of interests within rural municipalities
- The autonomy of rural municipalities
- Fairness and equity for rural municipalities
- Consultation and cooperation with member municipalities

The ROMA Executive undertakes a range of activities on behalf of its membership:

- Develops policy positions and reports on issues having an impact on, and of interest to rural municipalities in particular
- Represents and expresses the rural municipal viewpoint within AMO and to other levels of government and authorities
- Represents the rural municipalities in intergovernmental discussions and negotiations
- Informs rural municipal governments, the media and the public on municipal issues.

NOTE: *Every attempt has been made to make ROMA Annual Report accessible. Financial statements are provided by a third party and are not AODA compliant. If you require a fully accessible document please contact ROMA at roma@roma.on.ca or 416.971.9856.*



**SOUTH
FRONTENAC**

Roles & 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 6.



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.
- Let the Clerk or Deputy 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 Closed Session also referred to as In-Camera.



As a Member of Council – Keep in mind

- What happens in CLOSED SESSION stays in CLOSED SESSION 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 session meeting/in camera meeting)
- Department heads/Directors 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 & 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.



The Municipal Act states that 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.





**SOUTH
FRONTENAC**

Code of Conduct



- The Modernizing Ontario's Municipal Legislation Act 2017 (Bill 68) required all municipalities to establish Codes of Conduct for members of Council and local boards and to appoint Integrity Commissioners.
- [By-law 2019-12](#) - The Council Code of Conduct and complaint protocol has been in effect since March 1, 2019. [John Mascarin](#), from Aird Berlis is appointed as the Integrity Commissioner and he has been given delegated authority from Council to impose penalties under the Code of Conduct.
- Any individual who identifies or witnesses behaviour or activity by a Member that they believe contravenes the Code of Conduct may seek to address the prohibited behaviour or activity themselves in the following manner by reviewing and completing the complaint procedure. An affidavit must be completed for the purpose of requesting that a matter be reviewed and/or investigated by the Township of South Frontenac's Integrity Commissioner and for other improper purpose.



<https://www.southfrontenac.net/en/town-hall/code-of-conduct.aspx>



Joint training with all the Frontenacs will be scheduled in January 2023 with John Mascarin, Integrity Commissioner to discuss the Code of Conduct. This will be a virtual meeting, details to follow.

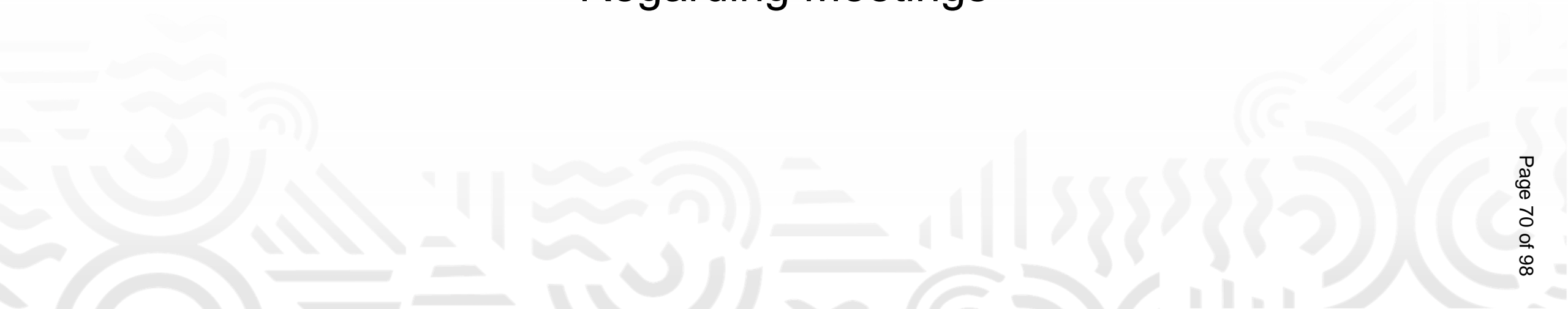




**SOUTH
FRONTENAC**

Municipal Act, Section 239

Regarding Meetings



Meetings open to the public

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



Municipal Act, Section 239.2 - Exceptions

- (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.



