



RULES OF PROCEDURE

November 2011

**RULES OF PROCEDURE
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THE CORPORATION OF THE COUNTY OF LENNOX AND ADDINGTON
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The Rules of Procedure for the Council of the Corporation of the County of Lennox and Addington have been authorized by the following by-laws:

By-law Number	Date Passed
2281/88	November 23, 1988
Amended by	
By-laws:	
2324/89	November 22, 1989
2365/90	November 28, 1990
2425/91	November 27, 1991
2450/92	April 22, 1992
2471/92	December 9, 1992
2491/93	April 28, 1993
2510/93	November 24, 1993
2542/94	November 23, 1994
2573/95	May 24, 1995
2596/95	November 28, 1995
2598/95	December 13, 1995
2602/96	January 24, 1996
2607/96	February 28, 1996
2668/97	November 26, 1997
2740/99	November 24, 1999
2771/00	November 22, 2000
2965/03	November 26, 2003
2970/04	January 28, 2004
2992/04	November 24, 2004
3012/05	September 28, 2005
3039/06	November 22, 2006
3067/07	November 28, 2007
3095/08	November 26, 2008
3130/09	November 25, 2009
3160/10	October 27, 2010
3191/11	November 23, 2011

These by-laws provide rules governing the proceedings of the Council of the Municipal Corporation of the County of Lennox and Addington, the conduct of its members, the remuneration paid to its members, the payment of expenses incurred by its members and general regulations and directions of the County government in the County of Lennox and Addington

THE CORPORATION OF THE COUNTY OF LENNOX AND ADDINGTON
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1 MEETINGS OF COUNCIL

1.1 Inaugural Meeting

- (a) Subject to Section 230 of the Municipal Act, 2001, the Inaugural Meeting of County Council shall be held annually on the second Wednesday in December, at the County Court House.

- (b) Pursuant to Section 232(3) of the Municipal Act, 2001, a member of County Council shall not take his seat until he has filed with the Clerk of the County a certificate under the hand of the Clerk of the municipality and the seal of the Corporation for which he was elected.

- (c) Pursuant to the Minister of Municipal Affairs and Housing's Implementation Order, made under Section 25.2 of the Municipal Act to implement the proposal for the restructuring of the County of Lennox and Addington and its constituent municipalities dated January 7, 1997, municipal councils may appoint an alternate to represent the municipality on County Council if either member of County Council (reeve/mayor or deputy reeve/deputy mayor or both) are absent.

The alternate for each municipality shall not take his seat on County Council until the Clerk of the County has received a certified appointment by-law passed by the municipality which names the alternate for reeve/mayor and deputy reeve/deputy mayor.

An alternate shall be limited to representing the municipality at a meeting of County Council with the exception of the annual Inaugural Meeting, and not at a meeting of an advisory or special committee, board or agency to which the reeve/mayor or deputy reeve/deputy mayor has been appointed

It is the responsibility of the Member of Council upon whose behalf an alternate will be serving to ensure that a copy of the meeting agenda is provided to the alternate in advance of the meeting.

The remuneration and/or reimbursement of appropriate costs incurred by an alternate while serving in this capacity shall be the responsibility of the constituent municipality. An alternate shall not be eligible to attend a convention or seminar on behalf of the County.

An alternate attending a meeting of County Council as an observer only, shall leave the meeting room when the meeting is closed to the public.

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1.2 Regular Meeting

Subsequent to its Inaugural Meeting, County Council will meet at the County Court House on the fourth Wednesday of each month, if warranted. The date and place of the meeting may be changed by the Warden if extenuating circumstances exist.

1.3 Working Session Meeting

Subsequent to its Inaugural Meeting, County Council will meet at the County Court House on the second Wednesday of each month, if warranted, in a less formal committee format termed a "Working Session Meeting". All considerations at such a meeting have the same force and effect as a Regular Meeting of County Council.

1.4 Special Meeting

- (a) The Warden may at any time summon a special meeting.
- (b) The Warden shall, on requisition, in writing, signed by a majority of the members of Council, call a special meeting of County Council and, in the case of the absence, or the neglect, or refusal of the Warden to convene such a meeting, the Clerk shall call a special meeting for the purpose and at the time mentioned in the written petition.
- (c) At least twenty-four (24) hours notice of a special meeting shall be given to all members of County Council by the Clerk unless such notice requirement is waived by consent of two-thirds (2/3) of the members of Council. Such consent may be given verbally to either the Warden or the Clerk.
- (d) Unless the petition fixes the place of a special meeting, such meeting shall be held at the County Court House.
- (e) The agenda of a special meeting shall include the approval of the agenda, any such other items which County Council agrees to consider and a confirming by-law.

1.5 Quorum

A majority of the whole members required to constitute County Council shall be necessary to form a quorum.

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1.6 Order of Business - Inaugural Meeting

The following order shall be observed at the Inaugural Meeting of County Council:

Call to Order
Approval of Agenda
Invocation
Selection of Warden (see Section 2.1)
Warden's Declaration of Office
Warden's Inaugural Address
Presentation to Past Warden
Appointments to Boards and Committees
Other Business (see Order of Business - Regular Meeting)

1.7 Order of Business - Regular Meeting

The following order shall be observed at regular meetings of County Council:

Call to Order
Adoption of Minutes
Approval of Agenda
Disclosure of Pecuniary Interest and the General Nature Thereof (see Section 4.3)
Warden's Report
Delegations and Submissions (see Section 3.3)
Matters for Consideration - Organized by Issue/Challenge/Opportunity and including appropriate Correspondence, Staff Reports, Advisory Committee Recommendations and Reports, Resolutions, Replies to Resolutions Endorsed by Council, etc.
Matters for Information - Organized by Issue/Challenge/Opportunity and including appropriate Correspondence, Staff Reports, Financial Reports, Service Reports, etc.
Other Business - Statements by Members, Notices of Motion, Matters of Urgency
By-laws - General By-laws, Confirming By-law
Adjournment

1.8 Notice of Meeting and Agenda

- (a) An agenda package, corresponding to the Order of Business, shall be prepared by the Clerk and distributed to members of Council at least forty-eight (48) hours before regular meetings of Council.
- (b) Items received after the agenda package has been distributed may be placed as addenda in a revised package if approval is given by Council under Order of Business, Approval of Agenda.

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- (c) The agenda package shall contain a list of meetings scheduled for the following month.
- (d) Access to the agenda package by the public shall be according to Section 11.
- (e) Subject to Section 238 (2.1) of the Municipal Act, 2001, as amended, the public shall be provided notice of meetings on the County's website.

