



# Candidate's Guide

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## Glossary

**Counties Councillors**, in the context of the United Counties of Leeds and Grenville, refers to the individuals elected as mayors in the ten lower-tier municipalities who make up Counties Council.

**Ex Officio Member** refers to the Counties Warden who receives a position on a board or committee due to holding the position of Warden.

**Honorarium** is a payment for professional services for which a fee is not legally or customarily required.

**Land Use Planning** means the process of regulating the use of land by a central authority. Municipalities are responsible for setting local planning policies in accordance with the *Provincial Policy Statement* and the *Planning Act*.

**Lower-tier/Local Municipality** means a municipality that forms part of the upper-tier municipality for municipal purposes.

**Member Municipality** means, in the context of the United Counties of Leeds and Grenville, a lower-tier municipality which participates in the Counties' structure and contributes to cost sharing for service delivery.

**Municipal Act, 2001** is a consolidated statute governing the extent of powers and duties, internal organization and structure of municipalities in Ontario

**Official Plan** is the central municipal document which guides future development of an area in the best interest of the community as a whole.

**Partner Municipality** means, in the context of the United Counties of Leeds and Grenville, a separated municipality which partners with the Counties in the delivery and cost-sharing of certain services through a Joint Operating Agreement.

**Procedure By-law** means rules which govern the proceedings of meetings and includes details with respect to the timing, location and public notice of meetings.

**Remuneration** means payment for a professional service.

**Separated Municipality** means municipalities which are not members of the upper-tier municipality in which they are geographically situated, although they share responsibility for consolidated municipal services. These municipalities do not have representation on Counties Council.

**Upper-tier Municipality** means a municipality of which two or more lower-tier municipalities form part for municipal purposes. Municipal responsibilities set out under the *Municipal Act, 2001* and other Provincial legislation vary between the upper-tier and lower-tier municipalities. The United Counties of Leeds and Grenville is an upper-tier municipality.



## **1.0 Purpose**

The purpose of this guide is to provide local mayoral candidates with a basic overview of the services, governance and administrative structures of the United Counties of Leeds and Grenville (the Counties), as well as to provide a review of the various expectations of members of Counties Council.

## **2.0 Counties Overview**

The United Counties of Leeds and Grenville (the Counties) is an upper-tier government comprised of the following ten lower-tier municipalities:

- Township of Athens;
- Township of Augusta;
- Township of Edwardsburgh Cardinal;
- Township of Elizabethtown-Kitley;
- Township of Front of Yonge;
- Township of Leeds and the Thousand Islands;
- Village of Merrickville-Wolford;
- Municipality of North Grenville;
- Township of Rideau Lakes; and
- Village of Westport.

## **2.1 Governance Structure**

The main governing body of the United Counties of Leeds and Grenville is Counties Council. Counties Council is composed of ten members – the Warden who acts as Head and nine Counties Councillors.

Each locally-elected mayor from the respective lower-tier municipalities sits on Counties Council. The position of Warden, as Head of Counties Council, is elected by the members of Counties Council every two years.