Municipal Act, Section 239.2 - Exceptions

- (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.



Municipal Act, Section 239.2 - Exceptions

- (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.



Closed Meetings – Municipal Act - Section 239.3

- **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.



Closed Meetings – Municipal Act - Section 239.3

- **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).

Closed Meetings – Municipal Act - Section 239.3 – Resolution

- **Resolution**
- (4) Before holding a meeting or part of a meeting that is to be closed to the public, a municipality or local board or committee of either of them shall state by resolution,
 - (a) the fact of the holding of the closed meeting and the general nature of the matter to be considered at the closed meeting; or
 - (b) in the case of a meeting under subsection (3.1), the fact of the holding of the closed meeting, the general nature of its subject-matter and that it is to be closed under that subsection. 2001, c. 25, s. 239 (4); 2006, c. 32, Sched. A, s. 103 (2).



**SOUTH
FRONTENAC**

Municipal Freedom of Information and Protection of Privacy Act



What is MFIPPA?

- The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) provide individuals with a right of access to certain records and personal information under the custody or control of institutions covered by the Acts. The purposes of the MFIPPA is as follows:
- to provide a right of access to information under the control of institutions in accordance with the principles that,
 - information should be available to the public,
 - necessary exemptions from the right of access should be limited and specific,
 - decisions on the disclosure of information should be reviewed independently of the institution controlling the information; and
- to protect the privacy of individuals with respect to personal information about themselves held by institutions and to provide individuals with a right of access to that information.

MFIPPA: Access and Privacy

To allow the public
to access Township
records

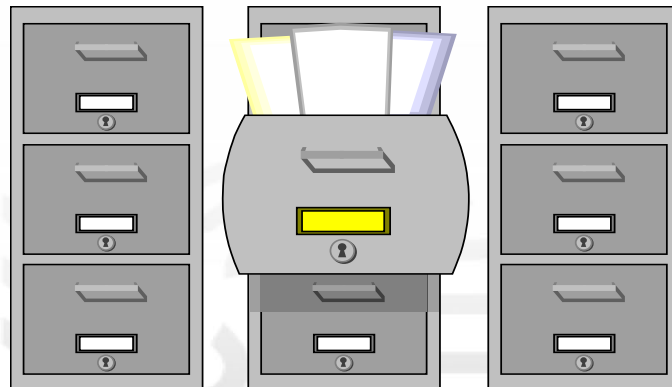
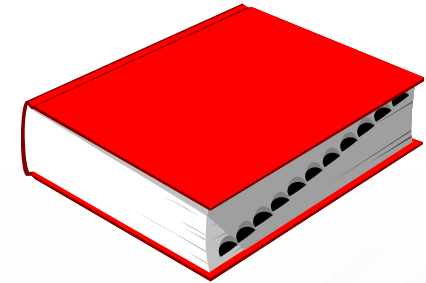
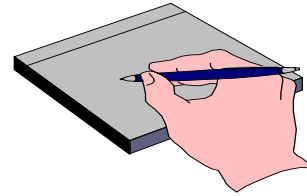
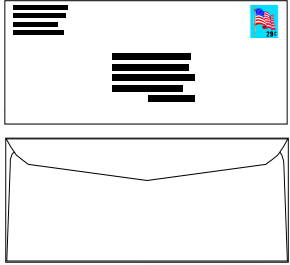


To protect the
privacy of
individuals



What is a Record?

- A “RECORD” is any piece of recorded information, however recorded.



MFIPPA Request Process

- The Township has 30 calendar days to respond to a request
- Responsive records are gathered from respective departments
- Records are reviewed and exemptions applied
- Decision letter sent to requester



MFIPPA Fees

- \$5 Application Fee
- \$25/hour for searching and preparing a record for disclosure



Councillors and MFIPPA

- Councillors do not have a special right to access information.
- If you are seeking access to records, direct your request through the Clerk's Department, who will work with you to decide if a formal MFIPPA request is required.