1.9 Meetings Open to the Public

- (a) Pursuant to Section 239 of the Municipal Act, 2001, all meetings of Council and its committees shall be open to the public except that a meeting, or part of a meeting may be closed to the public if the subject matter being considered is:
 - i) the security of the property of the County;
 - ii) personal matters about an identifiable individual, including County employees;
 - iii) a proposed or pending acquisition or disposition of land for County purposes;
 - iv) labour relations or employee negotiations;
 - v) litigation or potential litigation, including matters before administrative tribunals affecting the County;
 - vi) the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - vii) a matter in respect of which County Council may hold a closed meeting under another Act.
- (b) A meeting or part of a meeting shall be closed to the public if the subject matter related to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act.
- (c) A meeting may also be closed to the public if it is held for the purpose of education or training of members, so long as no member discusses or otherwise deals with any matter during the closed meeting in a way that materially advances the business or decision-making of the council, local board or committee.
- (d) Before holding a meeting or part of a meeting that is to be closed to the public, Council shall state by resolution:
 - i) the fact of the holding of the closed meeting and the general nature of the matter to be considered at the closed meeting; or

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- ii) in the case of a meeting held for the purpose of educating or training the members, 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.
 - (e) A meeting shall not be closed to the public during the taking of a vote except a meeting may be closed to the public during a vote if:
 - i) the meeting has been closed for the consideration of a matter included in Section 1.9(a); and,
 - ii) the vote is for a procedural matter or for giving directions or instructions to employees or agents of the County or persons retained by or under contract with the County.
 - (f) When a meeting is closed to the public, no one shall leave and re-enter the meeting room without the approval of the Warden, or in his absence, his designate, or in the case of an advisory committee, the chairperson.

2 WARDEN

2.1 Election of Warden

The election of the Warden will be conducted as follows:

- (a) A Warden shall be elected each year at the Inaugural Meeting of Council. The election shall take place in an open session of Council with the Clerk presiding.
- (b) Any member of County Council shall be eligible for election to the Office of Warden, whether or not he has previously served in this capacity.
- (c) Nominations of members, duly moved and seconded, shall be accepted by the Clerk. Those nominated shall be provided with an opportunity to speak for ten (10) minutes in the order nominated.
- (d) Candidates for Warden shall be eligible to vote.
- (e) Each member of Council shall have one (1) vote.
- (f) Voting will be by secret ballot and balloting will continue until a candidate obtains a majority of votes. A representative of the Napanee Courts Administration Office or designate, shall observe the counting of the votes by the Clerk.
- (f) In the event that there are more than two (2) candidates, the candidate receiving the lowest number of votes shall retire after each balloting, subject to 2.1(f).

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- (h) In the case of an equality of votes, the successful candidate shall be determined by the Clerk, or presiding member placing the names of the candidates on equal size pieces of paper in a box and one name being drawn by a person chosen by the Clerk or presiding member.
- (i) By motion, the Clerk shall be directed to destroy the ballots after the election has been completed.

2.2 Presiding Officer

- (a) The Warden shall preside at all meetings of Council, preserving order and decorum.
- (b) The Warden shall decide questions of order or practice citing the rule of authority applicable. This shall be subject to an appeal to Council which shall be a motion moved and seconded in the following form: "That the ruling of the Chair not be sustained."
- (c) The Warden shall only make such remarks as are fitting for the information or assistance of the Council.
- (d) The Warden shall ensure that the decisions of Council are in conformity with the laws and by-laws governing the activities of Council.
- (e) The Warden shall adjourn the meeting, without question, in the case of grave disorder arising in the Council Chamber.
- (f) When the Warden is absent from Council, or absent through illness, or his office is vacant, or if he refuses to act, the most immediate Past Warden will act in his place and stead and while so acting he has, and may, exercise all authority of the Head of Council. Failing that, the Council may, by resolution, appoint one (1) of its members to preside.
- (g) If the Warden desires to leave the Chair for the purpose of taking part in the debate or otherwise, the most immediate Past Warden will act in his place and stead and while so acting, he has and may exercise all authority of the Head of Council, until the Warden resumes the Chair. Failing that, the Council may, by resolution, appoint one (1) of its members to preside.

2.3 Voting

The Warden, or any member who may be sitting as the presiding officer may vote with the other members on all questions. Any question on which there is an equality of votes shall be deemed to be lost.

2.4 Terms of Reference

The terms of reference for the Warden are included in an Appendix.

3 CONDUCT OF MEMBERS OF COUNCIL

- (a) In addition to other legislative requirements, Members of Council shall follow the Code of Conduct as a guideline to assist in fulfilling their mandate in an effective, open and efficient manner.
- (b) At the beginning of each term, Members of Council shall sign two copies of the Code of Conduct Document (one for themselves and one for the Clerk's office) to convey to each other and all stakeholders that they have read, understand and accept it.
- (c) The Code of Conduct for Members of Council is included in an Appendix.

4 CONDUCT OF BUSINESS

4.1 Opening Procedure

- (a) As soon after the hour of meeting as there shall be a quorum present, the Warden shall take the Chair and call the members to order.
- (b) In the event that the Warden does not attend within fifteen (15) minutes after the time appointed, the most immediate Past Warden will preside, pursuant to Section 2.2(f) of this By-law. Failing that, the members present may appoint a Presiding Officer from among themselves.
- (c) Unless there is a quorum present within thirty (30) minutes of the time appointed for the meeting of Council, the Council shall stand adjourned until the next day of meeting and the Clerk shall take down the names of the members present at the expiration of such thirty (30) minutes. The time may be extended at the discretion of the members present.

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4.2 Admission within the Bar

No person except the members and officers of County Council shall be allowed to come within the bar during the sittings, without permission of Council.

4.3 Delegations and Submissions

- (a) Anyone wishing to address Council shall normally do so under the item "Delegations and Submission" in the Order of Business (Section 1.6).
- (b) Subject to Section 3.3(d), any delegation wishing to address Council must request permission at least ten (10) days prior to the regular meeting of Council.
- (c) The Warden and Clerk are authorized to grant permission to a delegation to address Council. Those delegations granted permission will be placed on the agenda and will have a maximum of twenty (20) minutes for their presentation including questions and exchange.
- (d) Where any person or persons not being a member of Council or a person who has a statutory right to be heard by Council wishes to address Council, and they do not appear on the agenda, they shall be permitted to do so on a two-thirds (2/3) vote of the members of Council present.

4.4 Keeping Order

No person present at any meeting of County Council shall be allowed to speak or make a noise, or in any way disturb or interrupt the proceedings of the Council, or behave in a riotous, disorderly, or unseemly manner, and any person who shall do so may be ordered, by the Warden, or Presiding Officer, to leave the meeting and in the case of refusal to do so may, on the order of the Warden, be removed by the Police.

5 CONDUCT OF DEBATE

5.1 Conduct of the Speaker

- (a) Every member of Council previous to speaking to any question or motion shall rise and address the Warden or Presiding Officer.

- (b) No member of Council shall speak disrespectfully of the reigning Sovereign, or of any member of the Royal Family, or of the Governor General, or of persons administering the Government of Canada, or of this Province, nor shall he use offensive words in or against the Council, or against any member thereof, or any other person and he shall confine his remarks to the question in debate, and no member shall disparage any vote of the Council except for the purpose of moving that such vote be rescinded.