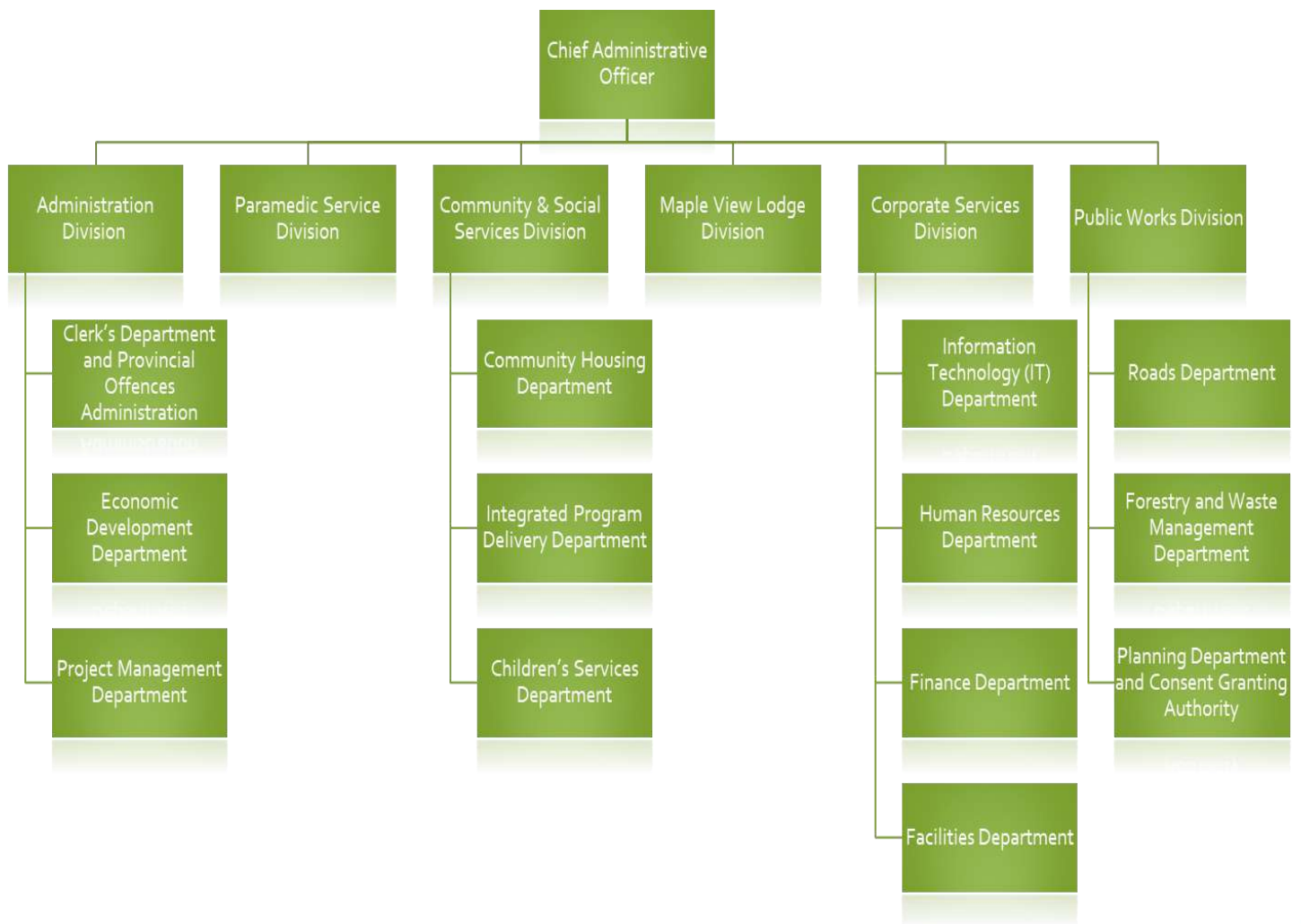
The Council of a lower-tier municipality may pass a by-law to appoint an alternate member to represent the Mayor as a member of Counties Council as long as certain conditions are met.

The Counties partners with the separated municipalities of the City of Brockville, Town of Gananoque and Town of Prescott via a Joint Operating Agreement to establish service levels, policies and budgets for Ontario Works, Children's Services, Social Housing, Paramedic Service and the Provincial Offences Act Administration and Court Services. Many of these programs are heavily prescribed by Provincial regulations and legislation.

The Counties uses a committee structure to process matters. Issues requiring the attention of Counties Council are generally first referred to an appropriate committee for review, discussion and consideration. The recommendations of a committee are forwarded to Counties Council for formal consideration. See Section 4.0 for an overview of the various committees of Council, boards and other bodies.

## 2.2 Administrative Structure

The Counties' administrative structure is comprised of the Chief Administrative Officer (CAO), who leads the Administration Division and oversees six divisions led by Directors with numerous Senior Managers who oversee departments. Below is an overview of the Counties' Administrative Structure:



## **2.3 Counties Services**

The following services are provided by the Counties:

- Maintenance and construction of county roads and bridges;
- Land use planning, including acting as the approval authority for plans of subdivision, plans of condominium, part lot control, consent applications (severances), and lower-tier official plans and amendments;
- Geographic Information Systems (digital mapping);
- Limerick Forest (forest management including trails);
- Economic Development;
- Taxation and property assessment assistance;
- Emergency Management;
- Weed inspection and control;
- Household hazardous waste management; and
- Maple View Lodge Long-Term Care Facility.

The Counties, together with Brockville, Gananoque, and Prescott under the governance of the Joint Services Committee provide:

- Community and Social Services (Ontario Works, Children Services and Community Housing);
- Paramedic Service; and
- Provincial Offences Administration and Court Services.