Your Own Records?...

- Your Records related to your responsibilities as a member of Council may be subject to the MFIPPA disclosure requirements.



Council Correspondence

- Emails sent by Councillors regarding Council matters are considered “records” and therefore may be subject to the MFIPPA disclosure requirements.
- Today’s emails could be tomorrow’s headlines!



Notice of Collection

“All personal information you submit (including but not limited to, your name, your address, your e-mail address, your phone number, your opinions and views, etc.) may form part of meeting agendas and minutes, and therefore will be made available to members of the public at the meetings, through requests, and through the website of the Corporation of the Township of South Frontenac.”



MFIPPA

- Link to the Act - <https://www.ontario.ca/laws/statute/90m56>





**SOUTH
FRONTENAC**

Scheduled Meetings...

Procedural By-law 2017-76

<https://www.southfrontenac.net/en/town-hall/resources/By-law-2017-76---Procedural-By-law.pdf>

- Council meetings are held the 1st and 3rd Tuesday of each month (except for July and August)
- Committee of the Whole meetings are held the 2nd Tuesday of each month
- Meeting start at 7:00 pm and are recorded and streamed to Facebook Live
- Currently we don't use a camera (only audio = microphones), but this will change in 2023!
- Please advise the Clerk or Deputy Clerk if you are not able to attend

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



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.



Other items to consider

- a) **DRESS CODE** - Each member of Council is personally accountable for presenting themselves in a professional manner at all Council meeting.
- b) Limited spacing in Council Chambers – it is proposed that once new Council furniture is in place and we know what seating space is available for the public, we will require registration for “in-person” attendance and continue with using the Zoom platform whereby residents can join virtually.
- 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) **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.





TOWNSHIP OF SOUTH FRONTENAC
Council Meeting Agenda
Meeting # ____



TIME: 7:00 PM,
 DATE: Tuesday, _____, 2022
 PLACE: Virtual/Council Chambers

NOTE: Council, Committee of the Whole and Committee of adjustment meetings are livestreamed to the Township’s Facebook page. The Clerk or Deputy Clerk provide ‘cues’ when the livestream starts and initiates the “recording” of the meeting through the Zoom platform.

1. Call to Order and Roll Call

- a) Resolution – To call the current meeting to order and at what time.

The Clerk or Deputy Clerk will conduct the roll call with each member in attendance responding to include whether they are joining virtually or are present in Council Chambers.

2. Declaration of pecuniary interest and the general nature thereof

If any item on the agenda results in a pecuniary interest to a member of Council, they are required to state this at this time using a form provided by the Clerk’s office.

3. Approval of Agenda

- a) Resolution – requests approval of the agenda as it has been presented.

4. Scheduled Closed Session

Council has typically left the closed session portion to later in the agenda so that the public can remain connected virtually or stay in the Chambers to hear most of the agenda items.

5. Delegations

- a) Typically, a delegation is given 10 minutes unless the delegation is present at the request of Council (auditors/Utilities Kingston etc.)

6. Public Meeting

- a) Resolution - Call public meeting to order # - #

A statement is also provided by the clerk to the public outlining the requirements and guidelines to appeal a decision made by Council with respect to planning matters.

- b) Notice of Collection – this provides clarity to those individuals who submit comments on an application circulated to them and clarifies that the information is only collected for the purposes of the file and is subject to regulations set out in the Municipal Information and Protection of Privacy Act (MFIPPA)

- c) Public Meeting - Zoning By-law Amendment Application - PL-ZBA-2023-00** # - #

Members of the public are prompted to provide input on their support/objection to planning proposals. The Chair can encourage the public to stick within a time frame especially when there is

overwhelming opposition to an application – Council doesn't need to hear the same concerns expressed from several people and the public is encouraged to only share new concerns or comments when they take their turn.