- (c) No speaker shall resist the Rules of Council, or disobey the decision of the Warden or Presiding Officer or of the Council on questions of order or practice or upon the interpretation of the ruling of Council, and upon being called to order from the Chair, shall immediately sit down, but may, afterwards, explain and the Council, if appealed to, shall decide the case, but without debate; if there be no appeal, the decision of the Warden or Presiding Officer shall be final. In case any member shall so resist or disobey, he may be ordered by the Council to leave his seat for that meeting and in case of his refusing to do so, may, on the order of the Warden or Presiding Officer be removed there from by the Police, but in the case of ample apology being made by the offender, may by the vote of the Council be permitted forthwith to take his seat.

5.2 Order of Precedence of Speakers

When two (2) or more members rise to speak, the Warden shall name the member who, in his opinion, first rose, but a motion may be made that any member who has risen “be now heard” or “do now speak”.

5.3 Conduct of Members Re: Conflict of Interest

Pursuant to the Municipal Conflict of Interest Act, if a member of Council, either on his own behalf or while acting for another, has any pecuniary interest, direct or indirect, and is present at a meeting of Council or its advisory committees at which the contract or other matter is the subject of consideration, he shall disclose his interest under Order of Business (Section 1.6, Disclosure of Pecuniary Interest and the General Nature Thereof) or as soon as is practicable. He shall not take part in the consideration or discussion of, or vote on any question with respect to the contract, proposed contract or other matter, or attempt in any way to influence the voting on any such question. Every disclosure of interest shall be recorded in the minutes by the Clerk.

5.4 Conduct During Voting

When the Warden is putting the question, no member shall walk across or out of the room, or make any noise or disturbance, nor when a member is speaking shall any other member pass between him and the Chair, or interrupt him except to raise a point of order.

5.5 Reading of Question or Motion

Any member may require the question or motion under discussion to be read at any time during the discussion, but not so as to interrupt a member while speaking.

5.6 The Right to Speak

No member shall speak more than once to the same question without permission of the Warden except in explanation of a material part of his speech which may have been misconceived and in doing so he is not to introduce new matter. A reply is allowed to a member who has made a substantive motion to the Council, but not any member who has moved an order of the day, an amendment, the previous question, or any instruction to a committee. No member, without leave of Council, shall speak to the same question, or in reply for longer than ten (10) minutes.

5.7 Points of Order

Points of Order shall be stated without unnecessary comment and disposed of by the Warden pursuant to Section 2.2(b).

5.8 Points of Privilege

Whenever any point of privilege arises, it shall be immediately taken into consideration.

5.9 Cessation of Debate

After the question is finally put by the Warden, no member shall speak to the question nor shall any other motion be made until the result of the vote has been declared.

6 **MOTIONS**

6.1 Introduction of Motions

All motions shall be seconded before being discussed or put by the Chair. When a motion is seconded, it may be read by the Clerk or the Warden.

6.2 Withdrawal of Motions

After a motion is read by the Clerk or Warden, it shall be deemed to be in possession of the Council but may, with the permission of the mover and seconder, be withdrawn any time before or after discussion or amendment.

6.3 Motion to Adjourn

A motion to adjourn the Council, or to adjourn the discussion shall always be in order. Motions to adjourn are not amendable or debatable. Such a motion to adjourn does not preclude the introduction or consideration of the By-law confirming the proceedings.

6.4 Motions During Consideration

When a question is under consideration, no motion shall be received except to:

1. Refer
2. Amend
3. Lay on the Table
4. Postpone to a Certain Time
5. Put the Question
6. Adjourn

The foregoing motions shall have precedence in the order in which they are listed.

6.5 Amendments

- (a) ***Permissible Amendments*** - An amendment modifying the intention of a motion shall be in order. Only two (2) amendments will be allowed to a motion at one time.
- (b) ***Order of Putting*** - Amendments shall be put in the reverse order to that in which they are moved. Every amendment shall be reduced to writing and it shall be decided or withdrawn before the main question is put to a vote.

6.6 Separation of Motion

When a motion under consideration contains distinct propositions, the Warden, or any members, may request individual proposition(s) to be separated. The motion, exclusive of the separated proposition(s), will first be considered. Following this, the separated propositions(s) will be considered.

6.7 Motions Ruled Out-of-Order

Whenever the Warden is of the opinion that a motion is contrary to the rules and privilege of Council, he shall inform the members thereof immediately before putting the question and shall cite the rule of authority applicable to the case without argument or comment.

6.8 Reconsideration of Motions

Any motion or resolution may be reconsidered by Council if permission is received by a motion of reconsideration carried by two-thirds (2/3) of the vote of the members present. However, any motion on which irreversible action has been taken cannot be reintroduced without unanimous consent of Council. A motion to reconsider must be made by one who voted with the prevailing side. Any member may second it.

6.9 Rescinding Resolutions and By-laws

Resolutions and by-laws may be rescinded by a majority vote. However, a motion to rescind is not in order when it applies to a resolution or by-law on which irreversible action has been taken.

6.10 Other Business

(a) Statement by Members

When a Councillor wishes to inform Council of a matter that does not require action or consideration by Council, such information may be announced under the sub-section known as "Statements by Members." It is understood that these announcements are made solely for Council's information and that under no circumstances shall an action be undertaken by Council within this category.

(b) Notice of Motion

A notice of motion may be received by the Clerk at any time Council is in session and in his office in advance of the production and distribution of the agenda material and they shall be printed in the agenda.

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A notice of motion shall be dealt with by Council, at the Council meeting at which it appears printed in the agenda. A notice of motion which is not printed in the agenda shall be dealt with in the order of business of motions at any subsequent meeting of Council.

(c) Matters of Urgency

When a Councillor(s) wishes to inform Council of a matter that must be considered immediately, due to extreme time constraints or utmost importance, the Warden shall have complete discretion to determine if the matter is admissible and requires immediate action by Council. Only matters of urgency, which have been ruled as admissible by the Warden, shall be considered by Council without prior notice.

7 VOTING

7.1 Procedure

- (a) Members having been previously summoned shall immediately take their places when any vote is called for.
- (b) When a vote is taken for any purpose and a member requests immediately prior or immediately subsequent to the taking of the vote that the vote be recorded, each member present, except a member who is disqualified from voting by an Act, shall announce his vote openly. Any failure to vote by a member who is not disqualified shall be deemed to be a negative vote. The Clerk shall record each vote and report it in the minutes accordingly.
- (c) A recorded vote will be taken in alphabetical order of surnames of members of Council, with the Warden's vote to be taken last.
- (d) Any member may ask for a recount of any vote taken.

7.2 Number of Votes

Pursuant to the Minister of Municipal Affairs and Housing's Implementation Order, made under Section 25.2 of the Municipal Act to implement the proposal for the restructuring of the County of Lennox and Addington and its constituent municipalities, dated January 7, 1997, each member of Council shall have one (1) vote.

