



**THE CORPORATION OF
THE COUNTY OF HASTINGS**

**BY-LAW NUMBER
2008-0023**

**A BY-LAW TO GOVERN THE
ORDER & PROCEEDINGS
OF THE COUNCIL
AND COMMITTEES OF
THE COUNTY OF HASTINGS**

2008

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TO BY-LAW NO. 2008-0023



RULES OF ORDER OF THE COUNCIL OF THE
CORPORATION OF THE COUNTY OF HASTINGS

A By-law to provide rules governing the order and proceedings of the Council and committees of the County of Hastings, the conduct of its members and calling of meetings.

WHEREAS, it is necessary and expedient to make and establish rules and regulations for the conduct of its members, the calling of meetings, the regulations and directions of County Government, pursuant to the Municipal Act; 2001 S.O. 2001, Chapter 25as amended from time to time.

AND WHEREAS, it is necessary and expedient that there should be rules governing the Order and Procedure of the Council and it's Committees;

AND WHEREAS, it is advisable to set out certain standing policies to more efficiently transact the business of County Council; and it's committees.

AND WHEREAS By-law No. 99-72 and amendments thereto are hereby rescinded and that any By-law or resolutions inconsistent with the provisions of this By-law are hereby repealed;

THEREFORE BE IT ENACTED by the Municipal Council of the Corporation of The County of Hastings that it establishes rules and regulations and it is hereby enacted as follows:

DEFINITIONS

1. DEFINITIONS in this By-law:

- (a) **The County** means the Corporation of the County of Hastings;
- (b) **Council** means the Council of the County;
- (c) **Warden** means the Head of the Council;
- (d) **Member** means a Member of the Council;
- (e) **Committee Chairman** means Chairman of any Committee of County Council;
- (f) **Clerk** means the Chief Administrative Officer/Clerk of the County;
- (g) **Act** means the Corporation of the County of Hastings Act, 1993, as amended from time to time;
- (h) **Recorded Vote** means the recording of the name and vote of any member voting on any matter of question;
- (i) **Subsidiary Motions:**

To Lay on the Table If there is reason for the assembly to lay the main motion aside temporarily without setting a time for resuming its consideration, but with the provision that it can be taken up again whenever a majority so decides, this can be proposed by the motion To Lay on the Table.

To Move the Question If it is desired to close debate of a motion or pending motion so that it will come to an immediate vote, this can be proposed by Moving the Question which shall be in the following words: "I move that the question now be put."

To Limit or Extend Limits of Debate If it is desired to continue consideration of a motion but debate is consuming too much time, a member can move to place a limit on the debate; on the other hand, if special circumstances make it advisable to permit more or longer speeches than under the normal rules, a motion to do so can be made; or, it may sometimes be desirable to combine the elements of limitation and extension, as in limiting the length of speeches but allowing more speeches per member. All such modifications of the normal limits of debate on a pending motion are proposed by means of the motion to Limit or Extend Limits of Debate.

To Postpone to a Certain Time; Postpone Definitely; Postpone If the assembly might prefer to consider the main motion later in the same meeting or at another meeting, this can be proposed by moving to Postpone Definitely or simply to Postpone.

To Commit or To Refer It may be that much time would be required to amend the main motion properly, or that additional information is needed, so that it would be better to turn the motion or resolution over to a committee for study or redrafting before the assembly considers it further. Such action can be proposed by moving to Commit the main question - or Refer it to a committee.

Once a Committee has dealt with the matter referred to it, a separate report should be prepared, dealing only with the special resolution that was referred. The report will provide a brief background history, provide the motion directly from the minutes, and give details of the committee's consideration of the matter. This report should be received.

Immediately thereafter, the Chairman/Warden should put the question (no mover and seconder necessary since the "referred motion" is the main question) for Council's consideration.

To Amend If a main motion might be more suitable or acceptable in an altered form, a proposal to change its wording (either to clarify or, within limits, to modify the meaning) before the main motion is voted on can be introduced by moving to Amend.

To Postpone Indefinitely If an embarrassing main motion has been brought before the assembly, a member can propose to dispose of this question without bringing it to a direct vote, by moving to Postpone Indefinitely.

- (j) **Committee of the Whole** means all the members present sitting in Committee;
- (k) **Committee of the Whole on By-laws** allows for the second reading of By-laws and also debate or explanation.

For Council to move into Committee of the Whole, the Presiding Officer should request a motion that Council go into a Committee of the Whole on By-laws, naming a Chairman for this section of business.

In proceedings in Committee of the Whole upon By-laws, the title, then the preamble, and then every clause shall be considered in its proper order if requested by a Councillor unless a copy of the By-law has been printed and mailed to the members for their consideration before the Session.

Any clause, or part thereof, may be amended by a majority vote of the members present during the reading of the By-law, clause by clause, in the Committee of the Whole, if requested by a member; such amended clause, if approved by a majority vote, shall be made and noted in the By-law at the time of the final reading thereof.

When the issue has been dealt with, on motion or by unanimous consent, the Committee rises to report and the Presiding Officer resumes his chair. The Committee Chairman stands and reports to the Presiding Officer in the following manner:

“Your Honour, the Committee of the Whole on By-laws wishes to report as follows:

Requests that the report be received. [Response from Presiding Officer: Granted]

Requests that the report be read. [Response from Presiding Officer: Granted]

Requests that the report be adopted. [Response from Presiding Officer: Granted]

This motion should be included in the report of the Committee of the Whole to Council.

- (l) **Rules of Procedure** means the rules and regulations provided in this By-law;
- (m) **Quorum** means a majority of members of Council or Committee;
- (a) **Committees** mean subordinate instruments of an assembly;
- (o) **Division of a Question**: if a motion (or an amendment to it) contains two or more parts each capable of standing alone, they can be divided and voted on individually.
- (p) **Votes**:
- **Voice Vote** - called for at Warden's discretion. Can be put at any time. Members must unanimously signify their approval/acceptance by saying "carried". If the vote is not unanimous, a regular vote is to be held.
 - **Hands Vote** - when the vote is called, members in favour will signify their approval/acceptance by raising their hands. Those opposed will raise their hands at the Chairman/Warden's call for "those opposed". This form of voting will be considered the normal or regular method of voting in Hastings County Council.