The Counties, together with Brockville and Prescott provide:

- Fire Communications System and the 9-1-1 Service

## **3.0 Remuneration and Expenses**

Members of Counties Council are compensated for their time spent at Counties-related meetings and events as outlined in By-law No. 15-64, as amended.

As of January, 2022, the honorarium for the position of Warden is \$50,067.16 and \$27,491.36 for members of Counties Council. Members are also compensated for



attendance at specified meetings at a rate of \$116.00 per half day or \$232.03 for full day meetings or events.

In addition to remuneration, mileage and other expenses may be reimbursed in accordance with Counties' policy. Remuneration and expenses are publicly reported annually as required by the *Municipal Act*.

## **4.0 Council and Committees Overview**

### **4.1 Typical Meeting Schedule**

Unless otherwise noted below, meetings are held during the day, usually beginning at 9:00 a.m., and normally take place at the Counties' main administration building at 25 Central Avenue West, Brockville, though some Boards and Committees meet elsewhere. The electronic participation of members is permitted as outlined in the Procedure By-law and JSC Rules of Procedure.

In a typical month, members meet approximately three to five times and meetings range in length from approximately one to three hours. In addition to regular meetings, special meetings may be called in accordance with the Procedure By-law as needed for urgent, specific or time-sensitive matters. Ad hoc committees and their associated meeting schedule may also be struck by Council in response to certain matters.

Additional commitments to various boards, ad hoc committees, conferences and other meetings may arise depending on a member's interests and appointments.

The role of Warden involves a greater time commitment as this position represents the Counties at various functions and events. The Warden also attends the Eastern Ontario Wardens Caucus (EOWC) meetings, which often require travel and overnight stays approximately six times per year.

### **4.2 Counties Council**

Counties Council meets regularly at 9:00 a.m. on the third Thursday of each month and may meet for special meetings, as required. All members of Counties Council are expected to attend and participate in Council meetings.

Much like the role of lower-tier councils, Counties Council is responsible for:

- representing the public and considering the well-being and interests of Counties residents;
- developing and evaluating the policies and programs of the Counties;
- determining which services the Counties will provide;
- ensuring administrative and controllership policies, practices and procedures are in place to implement the decisions of Council;
- ensuring the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- maintaining the financial integrity of the Counties; and
- carrying out the duties of council under the *Municipal Act* or any other Act.

### **4.3 Committee of the Whole**

The Committee of the Whole meets regularly at 9:00 a.m. on the Wednesday of the first full week of each month and may meet for special meetings, as required. All members of Counties Council comprise the Committee of the Whole and are expected to attend and participate in the Committee's meetings.

The Committee of the Whole is responsible for making recommendations to Counties Council on issues related to:

- Governance;
- Development and evaluation of policies and programs;
- Awarding contracts (above delegated staff spending limits); and
- Adopting annual budgets.

The Committee of the Whole also receives staff reports and recommendations related to various services and programs provided by the Counties, such as roads and bridges, land use planning, forestry, long-term care facilities, and financial management and reporting.

#### **4.4 Joint Services Committee of Leeds and Grenville (JSC)**

The Joint Services Committee of Leeds and Grenville meets regularly at 9:00 a.m. on the Tuesday of the first full week of each month and may meet for special meetings, as required. All members of Counties Council along with representatives (typically the mayors) of the City of Brockville, the Town of Gananoque and the Town of Prescott are expected to attend and participate in JSC meetings.

The JSC is responsible for determining service levels, policies and budgets related to the provision of Ontario Works, Social Housing, Child Care, Paramedic Service and the Provincial Offences Act Administration and Court Services.

#### **4.5 Maple View Lodge Committee of Management**

Maple View Lodge is a Counties-owned Long-Term Care facility located in the Township of Athens.

The Maple View Lodge Committee of Management meets on Thursday of the first full week of each month and may meet for special meetings, as required. The Committee is comprised of six members of Counties Council and shall include the same three members appointed to the St. Lawrence Lodge Committee of Management; specifically, the Mayor of the Township of Athens, one member appointed from amongst Counties Council membership and the Warden.

The Committee of Management is responsible for making recommendations on strategies and broad policy matters pertaining to Long-Term Care at Maple View Lodge.

#### **4.6 Leeds and Grenville Accessibility Advisory Committee**

The Leeds and Grenville Accessibility Advisory Committee is a legislated requirement for municipalities with a population greater than 10,000. The Committee meets as required and is comprised of ten citizen members, two members appointed from amongst Counties Council, and the Warden as ex-officio.