8 BY-LAWS

- (a) All by-laws shall be given three (3) readings before being passed. At the discretion of Council, the readings of a by-law may be consolidated under a single motion.
- (b) Every by-law shall be introduced by a motion which shall recite the title or state its object; whenever possible, state the provincial statute authorizing it; and it will be read short, or taken as read, unless any member objects.
- (c) No by-law shall be committed or amended until it shall have been twice read.

9 COMMITTEES

9.1 Advisory Committees

Advisory committees may be appointed by Council to provide input and expertise regarding a specialized service as described in terms of reference adopted by Council. The terms of reference shall outline the advisory committees' mandate, membership, term and general matters as required and shall be included as an appendix to Council's rules of procedure.

9.2 Consolidated Municipal Service Manager: Prince Edward - Lennox and Addington Social Services Committee

In June 1998, the Minister of Community and Social Services designated the County of Lennox and Addington as the Consolidated Municipal Service Manager for Ontario Works, Child Care and Social Housing in the Counties of Lennox and Addington and Prince Edward. To fulfill this obligation the Counties of Lennox and Addington and Prince Edward entered into an agreement which created a joint services committee known as the Prince Edward - Lennox and Addington Social Services Committee. The terms of reference appended to these Rules of Procedure outline the Committee's mandate, membership, term and general matters as required as per the agreement between the two counties.

9.3 Special Committees

Special committees, comprised of as many members of Council as is deemed necessary, may be appointed by Council, or the Warden at his discretion, to consider issues requiring extensive research or expertise. A special committee has authority to advise and make recommendations to Council only. The term of a special committee shall conclude with each Inaugural Meeting.

9.4 Appointments

As required by statute, County Council will appoint one (1) member to the Kingston, Frontenac, Lennox and Addington Board of Health.

Council shall make non-statutory appointments as follows:

Lennox and Addington County General Hospital (1 member)
Economic Development Coalition (2 members plus the Warden)
Prince Edward - Lennox and Addington Social Services Committee (2 members plus the Warden)
County's Labour Negotiation Team (1 member)
Municipal Advisory Committee - Algonquin Land Claim (1 member)
Joint Accessibility Advisory Committee (2 members)

9.5 Selection of Appointees to Advisory and Special Committees, Boards and Agencies

- (a) The selection of appointees to advisory committees, special committees, boards and agencies will take place immediately after the election of the Warden annually at the Inaugural Meeting of Council for a one (1) year term.
- (b) Members shall be nominated for a committee, board or agency by standing and expressing their interest.
- (c) Each member of Council shall have one (1) vote for the selection of appointees to each committee, board or agency.
- (d) Alternates appointed by municipal councils to serve in the absence of their respective reeve/mayor and deputy reeve/deputy mayor shall not represent the reeve/mayor or deputy reeve/mayor on the committee, board or agency for which the reeve/mayor or deputy reeve/deputy mayor is an appointee.

9.6 Non-elected Appointees

When Council wishes to appoint a non-elected person to a position, the Clerk shall request nominees from members of Council and by advertising in a newspaper with general circulation in the County. Council shall then make the appointments from among those nominated and expressing an interest in serving

10 CONDUCT OF BUSINESS BY COMMITTEES

10.1 Scheduling of Meetings

- (a) Committee meetings shall be held in the Committee Room, at the County Court House, according to a regular monthly schedule established at the Inaugural Meeting of County Council.
- (b) The Chairperson of a committee may cancel a meeting for a particular month, or call additional meetings as warranted by the business at hand.
- (c) The date, time, or place of a committee meeting may be changed by the Chairperson as circumstances require, provided that notice of the change is included in each month's Council agenda.

10.2 Agenda

- (a) Agendas for all committee meetings shall be circulated to all members of Council forty-eight (48) hours in advance of the meeting.
- (b) Agenda packages shall include:
 - motions referred to committee by Council
 - written reports from staff
 - separate reports from staff on confidential matters when necessary
 - correspondence directed to the committee, or referred to it by the Chief Administrative Officer/Clerk
 - financial information
 - etc.
- (c) Items received after the agenda package has been distributed may be placed, as addenda, in a revised package if approval is given by committee under "Adoption of Agenda" of the order of business.

10.3 Quorum

A majority of the members of any committee shall form a quorum.

10.4 Attendance at Meetings

Members of Council who are not members of a particular committee may attend its meetings, but shall not be allowed to vote, nor shall they be allowed to take part in any discussion except with the permission of the majority of the members present.

10.5 Presiding Officer

The chairperson shall be selected by the Committee's membership from among those members of County Council appointed to the Committee. The chairperson shall preside at every meeting. In the absence of the chairperson, the vice-chairperson shall preside. In the absence of both the chairperson and vice-chairperson, one of the other members shall be elected to preside during the meeting or until the arrival of the Chairperson or Vice-Chairperson.

10.6 Debate and Motions

The rules of Council for debate and motions (see Sections 4 and 5) shall be followed in committees insofar as may be applicable, except members shall not be required to rise to speak and may speak more than once to the same question.

10.7 Voting

- (a) Each member shall have one (1) vote during committee proceedings.
- (b) The Chairperson may vote on all questions submitted. In the case of an equal division, the question shall be lost.
- (c) If a recorded vote is requested by any member during advisory committee proceedings, the recording secretary will record the vote of each member in the minutes.

10.8 Minutes

- (a) In the minutes of committees, motions shall be cross-referenced to the related agenda items.
- (b) The minutes of each advisory committee shall be circulated to all Council members the week following the adjournment of a committee's meeting.

10.9 Sub-Committees

- (a) Committees may establish a sub-committee(s) for such purposes as may be deemed expedient. The committee shall name the sub-committee chairperson.
- (b) Sub-committees shall be responsible to, and report through, the committee by which they were established.

11 COUNCIL REMUNERATION

11.1 Warden

The Warden shall be paid a salary of \$26,780 per year. (2011 rate)

11.2 Members of Council

All other members of Council shall be paid a salary of \$15,091.00 per year. (2011 rate)

11.3 Travel

- (a) Travel on official County business shall be reimbursed based upon the Canada Revenue Agency's Automobile Allowance Rate, currently \$0.52 per kilometre for the first 5000 kilometres and \$0.46 per kilometre thereafter. The County's travel reimbursement rate will be adjusted automatically to reflect the Canada Revenue Agency's Automobile Allowance Rate. Travel reimbursement rates are the same for Council members and for staff. Non-elected appointees to the County of Lennox and Addington Economic Development Coalition and the Joint Accessibility Advisory Committee are eligible to claim reimbursement at the same rate for travel to Coalition and Committee meetings and approved official business relating to the Coalition or Committee.
- (b) The Warden and Council members are permitted to claim travel reimbursement for travel from/to home for attendance on official County business.
- (c) Any Council member representing Loyalist Township is permitted to claim compensation of charges for ferry crossings to attend to official County business.