- **Standing Vote** - when the vote is called and the Chairman/Warden is unsure of the outcome of the hands vote, he will ask that members in favour will signify their approval/acceptance by standing and likewise those members opposed will signify their opposition by standing.
- **Recorded Vote** - upon a recorded vote being requested by one Councillor, the names of those who voted for and those who voted against the question shall be entered into the minutes.

According to Section 246(1) of the Municipal Act, where 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 any Act, shall announce his vote openly, and any failure to vote by a member who is not disqualified shall be deemed to be a negative vote and the Clerk shall record each vote.

- (q) **Secret Voting** Except as provided in section 233 and 238 of the Municipal Act, no vote shall be taken by ballot or by any other method of secret voting and every vote so taken is of no effect.
- (r) **Point of Information** means a request directed to the Chair, or through the Chair to another officer or member, for information relevant to the business at hand but not related to parliamentary procedure.
- (s) **Point of Order** means any member who thinks that the rules of the Council are being violated, may make a Point of Order (or "raises a question of order"), thereby calling upon the Chair for a ruling and an enforcement of the regular rules.
- (t) **Personal Privilege** - questions of privilege are of two types:
 - (l) those relating to the privileges of the assembly as a whole; and
 - (2) questions of personal privilege.

If the two come into competition, the former takes precedence over the latter. Questions of privileges of the assembly may relate to its organization or existence; to the comfort of its members with respect to heating, ventilation, lighting, and noise or other disturbance; to the conduct of its officers and employees, or of visitors; to the punishment of its members; or to the accuracy of published reports of its proceedings; etc.

Questions of personal privilege which seldom arise in ordinary societies and even more rarely justify interruption of pending business - may relate, for example, to an incorrect record of a member's participation in a meeting contained in minutes approved in his absence, or to charges circulated against a member's character.

- (u) **Closed Session** means that only those members and other persons so identified by the Warden or Chairman of the meeting may remain in the room to hear the business to be discussed.
- (v) Wherever words imparting the singular number of the masculine gender are used, they shall be taken as the plural number and female gender whenever appropriate.

NOMINATION AND ELECTION OF THE WARDEN AND THE INAUGURAL AGENDA

2.1 NOMINATION AND ELECTION PROCEDURE

- (a) In the event of a vacancy in the office of the Warden and at the November Session of County Council meeting in each year, the Members of Council shall proceed to elect a Warden in the following manner:

Nominations

- i. Nominations for the office of the Warden will be received at the October Session of County Council. Each nomination, in order to be valid, must be duly moved and seconded, by a member of County Council at the October meeting. No other nominations will be received after the October County Council Session has been adjourned.
- ii. In the event that the office of Warden is declared vacant during the normal term of office, County Council will seek to fill the vacancy at the next scheduled Council meeting and nomination papers will be received up to 14 days prior to the date of that meeting. In an election year, nomination papers for the office of the Warden must be filed with the Clerk 14 days prior to the Inaugural session. Nomination papers must be filed on the form supplied by the Clerk and have the support of two members of County Council.

Elections

At the conclusion of normal business of the November session of County Council the Warden shall vacate the chair and the Clerk will act as Presiding Officer and announce the nominations received for the position of Warden and proceed with the election of the new Warden in the following manner:

- iii. The Clerk, acting as Presiding Officer, shall report on the nomination received.
- iv. Each nominee shall, prior to the vote being taken, be permitted to speak for not more than five minutes. The speakers will be called upon in alphabetical order of the nominees.
- v. Any nominee may withdraw at any time before a vote is taken.
- vi. Where more than one nominee remains for election, a vote by secret ballot shall be taken.
- vii. No municipality shall have more votes for the office of Warden than the members elected for County Council purposes from that municipality. (Each member must exercise his own vote and it may not be exercised by anyone else in his absence.)
- viii. To be elected as Warden a nominee shall obtain a vote of a majority of the Members present.
- ix. Where a vote is required, the following procedure shall be followed:
 - The Clerk shall be responsible to circulate ballots to each Member of Council, each ballot having the Clerk's stamp on it;
 - Each Member shall write the name of his/her selection on the ballot, fold the ballot in four and deposit his/her ballot in the box provided for that purpose;

- After all Members have voted, the Clerk shall collect the ballots and, in view of all Members present, compile the results and announce the number of votes for each candidate;
 - Any candidate will have the privilege to inspect the ballots;
 - If one or more ballots are contested, the Clerk shall reconsider the validity of the contested ballot(s) and render a decision thereon forthwith after a deliberation period of not more than half an hour;
- x. Where there are more than two nominees and after the first vote, no nominee receives the majority required for election, the name of the nominee receiving the least number of votes shall be dropped, and Council will proceed to vote anew and continue until either:
- A nominee received the majority required for election at which time such nominee shall be declared elected; or
 - It becomes apparent by reason of an equality of votes that no nominee can be elected.
- xi. In the case of an equality of votes, the successful candidate shall be determined by the Clerk placing the names of the candidates on equal sized pieces of paper in a box, and one name being drawn by a person chosen by the Clerk.

- (b) The Warden elect shall then be recognized
- (c) Motion to destroy the ballots.
- (d) Council will adjourn with the singing of O' Canada

2.2 NOMINATING COMMITTEE

1. The Warden elect shall appoint members to the Nominating Committee consisting of the nominee for the position of Warden receiving the second and third highest number of votes as well as the previous two Wardens currently sitting on County Council.
2. The Nominating Committee may vary in number of members from 3 to 5.
3. Should there be insufficient members as noted in 1 above the membership of the Nominating Committee shall be at the discretion of the Warden elect.

A Nominating Committee shall be appointed to select membership of Committees for the following year.