Council members are also given an opportunity to provide their comments on applications (usually before it is opened for public input)

d) Resolution - Close Public Meeting

7. Approval of Minutes

a) Resolution (previous Council and Committee of the Whole meetings – typically listed separately for each meeting) # - #

8. Business Arising from the Minutes

Typically, as a result of the minutes approved above or a notice of motion

9. Reports Requiring Action

a) A staff recommendation is included in these reports that is duplicated as the resolution # - #

10. Committee Meeting Minutes

Minutes of the various committees are included in Council Agendas for council's information. A resolution is included to "receive" these minutes

11. By-laws

a) By-law # and description is provided along with a report about the property or matter in question and may include maps, copies of studies, agency comments etc. There are two resolutions for each by-law, one giving the by-law first and second reading and the second resolution authorizing third reading and passage of the by-law. # - #

12. Reports for Information

a) These reports are typically quarterly reports on statistics, or updates on tenders and RFP's that are within staff's delegated authority and meet the criteria set out within the Procurement By-law. # - #

13. Information Items

This section of the agenda includes items received by the CAO or Clerk that are considered important to be shared with Council. This could include requests from other municipalities to support a resolution, correspondence from other agencies or authorities that do not require any action from Council.

14. Notice of Motions

This section of the agenda allows for a member of Council to file a notice of motion to move a particular item forward. This could be something that was included in the Information Items section above or something entirely different.

15. Announcements/Statements by Councillors

This is an opportunity for Council to announce a community event or issue a statement about an event or issue. It is NOT meant to be an opportunity for council to ask staff about a project or comment on any ongoing issue within the organization. If a Council member has a question about anything, you are

strongly encouraged to reach out to staff directly. It is not intended to publicly criticize or comment on ongoing municipal matters that might be of concern.

16. Question of Clarity (from the public on outcome of agenda items)

This was added to the procedural by-law several years ago as otherwise there is no opportunity for a member of the public to get clarity on a decision of council or the direction given to any matter. It is NOT an opportunity for the public to discuss something that is not part of the current agenda.

17. Closed Session (if requested)

This allows Council some flexibility to move into a Closed Session especially if something arises during the meeting that should be discussed in-camera.

18. Confirmatory By-law

The confirmatory by-law is passed at the conclusion of Council meetings, confirming the actions of Council taken at that meeting and any previous meetings which did not have a confirmatory by-law, in respect of each resolution and other actions taken, so that every decision of Council at that meeting shall have the same force and effect as if each and every one of them had been the subject-matter of a separately enacted by-law.

- a) By-law # is assigned and includes two resolutions, first and second reading, third reading, signed and sealed. # - #

19. Adjournment

- a) Resolution

The time that the meeting is adjourned is included in this resolution.

Natural, Vibrant and Growing - A Progressive Rural Leader



Key Dates

Meeting Dates	Activity
November 9 5 PM, Verona	Joint Council Orientation <ul style="list-style-type: none"> ○ Joint and Several Liability – Intact Public Entities ○ Financial Review – KMPG ○ Legal Issues for Council, Employment & Labour Law, Planning Act, Conflict of Interest – Cunningham Swan ○ Conservation Authorities Presentation
November 15 7 PM	Inaugural Council Meeting <ul style="list-style-type: none"> ○ Photographer for group and headshots ○ Declaration of Office & goals for term
November 22 5:30 PM	Council Orientation <ul style="list-style-type: none"> ○ SF History and demographics ○ Strategic Plan ○ Coat of Arms and Branding ○ Committee Structure and Appointment ○ Departmental Presentations
December 6 7 PM	First Official Council Meeting <ul style="list-style-type: none"> ○ County Council Appointment ○ Deputy Mayor Appointment ○ Committee By-law ○ Proposed 2023 Budget Schedule
December 7 5 PM, Verona	Joint Council Orientation <ul style="list-style-type: none"> ○ Workplace Violence & Harassment Training ○ Social Media Training ○ Accessibility for Persons with Disabilities Act