11.4 Conventions

Council members, excepting the Warden, are permitted to claim reimbursement for expenses for two (2) conventions or seminars per year held within the Province of Ontario. Reimbursement will be based on attendance at one of the following conventions or seminars listed.

The Warden is permitted to claim reimbursement for expenses for attendance at any of the following conventions or seminars in addition to the Annual International Plowing Match.

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1. Association of Municipalities of Ontario
2. Association of Municipalities of Ontario - Counties, Regions and Single Tier Municipalities
3. Ontario Small Urban Municipalities
4. Ontario Good Roads Association/Rural Ontario Municipal Association
5. Ontario Association of Non-profit Homes and Services for Seniors
6. Ontario Library Association
7. Ontario Municipal Social Services Association
8. Ontario Museum and Archives Association
9. Any other conference or seminar directly related to the services provided by the County.

Expenses eligible for reimbursement are the following:

- (a) Hotel accommodation to a maximum of the convention room rate.
- (b) Meal costs, including gratuities, supported by receipts where possible and subject to the following limits:

Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$25.00
- (c) Actual travel costs to and from the convention or seminar supported by receipts where possible, including out-of-pocket expenditures for parking, subway tokens, taxi fares, ferry tickets, etc., shall be considered as a councillor expense eligible for reimbursement. Mileage reimbursement shall be paid in accordance with the approved County rate. Councillors are encouraged to travel together where feasible.
- (d) Registration costs for the seminar or convention.

Note: When authorized, Council members' pre-registration costs for seminars and conventions will be paid by the County on behalf of the Council members only. Such charges will be recovered from Council members if they fail to attend.
- (e) A per diem rate of \$107.01 per day (2011 rate) for each day of absence from the municipality for attendance at a convention or seminar.
- (g) The Warden is permitted to claim reimbursement for appropriate expenses, supported by receipts, for hospitality provided to Council members in attendance at a conference or convention.

11.5 Benefits

(a) Municipal Accident Insurance

Council members are covered under a municipal accident policy. This policy shall apply only to bodily injury sustained by an insured person while engaged in an activity on behalf of the Named Insured including membership in a Local Board as defined by the Municipal Affairs Act. This policy shall apply from the time the insured person leaves his/her residential premises or regular place of employment for the purpose of engaging in such activity, whichever last occurs, until the insured person returns to his/her residential premises or regular place of employment, whichever first occurs.

Schedule of Benefits

Principal sum for loss of life	\$200,000
Capital sum for dismemberment	\$200,000
Weekly indemnity - total loss of time	\$ 300
Weekly indemnity - partial loss of time	\$ 150
Elective benefits	As per schedule of policy
Funeral Expenses	\$ 10,000
Blanket accident expenses	\$ 5,000

County Councillors are covered through the County's benefit plans for life insurance and accidental death and dismemberment insurance up to a maximum of \$25,000. County Councillors are also eligible to receive extended health care, dental and vision care coverage through the County's benefit plans.

(b) Municipal Liability

As set forth in current County insurance policies.

11.6 Formula for Updating Salaries of Warden and Council Members

The salaries of Warden and Council members will be increased annually based on the Consumer Price Index, Canada wide, for the month of November each year.

12 PUBLIC RELATIONS

12.1 Notification of Meetings

A list of the meetings called for the upcoming month will be included in the Council agenda package each month and shall be available for public review in the Administrative Services Department, at the County Court House and on the County's website.

12.2 Agenda Package

- (a) The agenda package, exclusive of the separate confidential reports, for all Council and advisory committee meetings shall be made available for public viewing and shall be provided on request to the news media forty-eight (48) hours prior to the meeting.
- (b) Notwithstanding part (a) above, in the event that members of Council do not receive their agenda packages forty-eight (48) hours before the meeting, the packages shall be made available to the public as soon as its practicable after the members of Council have received their packages.

12.3 Attendance at Meetings

The public may attend all regular meetings of Council, or its committees, unless such meetings go into closed session for the reasons outlined in Section 1.8(a) in which case, any or all members of the public may be excluded from the meeting.

12.4 Addressing Council or Advisory Committee

- (a) Those wishing to address Council may do so according to the provisions outlined in Section 3.3.
- (b) The same rules, with necessary modifications (e.g. chairperson and staff approve placing on agenda), apply to those wishing to address advisory committees.

12.5 Minutes

- (a) Approved minutes of Council and committee meetings shall be provided to the news media and made available for public review in the Administrative Services Department, at the County Court House and on the County's website.
- (b) Approved minutes of County Council meetings shall be provided to the local municipalities on a regular basis.

12.6 News Releases

All news releases of a policy nature shall be given by the authority of the Warden or the appropriate committee chairperson. Requests from the news media for explanations of approved matters may be given by the Chief Administrative Officer/Clerk, or by senior staff as directed by the Chief Administrative Officer/Clerk.

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12.7 Proclamation Policy

County Council may initiate its own proclamations at any time and advertise as deemed appropriate. All other requests for a proclamation from any special interest group will be noted and received without comment or opinion.

13 INTERPRETATION

- (a) In these Rules of Procedure, the term “Warden” shall include a presiding officer and the masculine gender shall include the feminine.
- (b) In these Rules of Procedure, the term “member” refers to a member of Council for the County of Lennox and Addington.
- (c) In all unprovided for cases in the proceedings of Council and committees, Roberts Rules of Order shall be followed.

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TERMS OF REFERENCE

WARDEN

1. The Warden is the Head of Council and the Chief Executive Officer of the Corporation.
2. The Warden, in the capacity of Head of Council, shall represent the County at all social or ceremonial functions, when possible. The Warden shall have the authority to delegate a representative to attend such functions if he is unable to attend.
3. The Warden is authorized to give County history books, or any other gift designated for the purpose, on special occasions such as anniversaries, or birthdays.
4. The Warden may distribute county lapel pins, at his discretion.
5. The Warden, shall represent the County at meetings with elected officials from other agencies and levels of government.
6. The Warden, in the capacity of Chief Executive Officer of the Corporation, is a signing officer for the purposes of banking transactions and for the execution of agreements and contracts necessary for the conduct of the business of the Corporation.
7. The Warden, shall be ex-officio a member of the Senior Management Committee made up of the Chief Administrative Officer/Clerk, the Director of Financial and Physical Services, the Director of Human Resources, the Director of The John M. Parrott Centre, the Director of Social Services and the Director of Information Services.
8. The Warden may review the agenda for County Council meetings with the Chief Administrative Officer/Clerk, prior to the meeting. The Warden may review the agenda before it is distributed to members.
9. The Warden, in conjunction with the Chief Administrative Officer/Clerk, may grant permission to delegations who wish to address Council.
10. The Warden may direct that correspondence, or other items be placed on the agenda, of Council, or an advisory committee.
11. At each meeting of County Council, the Warden shall report on his activities, since the previous meeting of Council.