2.3 INAUGURAL AGENDA

At the inaugural Council meeting, the agenda shall be as follows:

- (a) Call to Order.
- (b) Prayer & Moment of Silence.
- (c) Disclosure of Interest.
- (d) Clerk Reports on the Election of the Warden
- (e) Warden escorted to Chair.
- (f) Warden takes Declaration of Office and Oath of Allegiance.
- (g) Warden's Inaugural Address.
- (h) Greetings from invited dignitaries.
- (i) Report of the Nominating Committee

- (j) Committee Reports
- (k) By-Laws
- (l) Motions/Special Resolutions
- (m) Confirmation By-Law
- (n) Adjournment
- (o) O'Canada

2.3 INAUGURAL AGENDA (IN AN ELECTION YEAR)

At the inaugural Council meeting, the agenda shall be as follows:

- (a) Call to Order.
- (b) Prayer & Moment of Silence.
- (c) Disclosure of Interest.
- (d) Clerks report on the Nominations for Warden for the ensuing year.
- (e) Address by nominees for the Office of Warden.
- (f) Election of Warden by ballot (if more than one nominee).
- (g) Announcement of results of ballots.
- (h) Warden escorted to Chair.
- (i) Warden takes Declaration of Office and Oath of Allegiance.
- (j) Motion to destroy the ballots.
- (k) Warden's Inaugural Address.
- (l) Greetings from invited dignitaries.
- (m) Appointment of Nominating Committee by Warden.
- (n) Recess.
- (o) Council reconvenes.
- (p) Report of the Nominating Committee
- (q) By-Laws
- (r) Motions/Special Resolutions
- (s) Confirmation By-Law
- (t) Adjournment
- (u) O'Canada

DUTIES OF WARDEN OR PRESIDING OFFICER

3.1 The Warden shall be an ex-officio member of all Committees of County Council. The Warden shall be entitled to vote at any meeting except at Social Services. However, where one of the County's other representatives is absent from the Social Services Committee meeting the Warden may vote.

3.2 It shall be the duty of the Warden or other Presiding Officer:

- (a) to open the meeting of the Council by taking the Chair and call the members to order;
- (b) to announce the business before the Council in the order in which it is to be acted upon;
- (c) to put to vote all questions which are regularly moved and seconded, or necessarily arise in the course of proceedings, and to announce the results;
- (d) to decline to put to vote motions which infringe the rules of procedure;
- (e) to restrain the members, within the rules of order, when engaged in debate;
- (f) to enforce on all occasions the observance of order and decorum among the members;
- (g) to call by name any member persisting in breach of the rules of order of the Council, thereby ordering him to vacate the Council Chambers;

- (h) to authenticate, by his signature when necessary, all By-laws, resolutions and minutes of the Council;
- (i) to inform the Council, when necessary or when referred to for the purpose, on a point of order or usage;
- (j) to represent and support the Council, declaring its will and implicitly obey its decisions in all things;
- (k) to ensure that the decisions of Council are in conformity with the laws and By-laws governing the activities of the Council;
- (l) to name the Chairman of any and all Committees of the Whole and all closed meeting sessions.
- (m) to attend municipally related conventions at his discretion and further that he be authorized to choose County Council delegates to attend the appropriate municipal conventions, i.e. R.O.M.A, A.M.O., O.E.E.D.C., O.E.M.C., A.C.R.O. and F.C.M.
- (n) to adjourn the meeting when the business is concluded;
- (o) to adjourn the meeting without question put, in the case of grave disorder arising in the Council Chambers and to call a Constable to remove any person or persons causing such disorder.
- (p) to select the County Council members to serve on any Committees, Special Purpose Committees, and Boards which are initiated or changed after the Nominating Committee's Report has been adopted by County Council in each year

3.3 The Warden shall only make such remarks as are fitting for the information or assistance of the Council.

3.4 In the absence of the Warden, the Presiding Officer shall have the same authority while presiding at the meeting as the Warden would have had, if present.

3.5 The Warden or Presiding Officer (except where he is disqualified to vote by reason of interest or otherwise) may vote, and on division shall vote, with the other members on all questions (and where there is a tie, the question shall be lost).

When the Warden or Presiding Officer is called upon to decide a point of order or practice, the point shall be stated without unnecessary comment, and he shall cite the rule or authority applicable to the case. The Warden may delegate this authority to the Clerk.

3.6 If the Warden or Presiding Officer desires to leave the Chair for the purpose of taking part in the debate or otherwise, he shall call on another member of the Council to fill in his place until he resumes the Chair. He shall not resume the Chair until after the vote on the question has been taken.

MEETINGS OF COUNCIL

4.1 The Inaugural Meeting of the Council shall be held annually on the first Thursday in December at 09:30 a.m. o'clock, at the Hastings County Administration Building, Belleville, Ontario.

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.

4.2 All meetings of Council shall be held at the Council Chambers in the Hastings County Administration Building, Belleville, Ontario unless otherwise decided upon by the majority of Council.

The date, place and time of the meeting may be changed by the Warden, if extenuating circumstances exist.

4.3 Regular meetings of Council will be held on the last Thursday of each month unless otherwise decided upon by the Warden.

4.4 Regular meetings of Council will commence at the hour of 9:30 a.m. o'clock and will adjourn by 4:30 p.m. o'clock. Should Council deem it necessary to meet beyond the hour of curfew then a resolution to proceed with the business of the agenda is in order.

A majority vote of the members present is necessary.

4.5 Pursuant to Section 240 of the Municipal Act, the Warden may at any time summon a special meeting. Upon receipt of the petition of the majority of the members of the Council, the Clerk shall summon a special meeting for the purpose and at the time mentioned in the petition.

In the absence of, or death of the Warden or the Presiding Officer, so appointed, or if his office is vacant, a special meeting may be summoned by the Clerk and shall be summoned upon a requisition, in writing, signed by a majority of the members of the Council, being received in his office stating the date, time and place of the requested meeting.

Council shall only consider the matter or matters that are specifically listed for consideration on the Notice of the Special Meeting.

4.6 When a motion to go into closed session/Committee of the Whole is carried, the Warden or Committee Chairman may, with the approval of Council or Committee, exclude or include such persons as is deemed appropriate from or in the meeting room.

When in closed session, no one shall leave and re-enter the meeting room without the approval of the Warden or Committee Chairman.