The Committee provides feedback and advice on implementation of the *Accessibility for Ontarians with Disabilities Act* standards. The committee, comprised of volunteer community members, a majority with disabilities, assists the United Counties of Leeds

and Grenville with identifying, preventing, and removing barriers, including site plan reviews.

#### **4.7 Planning Advisory Committee**

The Planning Advisory Committee is a legislated requirement for upper-tier municipalities under the *Planning Act*. The Committee is comprised of all members of Counties Council along with up to three citizen members.

The Committee is responsible for making recommendations to Council on land use planning matters and planning applications within the Counties' jurisdiction, including the following:

- approval of local Official Plans;
- approval of local Official Plan amendments of a complex nature including municipal five-year Official Plan reviews;
- holding statutory open houses or public meetings under the *Planning Act* on any proposed Counties Official Plan amendments;
- receiving updates on and review any long term planning studies such as Growth and Population Studies, an Aggregate Resources Master Plan, and a Natural Heritage Strategy;
- receiving public delegations on any land use planning matters under Counties authority; and
- any other planning matters referred by Council to the Planning Advisory Committee.

#### **4.8 St. Lawrence Lodge Committee of Management**

St. Lawrence Lodge is a Long-term Care facility located in the City of Brockville and jointly operated by Brockville, Gananoque, Prescott and the Counties.

The Committee meets on the fourth Tuesday of each month at 9:00 a.m. at St. Lawrence Lodge, 1803 County Road 2, Brockville. Three members of Counties Council and the Warden are appointed to this Committee along with representatives from the other municipalities. The same four members of Counties Council who sit on the St. Lawrence Lodge Committee of Management also sit on the Maple View Lodge Committee of Management.

## **4.9 Leeds, Grenville and Lanark District Board of Health**

The Leeds, Grenville and Lanark District Board of Health oversees the delivery of health programs and services required by the *Health Protection and Promotion Act*.

The Board of Health for the Leeds, Grenville and Lanark District Health Unit meets monthly and has thirteen members, seven of which are municipal politicians or appointees with six being provincial appointees. Two members represent the United Counties of Leeds and Grenville and one member represents each of the City of Brockville, the County of Lanark, the Town of Smiths Falls, the Town of Gananoque and the Town of Prescott.

## **4.10 Ad Hoc Committees**

Ad Hoc Committees are created by Counties Council, as needed. The membership of these committees vary and the focus of the committees tend to be specific in nature. Recent Ad Hoc Committees include the Housing Affordability Task Force and the Council Code of Conduct Committee.

## **4.11 Eastern Ontario Wardens' Caucus (EOWC)**

The Warden of the Counties is a member of the Eastern Ontario Wardens' Caucus. The EOWC works to support and advocate on behalf of the property taxpayers across rural Eastern Ontario and is composed of the following thirteen members:

- County of Frontenac;
- County of Haliburton;
- Hastings County;
- City of Kawartha Lakes;
- Lanark County;
- United Counties of Leeds and Grenville;
- County of Lennox and Addington;
- Northumberland County;
- County of Peterborough;
- United Counties of Prescott and Russell;
- Prince Edward County;
- County of Renfrew; and
- United Counties of Stormont, Dundas and Glengarry.



The Caucus has identified the following key priorities for 2022:

- Affordable and Attainable Housing;
- Ontario Health Team Governance and Structure; and
- Health Care Human Resources/Family Physicians.

The Caucus has also identified continued advocacy items including COVID-19 municipal recovery, long-term care funding and Community Paramedicine.

## **5.0 Major Projects**

In addition to the day-to-day operations of Counties services, a number of major initiatives are currently underway which will require continued oversight by the 2022-2026 Counties Council and respective committees, as well as the Joint Services Committee.

Some of these major initiatives include:

- Redevelopment of the Maple View Lodge Long-Term Care Facility from 60 to 192 beds;
- Changes to the delivery of Long-Term Care;
- Design and construction of additional lanes along County Road 43 in the Municipality of North Grenville;
- Paramedic Service Station Location and Design;
- Affordable Housing initiatives, such as the newly developed Secondary Suites Program;
- Multi-year budgeting, building off a detailed Asset Management Plan; and
- Active Transportation Plan.

Additional information regarding these initiatives is available on the Counties' website [www.leedsgrenville.com](http://www.leedsgrenville.com).

## **6.0 Contact Information**

For more information on the responsibilities of the United Counties of Leeds and Grenville, its services and structure, please contact:

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