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12. The Warden, at his discretion, may strike a special committee to deal with any issue.
 13. The Warden shall inform the Chief Administrative Officer/Clerk of any matter of concern involving the administration of County operations, which comes to his attention and shall make all requests for administrative actions through the Chief Administrative Officer/Clerk.
 14. The Warden may request information, status reports, etc., from staff. Requests for extensive reports, or information which will require substantial effort shall be directed to the Chief Administrative Officer/Clerk.
 15. The Warden shall issue news releases of a policy nature, on behalf of Council. The Warden may direct the Chief Administrative Officer/Clerk or staff to provide the news media with information on approved items.
 16. The Warden may approve the Chief Administrative Officer/Clerk's absence from meetings of Council.
 17. The Warden may suspend the Chief Administrative Officer/Clerk with pay pending Council's consideration of a motion of non-confidence in the Chief Administrative Officer/Clerk.

CODE OF CONDUCT
FOR
MEMBERS OF COUNCIL

Policy Statement:

Local Government is an open, accessible, and accountable form of government. The relationship of public trust and mutual respect that has evolved between government and the public requires high standards of ethical conduct by municipal Council Members.

Purpose:

The purpose of this Code of Conduct is to establish a minimum standard for the behavior of Council Members in fulfilling their mandate while respecting each Councillor's role to represent the public and the public interest to the best of their ability.

Definitions:

1. **Municipal Council Members** – include the Warden and Members of Council of the County of Lennox and Addington.
2. **Confidential Information** – includes any information that is of a personal nature to County of Lennox and Addington employees or clients or information that is not available to the public and that, if disclosed, could result in loss or damage to the Corporation or could give the person to whom it is disclosed an advantage. Confidential information includes, but is not limited to information disclosed or discussed at a Closed Session meeting and/or information that is circulated to Members of Council and marked “Confidential”.
3. **Municipality** – includes the County of Lennox and Addington.

Standard of Conduct:

The Members of Council of the Corporation of the County of Lennox and Addington are committed to discharging their duties conscientiously and to the best of their ability.

In the performance of their role, Members of Council will act with honesty and integrity and generally conduct themselves in a way that both generates community trust and confidence, and enhances the role and image of the Council and local government in general.

In addition to other legislative requirements, the Members of Council of the Corporation of the County of Lennox and Addington adopt this Code of Conduct as a guideline to assist in fulfilling their mandate in an effective, open and efficient manner.

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Confidentiality:

Members of Council have access to confidential information by virtue of their position with the County of Lennox and Addington. Confidential information will not be disclosed or released, by any means, in verbal or written form, to any person other than those authorized to have access to this information.

The procedures established by the County of Lennox and Addington to ensure the security of confidential information, in accordance with freedom of information and protection of privacy legislation, will be followed by Members of Council.

Conduct at Council/Committee Meetings:

Every Member of Council, previous to speaking to any question or motion, shall rise and address the Warden or Presiding Officer.

No Member of Council shall speak disrespectfully of the reigning Sovereign, or of any member of the Royal Family, or of the Governor General, or of persons administering the Government of Canada, or of this Province.

Offensive words shall not be used in or against the Council, or against any Member thereof, or any other person. Remarks shall be confined to the question in debate. No member shall disparage any vote of the Council except for the purpose of moving that such vote be rescinded.

No speaker shall resist the Rules of Council, or disobey the decision of the Warden or Presiding Officer or of the Council on questions of order or practice or upon the interpretation of the ruling of Council. Upon being called to order from the Chair, Council Members shall immediately sit down. Afterwards, the Council Member may explain and appeal the decision. Council shall then decide the case without debate. If there is no appeal, the decision of the Warden or Presiding Officer shall be final.

In the case that any Member resists or disobeys, the Member may be ordered by the Council to leave their seat for that meeting and in case of refusing to do so, may, on the order of the Warden or Presiding Officer be removed by the Police. In the case of ample apology being made, the offender may, by the vote of Council, be permitted to remain and take their seat.

Respect in the Workplace

The County of Lennox and Addington is committed to providing and maintaining working environments and public spaces that are based on respect for the dignity and rights of every employee and everyone who visits a County worksite, building or other property. Every member of Council shall support the County's goal to provide healthy and safe environments that are free from any form of harassment or violence.

THE CORPORATION OF THE COUNTY OF LENNOX AND ADDINGTON
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Conduct Respecting Staff:

County Council is responsible for the overall approval of departmental staff complements. Only vacancies at the Director and Chief Administrative Officer/Clerk level are subject to Council's review and approval.

With respect to staff of the County of Lennox and Addington, members of Council shall:

- ~ acknowledge that only Council as a whole has the capacity to direct staff members to carry out specific tasks or functions.
- ~ refrain from using their position to improperly influence members of staff in their duties or functions or to gain an advantage for themselves or others.
- ~ refrain from publicly criticizing individual members of staff in a way that casts aspersions on their professional competence and credibility.

Hiring of Relatives

Members of Council shall read and respect the Hiring of Relatives Policy as enacted by by-law 2994/04:

WHEREAS, Section 270(1) of the Municipal Act, S.O. 2001, as amended, requires that a municipality and a local board shall adopt policies with respect to the hiring of its employees;

AND WHEREAS, such hiring policies shall include the hiring of relatives of a member of council and existing employees of the municipality;

AND WHEREAS, the Council of the County of Lennox and Addington desires to extend the current policy for the hiring of relatives of existing employees as adopted on May 23, 1990 to include the relatives of members of Council;

NOW THEREFORE, the Council of the County of Lennox and Addington adopts the following policy with respect to the hiring of relatives of members of County Council and existing County employees:

1. Definition

Relative shall include spouse (married or common-law) father, mother, son, daughter, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandparent, grandchild and all those who have acquired any such relationship through marriage or a common-law relationship.

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2. Conditions of Hiring

Relatives of members of Council and relatives of existing County employees may be hired provided that:

- (1) the relative is not assigned to a position where he would report directly to a related member of County Council or an existing County employee to whom they are related;
- (2) the relative is not assigned to a position where he would supervise an existing County employee to whom they are related;
- (3) the relative being offered employment with the County is the best qualified candidate for the position;
- (4) no member of Council or an existing County employee may participate in a process or influence in any way the hiring of a relative.

Personal Gains/Gifts, Hospitality and other Benefits:

Members of Council will only accept gifts, hospitality or entertainment of a nominal value that could not be reasonably construed as being given in anticipation or recognition of special consideration by the Corporation. Hospitality or entertainment may be accepted if the offer is infrequent (less than 2 or 3 times per year) and is appropriate to the occasion.

Breach of Policy:

Where an alleged contravention of any portion of the Code of Conduct occurs, Council shall, upon the request of any Member of Council, hold a Special Council Meeting to determine if the Council member has breached the policy. The meeting shall be closed to the public, unless otherwise determined by the majority of Councillors present at the meeting.