Before holding a meeting or part of a meeting that is to be closed to the public, Council shall state by resolution:

- (a) the fact of the holding of the closed meeting, and
- (b) the general nature of the matter to be considered at the closed meeting.

The following are items to be discussed in closed session:

- security of the property of the municipality or local board
- personal matters about an identifiable individual, including municipal or local board employees
- a proposed or pending acquisition or disposition of land by the municipality of local board
- labour relations or employee negotiations

- litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board
- advice that is subject to solicitor-client privilege, including communications necessary for that purpose
- a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act
- the subject matter relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act if the council, board, commission or other body is the head of an institution for the purposes of that Act.

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

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

As soon as practically possible following a closed session County Council shall consider and vote on a motion confirming the directions or instructions given to its officers, employees, agents or persons retained by or under contract with the County or its local boards.

OPENING PROCEDURES

5.1 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.

5.2 In case the Warden does not attend within fifteen minutes after the time appointed, the Clerk shall call the members to order, and if a quorum be present, a Presiding Officer shall be chosen, who shall preside during the meeting or until the arrival of the Warden.

5.3 A quorum must in all cases be a majority of all the members of the Council or Committee, including the Warden or Presiding Officer.

5.4 If there be no quorum present within fifteen minutes after the time appointed for the meeting, the Clerk shall take down the names of the members then present, and the Council or Committee shall stand adjourned until the next day of meeting, subject to the provisions of Section four and five of this By-law.

ORDER OF PROCEDURE

6.1 The Clerk shall have prepared and printed for the use of the members at the regular meetings of Council an agenda under the following headings:

Closed Session (if required)

- (1) Prayer & Moment of Silence
- (2) Warden's Welcome and Remarks
- (3) Disclosure of Interest

- (4) Adoption of Minutes
- (5) Business Arising from Minutes
- (6) Communications:
 - a. Information Correspondence
 - b. Action Correspondence
 - c. Resolutions from Other Municipalities
- (7) Petitions and Delegations
- (8) Report from CAO-Clerk
- (9) Reports of Committees
- (10) Reports from Boards
- (11) First, Second and Third Reading of By-laws
- (12) Motions/Special Resolutions
- (13) Notices of Motion
- (14) Confirmatory By-law
- (15) Adjournment
- (16) O' Canada.

6.2 Council Session will commence with a Prayer and finish with a motion to adjourn, followed by the singing of O' Canada, after which Council will stand adjourned.

6.3 The agenda items include:

- (1) Prayer

The Warden, or designate, recites or leads Council in a Prayer followed by a moment of silence.
- (2) Warden's Welcome and Remarks

The Warden provides a brief overview of his activities since the last Session.
- (3) Disclosure of Interest

It is at this point that any member of Council may disclose any possible conflict of interest/pecuniary interest dealing either with any item on the agenda or a matter discussed at a previous meeting from which a member was absent.
- (4) Adoption of Minutes

- (a) Immediately after the Warden or the Presiding Officer has concluded his opening remarks and called for any disclosures of interest, the minutes of the preceding meeting shall be submitted to the Council in order that any errors therein may be corrected by the Council, and when adopted such minutes shall be signed by the Warden or Presiding Officer and Clerk.
 - (b) Immediately following the last meeting of the current term of office of County Councillors, before the next Inaugural Session, the Council will adjourn sine die and the minutes of that Session shall be submitted to the Council for adoption, as written and signed by the Warden and Clerk.
- (5) Business Arising from Minutes
- Remarks must be confined to issues as they relate to the minutes of the preceding meeting.
- (6) Communications
- (a) Information Correspondence:

All information correspondence will be summarized on a County Council correspondence list and included in the agenda package, mailed out prior to the meeting. Any member may request the reading of a letter/letters. A motion is in order to receive the correspondence. Notwithstanding the foregoing, a motion is in order at any time to take certain action on any matter pertinent to the correspondence. Correspondence received after mailing will not be considered until the following Session unless lack of action may have a significant affect upon the Corporation such as a loss of revenues.
 - (b) Action Correspondence

All communications will be summarized and noted for suggested Council action and included in the agenda package, mailed out prior to the meeting. Any member may request the reading of a letter/letters. A motion is in order to receive the correspondence, refer to Committee or take certain action on any matter pertinent to the correspondence. Correspondence received after mailing will not be considered until the following Session unless lack of action may have a significant affect upon the Corporation such as a loss of revenues.
 - (c) Resolutions from Other Municipalities:

Resolutions pertinent to a particular Committee will be referred to that Committee and will be reported on by the Committee Chair or his designate at the time the resolution is presented to Council.

Copies of these resolutions will be provided in the agenda packages with a notation as to which Committee reviewed the resolution and this Committee's recommendation. However, any member may request a reading of a resolution and/or resolutions. A motion is in order to receive the resolution and take the appropriate action. The suggested actions on the resolutions would fall into one of three categories:

- (1) concur or support;
- (2) receive and file, or
- (3) refer to Committee.

Council, or in the case where a resolution from another Municipality has been referred to Committee, must deal with the resolution as it stands. If amendments or any changes are recommended, a new special resolution from the County of Hastings should be presented for adoption under section 12 of the agenda.

(7) Petitions and Delegations

Every petition shall be legibly written or printed and shall not contain any obscene or improper matter or language and shall be signed by at least one person and filed with the Clerk not less than ten days before the commencement of the meeting of the Council.

Persons desiring to present information verbally on matters of fact or make a request of Council shall give notice to the Clerk not less than ten days before the commencement of the meeting of the Council and may be heard by leave of the Warden or Presiding Officer of Council, but shall be limited in speaking to not more than ten (10) minutes except that a delegation consisting of more than five (5) persons shall be limited to two (2) speakers, each limited to speaking not more than ten (10) minutes.

(8) Report from CAO-Clerk

The CAO's Report will generally explain County activities since the prior report. It may consist of a progress report, budget comparisons, statistics, or a combination of one or all.

Pertinent By-laws will be explained by the Chief Administrative Officer and the report may further contain requests for resolutions authorizing certain future actions needed to administer the County.

The CAO's Report shall be subject to questions but is presented for information and not debate. These reports should be received by Council and not adopted.

