



Candidate's Guide

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1.0 Introduction

The purpose of this guide is to provide mayoral candidates with an understanding of how the Counties functions and what commitments will be expected of members of Counties Council. The United Counties of Leeds and Grenville is an upper tier government encompassing ten lower tier municipalities. The Council of the United Counties of Leeds and Grenville consists of the heads of Council of those ten municipalities within Leeds and Grenville, specifically:

- Mayor, Township of Athens
- Reeve, Township of Augusta
- Mayor, Township of Edwardburgh/Cardinal
- Mayor, Township of Elizabethtown-Kitley
- Mayor, Township of Front of Yonge
- Mayor, Township of Leeds and the Thousand Islands
- Mayor, Village of Merrickville-Wolford
- Mayor, Municipality of North Grenville
- Mayor, Township of Rideau Lakes
- Mayor, Village of Westport



The Mayors of Brockville, Prescott and Gananoque, along with the ten member municipalities identified above, participate in the Joint Services Committee. The Joint Services Committee is responsible for service levels and budget related to Ontario Works, Children’s Services, Social Housing, Paramedic Service, and Provincial Offences Act Administration and Court Services. Brockville, Prescott and Gananoque are single tier municipalities that do not participate in the county structure; they contract with the Counties for the services outlined above.

1.1 About Meetings

Meetings are generally held during the day, usually beginning at 9:00 a.m. and lasting one to two hours in length; periodically meetings continue to 12:00 noon. The meetings normally take place at the Counties’ Main Administration Building at 25 Central Avenue West, in Brockville, though some Boards and Committees will meet elsewhere.

1.2 Investment of Time

At a minimum, members of Counties Council invest half a day, three to four times a month to attend county-related meetings.

Members could have additional commitments to various boards, ad hoc committees, and other meetings depending on their interests and appointments.

The position of Warden, as the head of Counties Council, is elected by the members of Counties Council every two years. The position of Warden is a greater time commitment as he/she is tasked with representing the Counties at various functions and other meetings. The Warden attends the Eastern Ontario Wardens Caucus (EOWC) meetings, which often require travel and overnight stays, six times a year.

Members of Counties Council may also be invited to attend functions to represent the Counties. Counties Councillors may choose to attend between two of four conferences per year on behalf of the Counties. They include the Rural Ontario Municipal Association/Ontario Good Roads Association (ROMA/OGRA) Conference in February, the Association of Municipalities of Ontario (AMO) Conference in August, the Ontario East Municipal Conference (OEMC) in September, and the Counties, Regions and Singer Tier Conference (CRST) in October.

2.0 Counties Council

Council for the United Counties of Leeds and Grenville is composed of ten members - the Warden and nine councillors. Councillors, including the Warden, are the elected heads of council (Mayor) of each of the ten lower-tier municipalities geographically located within the United Counties of Leeds and Grenville. Councillors serve on Counties Council for the same period as they are members on council of the lower-tier municipality in which they were elected, in accordance with the *Municipal Elections Act, 1996*. Council meeting generally last from 9:00 a.m. to almost noon.

Meetings take place in the Council Chambers at 9:00 a.m. at the municipal office located at 25 Central Avenue West, Brockville Ontario.

Should the municipalities wish to appoint an Alternate representative on Counties Council to represent the Mayor in his or her absence, the local council may pass a by-

law doing so. The appointment is for the term of Council (four years) and there are conditions upon the execution of their duties.

Should the municipalities wish to appoint an Alternate representative on Counties Council, they may pass a by-law doing so. The appointment is for the term of Council (four years) and there are conditions upon the execution of their duties and Alternates. The Warden is elected by the members of Counties Council to serve a two year term. The election of the Warden takes place at the Inaugural meeting of Counties Council held on the second Wednesday in December at 10:00 a.m.

2.1 Services Provided by the Counties

At the county-level of government, services are provided to all residents of the ten municipalities that make up the United Counties of Leeds and Grenville. The services include:

- Maintenance and construction related to county roads and bridges
- Land Use Planning and Subdivisions of Lands
- Approval of lower-tier Official Plans
- Geographic Information Systems (digital mapping)
- Limerick Forest (forest management including trails)
- Economic Development
- Taxation and Property Assessment assistance to lower tier municipalities
- Emergency Management
- Weed Inspection and Control
- Household Hazardous Waste Days
- Maple View Lodge Long-Term Care Facility

The Counties, together with Brockville, Gananoque, and Prescott provide:

- Community and Social Services (Ontario Works, Children Services, and Social Housing)
- Land ambulance services
- Provincial Offences Administration and Court Services

The Counties, together with Brockville, Prescott and Gananoque:

- Have representation on the Committee of Management for the St. Lawrence Lodge Long-Term Care facility

The Counties, together with Brockville, Gananoque and Prescott:

- Have representation on the Board of Health and contribute to an annual levy to the Leeds, Grenville, Lanark and District Health Unit (along with the County of Lanark and Town of Smiths Falls)

The Counties, together with Brockville and Prescott provide:

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

2.2 Administrative Structure

The Counties administrative structure is comprised of the Chief Administrative Officer (CAO), and four directors – Director of Community and Social Services, Director of Corporate Services, Director of Public Works, and the Chief of the Paramedic Service. Each director is responsible for a service area which may include various departments.