The Member of Council shall be given the opportunity to address Council at the meeting and will be provided with sufficient time to explain the alleged breach. The party shall be permitted to introduce other evidence to support their position and shall have the option of attending with legal counsel. Should the party have legal counsel, then the municipality shall have the right to legal representation.

Should Council determine that the Member has potentially committed a breach of the Code of Conduct, Council shall rise and report that such a determination has been made and pass a resolution as to the outcome and the consequences for the breach.

THE CORPORATION OF THE COUNTY OF LENNOX AND ADDINGTON
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Council may impose the following penalties on a member of Council if they are found to have contravened the Code of Conduct:

- A reprimand, and/or
- Suspension of the remuneration paid to the Member of Council for a period of up to 90 days.

Legal Fees:

Any Member of Council that hires a lawyer for legal counsel is responsible for their own legal costs. If Council, as a whole, hires a lawyer for legal counsel, the municipality is responsible for the legal costs, as this is Council's decision to have legal representation.

Acknowledgement:

At the beginning of each term, Members of Council will be expected to sign two copies of the Code of Conduct Document (one for themselves and one for the Clerk's office) to convey to each other and all stakeholders that they have read, understand and accept it.

A Code of Conduct component will be included as part of the Orientation for each new Council. Council Members are expected to formally and informally review their adherence to the provisions of the Code on a regular basis or when so requested by Council.

TERMS OF REFERENCE

**CONSOLIDATED MUNICIPAL SERVICE MANAGER:
PRINCE-EDWARD-LENNOX AND ADDINGTON SOCIAL SERVICES
COMMITTEE**

In June 1998, the Minister of Community and Social Services designated the County of Lennox and Addington as the Consolidated Municipal Service Manager for Ontario Works, Child Care and Social Housing in the Counties of Lennox and Addington and Prince Edward. To fulfill this obligation the Counties of Lennox and Addington and Prince Edward entered into an agreement which created a joint services committee known as the Prince Edward-Lennox and Addington Social Services Committee.

The Prince Edward-Lennox and Addington Social Services Committee shall be responsible for the Consolidated Municipal Service Management of Ontario Works, Child Care and Social Housing as per the terms and conditions of the following joint services agreement:

1. The effective date of the provision of consolidated services shall be determined on the basis that the Joint Services Committee and the Province of Ontario agree that the terms and conditions of this agreement shall be implemented.
2. This agreement shall apply to all Social Services (Ontario Works), Child Care and Social Housing within the geographical boundaries of Prince Edward and Lennox & Addington.
3. Municipal Services Management for Ontario Works, Child Care, and Social Housing in both Prince Edward County and the County of Lennox & Addington shall be the responsibility of a Joint Services Committee composed of the following:
 - a. The Head of Council of each of Prince Edward and Lennox & Addington;
 - b. Two Councillors from each of Prince Edward and Lennox & Addington.
4. The Chair of the Joint Services Committee shall be elected each calendar year by the members of the Joint Services Committee from among members of the Joint Services Committee.
5. Lennox & Addington will be responsible for providing administrative support for the Joint Services Committee including the following:
 - a. Operating as the Employer for all staff directly employed to provide services for which the Joint Services Committee is designated to deliver;
 - b. Manage all contracts with Agencies operating services under the Joint Services Committee's designation;

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RULES OF PROCEDURE

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- c. Provision of administrative support to the Joint Services Committee and its members;
 - d. Benefit management for all clients coming within the geographic boundaries to which this agreement applies.
 6. The provision of Social Services will be head quartered in Napanee, however, meetings of the Joint Services Committee will rotate between Prince Edward and Lennox & Addington.
 7. The parties agree that permanent staff and contractual obligations as at the date of this agreement with Prince Edward will be assumed by Lennox & Addington in a timely and expeditious fashion.
 8. The Joint Services Committee will assume responsibility for Ontario Works, Child Care, and Social Housing in a timely fashion in co-operation with time schedules established by the Province of Ontario.
 9. The Administrative Head of Services operated by the Joint Services Committee will report administratively to the Chief Administrative Officer of Lennox & Addington and will be fully accessible to the Chief Administrative Officer of Prince Edward.
 10. Prince Edward and Lennox & Addington agree that costs shall be fairly apportioned and shared. Consequently, the parties agree as follows:
 - a. Program delivery net costs (for example, social assistance cheques, child care fee subsidies, social housing maintenance charges) will be totally charged to the geographic jurisdiction of residency;
 - b. Program delivery administration net costs (for example office rent, county specific agency administration) will totally be charged to the geographic jurisdiction of location;
 - c. Central administration net costs (administration costs, Joint Services Committee Support costs, training and similar expenses) will be cost shared by Prince Edward and Lennox & Addington based on population determined by the Ontario Municipal directory.
 11. In order to ensure that the interests of both Prince Edward and Lennox & Addington are fully protected the parties agree to the following:
 - a. The Treasurers of Prince Edward and Lennox & Addington will meet regularly to review expenditures and accounts;
 - b. All records and audit material of the Joint Services Committee will be fully available to the parties to this agreement.

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12. The annual budget and any extra expenditures beyond the approved budget shall be subject to the approval of the Councils of Prince Edward and Lennox & Addington.
13. In the event of any dispute about any matter arising out of this agreement between Prince Edward and Lennox & Addington, the following shall apply:
- a. The dispute shall be referred initially by the party raising the dispute to the other party in writing for a decision which the latter shall give in writing within a reasonable time;
 - b. If the dispute is not satisfactorily settled between the parties, the dispute shall be submitted forthwith to a Mediator to be agreed to by the parties;
 - c. If the parties cannot agree on a mediator or the dispute is not satisfactorily settled between the parties through mediation, the dispute:
 - i. if it involves cost sharing, shall be submitted to the Provincial Municipal Service Management Arbitration System, or;
 - ii. if it does not involve cost sharing, shall be submitted to an Arbitrator in accordance with the provisions of the **Arbitrations Act** of Ontario.
14. None of the parties to this agreement shall assign all or any portion of their rights or obligations to a third party without the prior written consent of the other.
15. Any alterations or additions to this agreement shall only be made in writing in written agreement between the parties hereto and shall be supplementary and form a part of this agreement.

THE CORPORATION OF THE COUNTY
OF PRINCE EDWARD

THE CORPORATION OF THE COUNTY
OF LENNOX & ADDINGTON

per: James Taylor
Mayor

per: Gordon Schermerhorn
Warden

per: Richard Shannon
Chief Administrative Officer

per: Larry Keech
Chief Administrative Officer

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NOTE:

Section 10 of the Agreement between the County of Lennox and Addington and the County of Prince Edward was amended, effective with the 2001 budget year, to allow for the net costs to be apportioned between the Counties on the basis of an average of the percentage share of weighed assessment in the current year and the percentage share of the Social Assistance caseload in the previous year. (Social Assistance caseload includes cases in the General Welfare Assistance, Family Benefits Assistance and the Ontario Disability Support programs.)