Any resolutions or actions contained in the report should be introduced by separate motion at the appropriate time from the floor of Council which can then be debated.

(9) Reports of Committees

Any action taken by a Committee is subject to change, deletion or approval by County Council.

Reports of Committees will be typewritten and circulated to members of Council prior to the Session if possible. The Chairman or representative of the Committee will explain the report, if requested.

Otherwise, a motion is in order to adopt a report of the Committee without it being read out at the Session.

(10) Reports from Boards

Reports of Boards will be typewritten and circulated to members of Council prior to the Session if possible. At meetings where no formal report is available, the Chairman or representative of the Board will have the opportunity to present a verbal report.

A motion is in order to receive a report of a Board and any resolutions or actions resulting from this report should be introduced by a separate motion at the appropriate time from the floor of Council which can then be debated.

(11) First, Second and Third Reading of By-laws

Every By-law shall have been introduced by means of the CAO's Report. One motion is in order to give all By-laws first, second and third readings.

If any member of Council has a question on a particular By-law, he may, upon motion, move that Council go into Committee of the Whole for the second reading of that By-law or, may move that Council exempt a particular By-law from the main motion to allow for further debate.

When a By-law is read in the Council, the Clerk shall certify the readings and the date on the back thereof.

After By-laws have passed, the Clerk shall be responsible for their correctness should they be amended.

Every By-law which has passed the Council, shall immediately after being signed by the Warden and the Clerk, and sealed with the seal of the Corporation, be deposited by the Clerk for security and safekeeping.

Copies of all By-laws adopted by the Council shall be typewritten, numbered, separated into Session files and shall be indexed.

(12) Motions/Special Resolutions

Items of new business (including special resolutions) shall be presented to Council by motion.

(13) Notices of Motion

A notice of motion will introduce business that the member intends County Council to deal with at the next regular meeting. It is the duty of a member to bring the issue before the next meeting of County Council or it will be lost.

(14) Confirmatory By-law

Council shall adopt a confirmatory by-law at the end of each Council Session. This by-law will confirm all actions taken by Council at that Session.

(15) Adjournment

The members of the Council shall not leave their places on adjournment, until the Warden or Presiding Officer leaves the Chair.

(16) O' Canada

Council concludes with the singing of O' Canada.

PARLIAMENTARY PROCEDURE

7.1 All motions to be dealt with under Motions, Item #12 of the agenda, shall be in writing and seconded before being debated or put from the Chair. When a motion is seconded, it shall be read before debate.

7.2 All Notices of Motion to be dealt with under Notices of Motion, Item #13 of the agenda, shall be in writing and seconded and are not debatable, nor shall they be put to a vote.

7.3 After a motion is read it shall be deemed to be in possession of the Council, but may, with permission of the mover and seconder and/or the Council, be withdrawn at any time before decision or amendment *but not after a vote or subsidiary motion*.

7.4 A motion to adjourn the Council shall always be in order. A motion to adjourn the debate shall always be in order by using the appropriate subsidiary motion. No second motion to the same effect, in both instances, shall be made until after some intermediate proceeding has occurred. A motion to adjourn the Council or the debate to a certain day or adding any expression of opinion or qualification thereto shall come within the terms of this rule.

7.5 When a main motion is under consideration, no motion shall be received unless it is a subsidiary motion.

RANK OF SUBSIDIARY MOTIONS

8.1 The subsidiary motions are listed below in order of rank. Each of the motions listed takes precedence over - that is, ranks above - the main motion, and also any or all of the motions listed after it.

Listing of Individual Subsidiary Motions

- To Lay on the Table
- To Move the Question
- To Limit or Extend Limits of Debate
- To Postpone to a Certain Time or Postpone Definitely or Postpone
- To Refer
- To Amend
- To Postpone Indefinitely

Motion	Seconder Needed?	Debatable?
Lay on the Table	YES	NO
To move the Question	YES	NO
To Limit or Extend Limits of Debate	YES	NO
To Postpone to a Certain Time or Postpone	YES	YES

Definitely or Postpone		
To Refer	YES	YES
To Amend	YES	If the motion to be amended is debatable
To Postpone Indefinitely	YES	YES; debate can go into main question
To Rescind (See Section 15)*	YES	YES

*this is not a subsidiary motion

PRIVILEGES

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

POINTS OF ORDER

10.1 The Warden shall preserve order and decide questions of order.

(a) When a member rises to point of order he shall ask leave of the Warden to raise a point of order and after leave is granted he shall state the point of order to the Warden and sit down and remain seated until the Warden shall have decided the point of order.

(b) Thereafter, a member shall only address the Chair for the purpose of appealing to the Council from the Warden's decision.

(c) If no member appeals, the decision of the Warden shall be final.

(4) The Council, if appealed to, shall decide the question without debate and its decision shall be final. This vote to overturn a decision of the Warden requires a two-thirds majority.

AMENDMENTS IN GENERAL

11.1 An amendment modifying the intention of a motion shall be in order, but an amendment relating to a different subject shall not be in order. Only one amendment shall be allowed to an amendment and any amendment more than one must be to the main motion. Any motion to amend, that, in the opinion of the Warden, is contrary to the intent of the main motion shall not be in order.

11.2 The paragraphs to be amended shall first be read as they stand, then the words proposed to be struck out, and those to be inserted, and finally the paragraphs as they would stand if so amended.

11.3 Amendments shall be put in the reverse order to that in which they are moved. Every amendment submitted shall be reduced to writing, and they shall be decided or withdrawn before the main question is put to the vote.

11.4 Whenever the Warden or Presiding Officer is of the opinion that an amendment is not in order, he will apprise the members thereof immediately.

MOTIONS RULED OUT OF ORDER

12.1 Whenever the Warden or Presiding Officer is of the opinion that a motion is contrary to the rules and privileges of the Council, he shall apprise the members thereof immediately before any debate and shall cite the rule or authority applicable to the case without argument or comment.

DIVISION OF A QUESTION

13.1 When the question under consideration contains distinct propositions, upon the request of any member the vote upon each proposition will be taken separately.