3.0. Committee of the Whole

The Counties operates under Committee of the Whole system. The Committee of the Whole is comprised of all ten members of Counties Council.

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

- Governance
- Development and evaluation of policies and programs
- Awarding contracts (above delegated staff spending limits)
- Adopting an annual budget

The Committee of the Whole also receives staff reports and recommendations related to the 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.

Committee of the Whole Meetings are held at 9:00 a.m. on the first Tuesday of the month. Councillors should be aware there may be special meetings called from time to time, held during the day, to address urgent issues. On average a Councillor at the Counties spends approximately nine hours attending meetings at the Counties. This would increase if the Councillor is a member of other committees and boards.

3.1 Current Issues – Committee of the Whole

The current key issues from the Committee of the Whole are:

- Potential sale of the ED-19 waste disposal site
- Long-Term Care
- Fire Services
- County Road 43
- Asset Management
- Long-Term Commitments
- Budget

4.0 Joint Services Committee

The Joint Services Committee of Leeds and Grenville consists of all members of Counties Council, along with the Mayors of City of Brockville, the Town of Gananoque, and the Town of Prescott. The Committee is responsible for service levels and budget related to Ontario Works, Children’s Services, Social Housing, Land Ambulance, and POA Administration and Court Services.

The Joint Services Committee:

- Receives information, reports, and recommendations related to programs and services under its responsibility

The Joint Services Committee meets on the first Wednesday of each month at 9:00 a.m. Is responsible for issues related to service levels and budgets for the programs and services. The Committee may meet on the third Wednesday of the month if business warrants, in the Council Chambers at 25 Central Ave. W., Brockville.

4.1 Current Issues - Joint Services Committee

The current key issues before the Joint Services Committee are

- Paramedic Service Delivery Review
- Budget

5.0 Sub-Committees

If a Sub-Committee is established by Counties Council or the Joint Services Committee, they would meet monthly, or as needed (at the call of the chair).

5.1 Maple View Lodge Committee of Management

The Maple View Lodge Committee of Management meets at the call of the Chair, usually three to four times a year at the call of the chair. The Committee consists of:

- The same three (3) members of Counties Council who sit on the St. Lawrence Lodge Board of Management
- One Councillor appointed by Counties Council
- The Mayor of the Township of Athens
- The Warden as an Ex Officio Member

5.2 The Leeds and Grenville Accessibility Advisory Committee (AAC)

The Accessibility Advisory Committee is a statutory committee with an advisory and consultative role. The AAC provides input, completes an annual review of the Accessibility Plan, and provides advice to Counties Council regarding preparation, implementation, and effectiveness of the Accessibility Plan.

The AAC is comprised of the Warden as ex-officio and two Counties Councillors, as well as members of the public who have an interest in accessibility for individuals with disabilities.

The Committee meets as required at 9:00 a.m. at 25 Central Avenue, Brockville.

6.0 Ad Hoc Committees

From time to time Ad Hoc Committees are created by Council as they are needed. The membership of the Committees varies and the focus of the Committees tends to be specific in nature. Recent Ad Hoc Committees include the Code of Conduct Committee and the Waste Management Task Force.

7.0 Local Boards/Other Committees

7.1 St. Lawrence Lodge Committee of Management

St. Lawrence Lodge is a two hundred and twenty-four (224) bed, long-term care facility jointly owned and operated by the City of Brockville, the Town of Gananoque, the Town of Prescott, and the United Counties. Counties Council appoints three council members

to the St. Lawrence Lodge Committee of Management (an independent Board) which operates jointly with council members from the City of Brockville, the Town of Gananoque, and the Town of Prescott. The same three members of Counties Council who sit on the Maple View Lodge Committee of Management sit on the St. Lawrence Lodge Committee of Management.

The Committee meets on the fourth Tuesday of each month at 9:00 a.m. at St. Lawrence Lodge.

7.2 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*. Counties Council appoints two council members to the Board of Health, which operates jointly with council members from the City of Brockville, the Town of Gananoque, the Town of Prescott, the County of Lanark, the Town of Smiths Falls, and provincial representatives.

The Board of Health meets on the third Thursday of each month at 6:30 p.m. at the Health Unit, 458 Laurier Blvd., Brockville.

7.3 9-1-1 Board of Management

The Warden represents Counties Council on the 9-1-1 Board of Management which operates jointly with one council member from the City of Brockville and one council member from the Town of Prescott. The Board is supported by the Chief Administrative Officers of the three municipalities along with representatives from the Ontario Provincial Police, emergency service providers, and Bell Canada. The purpose of the 9-1-1 Management Board is to make operational decisions and to establish and enforce policies for the management and administration of the 9-1-1 system. The Board meets as required.

8.0 For More 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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