Reference Motions: SSC-00-34 and CC-00-147

TERMS OF REFERENCE

COUNTY OF LENNOX AND ADDINGTON
ECONOMIC DEVELOPMENT COALITION

A. MANDATE

The mandate of the County of Lennox and Addington Economic Development Coalition is to advise the Council of the County of Lennox and Addington concerning business promotion and development matters in an attempt to enhance the County's position as a preferred business and tourism location.

The roles of the Economic Development Coalition members include:

- establishing a three year economic development strategic plan, to be reviewed annually;
- monitoring the County's economic development activities to ensure that they are consistent with the economic development strategy;
- providing recommendations to County Council on related matters, including those referred to it by County Council or the Economic Development Manager or initiated by the Economic Development Coalition;
- promoting the important goals of the County's Economic Development Department and being an ambassador for the business and tourism opportunities in the County of Lennox and Addington;
- providing recommendations to increase private sector participation in business and tourism programs;
- fostering co-operation among local stakeholders concerned with business development;
- monitoring public response to the programs and policies of the County's Economic Development Department.

B MEMBERSHIP

(I) **Appointment**

The County of Lennox and Addington Economic Development Coalition will be comprised of the following members appointed by County Council:

- two (2) members of County Council*
- two (2) members representing Manufacturers/Utilities
- one (1) member representing tourism

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- one (1) member representing Agriculture
- one (1) member representing Financial Services
- one (1) member representing Education/Training
- two (2) members-at-large

* The Warden will sit as an ex-officio member automatically as per County Council's Rules of Procedure.

(II) Criteria

The following criteria will be used in the appointment of Economic Development Coalition members. Individuals to be considered shall:

- exhibit a strong commitment to the community through demonstrated involvement and leadership
- represent the County of Lennox and Addington's business, social and cultural interests and diversities
- exhibit a broad interest and give priority to issues of County-wide significance
- volunteer significant time to ensure full participation and interest

(III) Attendance

The Chairperson of the Economic Development Coalition will require the resignation of any member who fails to attend two consecutive meetings without notice or reason or maintains less than 50% attendance at meetings in a calendar year.

(IV) Term

A member of the Economic Development Coalition will be appointed for a term of two (2) years, which may be repeated.

C. GENERAL

(I) Chairperson and Vice-Chairperson

The Chairperson will be selected by the Economic Development Coalition from the members of County Council within its membership at the commencement of each calendar year. The Vice-Chairperson will be selected by the Economic Development Coalition from all members within its membership at the commencement of each calendar year.

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(II) **Meetings**

Meetings will be held five or six times a year, as required, or at the call of the Chairperson. An agenda for the meeting will be circulated in advance and a record of the proceedings will be maintained.

(III) **Report to County Council**

A report outlining the recommendations of the Economic Development Coalition to County Council will be filed with County Council on a monthly basis. No action shall be taken on a recommendation until such time as it has been adopted by County Council. At least one of the two members of County Council appointed as a member of the Economic Development Coalition will address the Coalition's report when it is considered by County Council.

(IV) **Quorum**

A quorum for Economic Development Coalition meetings will consist of more than 50% of the membership. A majority vote of members present will be used to reach a decision on the matter.

(V) **Sub-Committee**

The Coalition may establish sub-committees or special project task forces as required. The sub-committees may utilize volunteers from outside of the committee membership to provide additional expertise and support as may be required.

TERMS OF REFERENCE

ACCESSIBILITY ADVISORY COMMITTEE

**Jointly Serving:
County of Lennox and Addington
Township of Addington Highlands
Town of Greater Napanee
Loyalist Township
Township of Stone Mills
Lennox and Addington County General Hospital**

A. Mandate

The mandate of the Accessibility Advisory Committee is to advise the Councils of the County of Lennox and Addington, the Township of Addington Highlands, the Town of Greater Napanee, Loyalist Township and the Township of Stone Mills and the Board of Governors of Lennox and Addington County General Hospital on the preparation and implementation of annual accessibility plans in order to remove barriers for people with disabilities and ensure that no new barriers are created.

The role of the Accessibility Advisory Committee will include reviewing and advising the Councils and the Hospital Board on the following areas:

- site plans of new and existing municipal buildings.
- major capital purchases.
- significant renovations to municipal facilities.
- leased facilities or any other facility used as a municipal building.
- goods and services provided by the municipality or agents providing services under contract with the municipality.

B. Membership

I. Appointment

The Accessibility Advisory Committee will be comprised of the following members appointed by County Council:

- two (2) members of County Council
- four (4) members from the County community with disabilities
- one (1) member from the community with involvement in business

The members will be confirmed by the Councils of the Township of Addington Highlands, the Town of Greater Napanee, Loyalist Township and the Township of Stone Mills, as well as the Board of Governors of Lennox and Addington County General Hospital.

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II. Criteria

The following criteria will be used in the appointment of the Accessibility Advisory Committee members from the County community. Individuals to be considered shall:

- exhibit a strong commitment to the community in order to improve its accessibility.
- sensitive to the accessibility barriers experienced by individuals with disabilities
- demonstrate understanding of the municipalities' roles and service responsibilities
- demonstrate understanding of the County community's business, social and cultural interests and diversities.
- volunteer the necessary time to ensure full participation and interest.

III. Attendance

The Chairperson of the Accessibility Advisory Committee will require the resignation of any member who fails to attend two consecutive meetings without notice or reason.

IV. Term

A member of the Accessibility Advisory Committee from the County community will be appointed for a term of two (2) years, which may be repeated.

C. Auxiliary Panel

An auxiliary panel will provide support and advice to the Joint Accessibility Advisory Committee and will be comprised of the following nine (9) members:

- one (1) staff representative from each of the six (6) partner organizations of the Joint Accessibility Advisory Committee
- three (3) representatives from the County community who are directly involved with services to improve accessibility and opportunities for citizens with disabilities.

Note: The three (3) representatives from the County community will be appointed by the Joint Accessibility Advisory Committee for a term of two (2) years which may be repeated.

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D. General

I. Chairperson and Vice-Chairperson

The Chairperson will be selected by the Accessibility Advisory Committee from the members of County Council within its membership at the commencement of each calendar year. The Vice-Chairperson will be selected by the accessibility Advisory Committee from all members within its membership at the commencement of each calendar year.

II. Meetings

Meetings will be held 3-4 times per year, as required, or at the call of the Chairperson. An agenda for the meeting will be circulated in advance and a record of the proceedings will be maintained.

III. Report to Councils and Hospital Board

A report outlining the recommendations of the Accessibility Advisory Committee to the municipal councils and Hospital Board will be filed on a regular basis. No action shall be taken on a recommendation until such time as it has been adopted by the respective councils.

IV. Quorum

A quorum for Accessibility Advisory Committee meetings will consist of four (4) members. A majority vote of members present will be used to reach a decision on the matter.