OTHER RULES

14.1 After the question is finally put by the Warden or Presiding Officer, no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared, and the decision of the Warden or Presiding Officer as to whether the question has been finally put shall be conclusive.

14.2 Members, having been previously summoned, shall immediately take their place when any recorded vote is called for.

14.3 Voting shall be in conformance with By-law 99-45, as set out in Appendix "B" attached hereto, as follows as amended:

- the weighted voting of the members of County Council shall be based on one vote per 2,000 municipal electors, or part thereof
- the weighted voting shall not apply to votes taken in committee or for the election of the Warden

14.4 The method of voting at the meetings of a Committee of County Council will be left to the discretion of the Chair.

14.5 For the purpose of electing the Warden, each member of County Council shall have one vote. Each member shall also have only one vote in the case of an election of any kind.

14.6 Upon a recorded vote being requested by one Councillor, the names of those who voted for and those who voted against the question shall be entered into the minutes.

14.7 Members of County Council will be required to record their votes by a show of hands. When there is uncertainty, the Warden may request that members stand, in favour of the main motion, to indicate their vote of approval/acceptance or, conversely, to stand when called to indicate their vote of opposition.

14.8 The Warden may, at his discretion, call for a voice vote if he believes that the matter will carry unanimously.

RECONSIDERATION

15.1 Every motion for reconsideration shall be declared lost unless two-thirds of the Council vote therefore. A motion to reconsider can only be made from the prevailing side.

15.2 No question shall be reconsidered more than once, nor shall a vote to reconsider be reconsidered.

RESCIND

16.1 A motion to rescind can strike out an entire motion, resolution, rule, bylaw, section, or paragraph that has been adopted at some previous time. It can be applied to any main motion which has been adopted, provided that none of the action involved has been carried out in a way which it is too late to undo, and provided that the question cannot be reached by calling up a motion to reconsider that has already been made. There is no time limit on making this motion and they can be moved by any member, regardless of how he voted on the original question. The motion must be seconded and is debatable.

PROCEEDINGS IN COMMITTEE OF THE WHOLE

17.1 Whenever it shall be moved and carried that Council go into Committee of the Whole, the Warden shall leave the Chair and appoint a Chairman of the Committee, who shall immediately take the Chair without argument or comment, and when the Committee rises, report the proceedings to the Warden.

17.2 The rules of the Council shall be observed in Committee of the Whole, so far as may be applicable, except that no motion for the question now be put, or for adjournment, will be allowed. The only motions that are in order are: to adopt (within the Committee for inclusion in its report), to amend (what it is proposed to report) and to rise and report. No member shall speak longer than ten minutes at any one time.

17.3 Questions of order arising in Committee of the Whole shall be decided by the Chairman, subject to an appeal to the Committee (which must be dealt with immediately). If any disorder should arise in the Committee, the Council shall resume the Session by the Warden taking the Chair and declaring the Committee dissolved.

17.4 On motion in Committee of the Whole to rise and report, the question shall be decided without debate.

17.5 A motion in Committee of the Whole to rise without reporting or that the Chairman leave the Chair, shall always be in order, and shall take precedence over any other motion. On such motion debate shall be allowed, but no member shall speak more than once, and on an affirmative vote the subject referred to the Committee shall be considered as disposed of in the negative, and the Warden or Presiding Officer shall resume the Chair and proceed with the next order of business.

RULES OF CONDUCT OF DEBATE

18.1 Every member wanting to speak to any question or motion, shall raise his hand and address himself to the Warden or Presiding Officer, and be recognized before speaking. When two or more members address the Warden or Presiding Officer at the

same time, the Warden or Presiding Officer shall name the member who, in his opinion, first asked to be recognized.

18.2 Every member who is present in the Council Chambers when a question is put shall vote thereon unless he has declared a conflict of interest.

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

18.4 A member called to order from the Chair shall immediately stop speaking 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 shall be final.

18.5 No member shall speak disrespectfully of the reigning Sovereign or of any member of the Royal Family, or of the Governor-General, Lieutenant-Governor, or person administering the government of the Dominion or of this Province, nor shall he use offensive words in or against the Council or against any member thereof, nor shall he speak beside the question in debate, nor shall he resist the rules of the Council, or disobey the decision of the Warden or Presiding Officer of the Council on questions of order or practice or upon the interpretation of the rules of the Council, and in case any member 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, he may, on the order of the Warden or Presiding Officer, be removed there-from by the police, but in case of ample apology being made by the offender, he may by vote of the Council be permitted forthwith to take his seat.

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

18.7 No member shall speak more than twice to the same question, without leave of the Council, 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 had made a substantive motion to the Council, but not to any member who has moved an order of the day, an amendment, that the question now be put, or an instruction to a Committee. No member, without leave of the Council shall speak to the same question, or in reply, for longer than ten minutes.

PUBLIC RELATIONS

19.1 The regular Sessions of County Council will be open to the public.

19.2 All news releases of a policy nature shall be given only by the authority of the Warden. Requests from the news media for explanations of approved matters may be given by Administration. The C.A.O. may delegate this responsibility to the appropriate Department Head.

19.3 The media and members of the public will be entitled to receive copies of the Agenda and Committee and CAO's Reports on the day of the Session.

APPOINTMENTS TO BOARDS AND COMMITTEES

20.1 County appointments to the Standing Committees and Joint Board and Committees will be in accordance with sections 2.3 and 3.2 (p) of these Rules of Procedures. Appointments from other municipalities to County Standing or Joint Board and Committees will be made by the Municipality have jurisdiction to make the appointment.

20.2 Election of Chairmen of Committees of County Council

The Clerk will schedule meetings of the Committees of County Council to follow as soon as possible after the Inaugural Session where the Chair of each Committee will be elected. Once all Committees have met and chosen the Chair, the Warden shall name the Finance Committee members at large. The Finance, Property & Personnel Committee will be scheduled after these meetings have been held.

20.3 Special Purpose Committees

County Council may find it necessary from time to time to set up Special Purpose Committees. These Committees should be set up when it becomes impractical to deal with a matter in open Council and which purpose cannot be identified with a Committee of County Council.

It will be the responsibility of the Warden to make the appointments to the Special Purpose Committees. These Committees may enlist voluntary expert advice at their discretion and will elect their own Chairmen.

20.4 Appointment of Lay Persons to Boards and Committees

Certain Boards and Committees may require or permit lay representation.

20.5 Notice of Council and Committee meetings

The County of Hastings will provide notice of County Council Sessions, Committee meetings, budget meetings, financial statements, committee schedules, and changes to the Rules of Order. Posting of these notices will be via the County's website at www.hastingscounty.com. A minimum of twenty-four (24) hours notice will be given for the above noted meetings and whenever possible five (5) days notice will be provided.

SUBSTITUTION

21.1 A copy of the by-law and consent shall be filed with the Clerk of the County of Hastings. This privilege will also extend to all Committees and Joint Boards of County Council and Subcommittees and Special Committees. However, this privilege will only extend to the person named in the local municipal substitution by-law.

21.2 Local municipalities may appoint, for the current term of Council, by by-law and with the written consent of the Head of Council, a substitute Council member to attend County Council Sessions in the event of the unavailability of the Head of Council.

COUNTY COUNCILLORS' REMUNERATION

22.3 The Warden and Councillors shall be paid such annual salaries, per diem rates and mileage allowances as may be determined from time to time by County Council. Hastings County Council has elected to adopt the continuation of the one-third expense allowance portion of the remuneration of members of council.

22.4 The Warden's salary shall cover his attendance at Council Sessions, Committee meetings and all functions at which he is representing the County.

LAY PERSONS' REMUNERATION

23.1 Lay persons appointed to certain Boards and Committees, Subcommittees or Advisory Committees will be paid mileage allowance as may be determined from time to time by By-law.

SUSPENSION OF RULES

24.1 Any one or more of these rules and orders may be temporarily suspended by a vote of two-thirds of the members present but they shall not be repealed, altered or amended without one month's notice of intended action, such notice to be given at a meeting of the Council.

24.2 In any case for which provision is not made herein, the procedure to be followed shall be that set out in Robert's Rules of Order.

24.3 That this By-law shall come into force and have effect from the final passing thereof.

APPENDIX "A" ELECTION OF WARDEN and INAUGURAL MEETING IN AN ELECTION YEAR WHERE THERE ARE PENDING AMALGAMATIONS TAKING EFFECT THE FOLLOWING JANUARY 1ST

In the case of an election year, *where pending amalgamations are taking effect the following January 1st*, an orientation session shall be held in December to welcome new members of Council and a County Council Session to elect the Warden shall be held in early January. An Interim Warden shall be elected for the month of December.

The Warden and Clerk shall appoint Interim Committees for the month of December keeping membership as close as possible to the current year's membership. Returning Council members shall retain their appointments on the Committees to year end.

New Council members replacing non-returning Council members shall fill the outgoing Council member's position on a Committee.

The Inaugural Session shall be held on the first Thursday of January at ~~2:00 p.m.~~ 9:30 a.m. in the afternoon. The election of the Warden shall be by open vote according to the rules set out in Section 1.1 and a Nominating Committee shall be appointed to select membership of Committees for that year.

A regular business Session of Council shall be held on the last Thursday of January, according to the Rules of Procedure.

APPENDIX 'B'

1. By-law 99-45

A By-law to change the composition and number of votes given to the members of County Council pursuant to Section 26 of the Municipal Act;

WHEREAS the County of Hastings Act, 1993 makes special provision for the composition of County Council and the voting of the members of County Council;

AND WHEREAS amalgamations of local municipalities have taken place since the passing of the County of Hastings Act, 1993 which render the weighted voting provisions contained therein inappropriate with respect to proper representation on County Council;

AND WHEREAS the composition of County Council includes both Reeves and Mayors and it is more appropriate to refer to the head of council of each local municipality;

AND WHEREAS the Finance, Property, Personnel & Roads Committee recommends that the weighted voting of the members of County Council be based on one (1) vote per 2,000 municipal electors, or part thereof;

AND WHEREAS section 26 of The Municipal Act, R.S.O. 1990, 1998 C.M. 45, as amended allows the Council of a County, by by-law, to change the composition and number of votes given to any member of County Council;

THEREFORE the Council of the Corporation of the County of Hastings orders and enacts:

1. That County Council shall be composed of the head of council of each local municipality;
2. That the Corporation of the County of Hastings fix the number of votes given to the members of County Council as set out on the attached Schedule "A";
3. The aforesaid weighted voting shall not apply to votes taken in committee or for the election of the Warden;
4. This by-law shall come into full force and effect December 1, 2000 subject to the concurrence of the local municipalities as described in Section 26.3(a),(b),(c) of The Municipal Act.

PASSED A FIRST TIME THIS 24th day of June, 1999

PASSED A SECOND TIME THIS 24th day of June, 1999

PASSED A THIRD TIME THIS 24th day of June, 1999

PASSED IN OPEN COUNCIL, this 24th day of June 1999

Schedule 'A' attached to By-law 99-45: Due to amalgamations taking effect January 1, 2001, this schedule will be updated by special resolution once the Clerk's Certificates [number of Electors] have been received in November/December.

Schedule 'A' attached to By-law 99-45 (amended by Special Resolution at the January 29, 2004 Session)

Municipality	Clerk's Certificates	Weighted vote
<i>Tyendinaga</i>	3356	2
<i>Stirling/Rawdon</i>	4259	3
<i>Centre Hastings</i>	4704	3
<i>Tweed</i>	6291	4
<i>Marmora & Lake</i>	5527	3
<i>Madoc Township</i>	2146	2
<i>Tudor & Cashel</i>	1834	1
<i>Wollaston</i>	1837	1
<i>Limerick</i>	1371	1
<i>Faraday</i>	2727	2
<i>Carlow-Mayo</i>	1457	1
<i>Hastings Highlands</i>	7538	4
<i>Deseronto</i>	1448	1
<i>Bancroft</i>	3976	2
TOTALS		30

TERMS OF REFERENCE OF COMMITTEES OF COUNTY COUNCIL

Committees of County Council shall be empowered to carry out instructions of, and to bring recommendations to, County Council.

1. The Nominating Committee will submit to Council its recommendation on the membership on the Committees of County Council, Joint Committees, Quinte Health Care Corporation, Health Unit, for Council's consideration. Subcommittee and Advisory Committee memberships will be decided by the appointed committee and recommended by special resolution to County Council.
2. The tenure of office of members of County Council on Committees of County Council shall allow for the following:
Three-year memberships
Two-year memberships
One-year memberships
(plus the Warden *ex officio* for 1 year insofar as it is applicable).
Membership is decided by the Nominating Committee each year.

However, these terms may be revised at the discretion of the Nominating Committee but the maximum term for serving on a Committee of County Council shall be six (6) years of continuous service. A Councillor's term of office as Warden will not be included in the calculation of continuous service.

3. Each member of Council shall have the opportunity to serve on a Committee.
4. As soon as possible after the Inaugural Session, the Clerk will schedule meetings of the Committees of County Council where the Chairman of each Committee will be elected. The Finance, Property and Personnel Committee will be scheduled after these meetings have been held.
5. In the event of a vacancy occurring in the Chairmanship of a Committee of County Council, that Committee shall appoint a substitute Chairman from among its members to hold office for the remainder of the term.
6. In the event of a vacancy occurring in the membership of a Committee of County Council, the Warden shall select the County Council members to serve on any Committee, Special Purpose Committees and Boards which are initiated or changed after the Nominating Committee's Report has been adopted by County Council in each year.
7. The Chairman of each Committee and the members thereof shall hold office until their successors are appointed.
8. The Hastings/Quinte Long-term Care Committee will meet on the second Tuesday of each month at the County Administration Building. Under some circumstances, a meeting may be held at either Hastings Manor or Hastings Centennial Manor. The Hastings/Quinte Social Services Committee and Emergency Services Committee will meet on the second Wednesday of each month at the County Administration Buildings. The Planning & Development Committee will meet on the second Thursday of each month, at the County Administration Buildings. The Finance, Property & Personnel Committee will meet on the third Tuesday of each month at the County Administration Buildings.

Committee meetings shall not be scheduled while Council is meeting. The chairman may cancel a Committee meeting for a particular month or call additional meetings as warranted by the business at hand. Under some circumstances, Committee meetings may be held on other days and in other locations.

9. Special meetings of a Committee of County Council may be called by the Committee Chairman with at least 48 hours notice to each member of the Committee whenever he may consider it necessary to do so, or it shall be the duty of the Clerk to summon a special meeting of the Committee whenever requested in writing to do so by a quorum of the members of the Committee.
10. The Chairman shall inform the Clerk of any administrative matter related to the mandate of the Committee which comes to his attention and shall make all requests for administrative actions through the Clerk.
11. The Chairman may request that a Department Head provide information, status reports, etc. related to the Committee's responsibilities. Special projects or requests involving substantial work and time allocation shall be directed through the CAO and at the CAO's discretion; a resolution of Council may be required.
12. The Chairman is authorized to sign such documents as are required of a Committee by statute or regulation.
13. The Chairman shall report the recommendations of the Committee to Council.
14. A quorum in any Committee is a majority of the voting members of the Committee.
15. The rules governing the procedure of the Council and the conduct of members of Council shall be observed in a meeting of a Committee of County Council insofar as they are applicable.
16. A Committee of County Council may, with the approval of County Council, appoint a sub-committee from its members to investigate and report on any matters related to Committee business (see also section 1), provided that:
 - a) the sub-committee, in all cases, reports directly to the appointment committee, and
 - b) the established sub-committee does not have the power to appoint additional sub-committees nor shall it add to its membership without permission from the original Committee of County Council.
 - c) minutes of the subcommittees or advisory committees will be presented to the appointment committee for approval. Once adopted and approved by County Council, the subcommittee or advisory committee will be empowered to carry out the instructions or recommendations contained therein.
17. Every Committee shall review its budget estimates submitted by the Treasurer and the Department Head each year and recommend a budget to the Finance, Property and

Personnel Committee. This Committee will then present the overall budget to County Council along with its recommendations.

18. Each Committee shall be responsible for recommending to Council new projects to be carried out in areas under its jurisdiction. An allocation for these projects shall be considered during budget deliberations.
19. Every Committee shall review financial information throughout the year to ensure that the budgets for its respective departments are being complied with.
20. The Clerk shall be the Secretary of all Committees of County Councils unless otherwise provided but he may assign his duties as Secretary of any Committee to an employee in his Department.
21. 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.

Attendance shall be at the member's own discretion and without per diem or mileage.

22. Continuous absence from committee meetings over a period of three months without permission of the committee may form grounds for County Council to consider that person's continued membership on the committee.
23. Notwithstanding the appointment of Committees of County Council, Council may consider any matter without referring it to a Committee of County Council or may refer it to one or more Committees or refer it to the Committee of the Whole and may withdraw a matter from a Committee whether or not the Committee has entered into consideration thereof.
24. Substitution at the Committee level is allowed, in the event that a Committee member is unavailable to attend a particular meeting, subject to the Municipality having filed the appropriate by-law with the Clerk, and subject to the individual named in the by-law being sent as the replacement.

FINANCE, PROPERTY AND PERSONNEL COMMITTEE
[AND ROADS ISSUES UNTIL THE COMPLETE CLOSURE OF ALL FILES]

1. Membership of the Committee shall be the Warden, the immediate Past Sitting Warden, a County representative of the Hastings/Quinte Long-term Care Committee, the Chair of the Planning & Development Committee, a County representative from the Hastings/Quinte Social Services Committee, a County representative of the Hastings/Quinte Emergency Services Committee and three members named by the Warden to ensure a balanced representation from all the geographical areas of the County.
2. The Committee has power to enquire into and report to Council on any financial matter over which the Council has authority and any other matter referred to it by Council.

3. The Committee shall review the annual estimates and receive the budget recommendations of all Council Committees and shall, after review, have the authority to direct revisions it considers necessary prior to recommending the final budget to County Council.
4. The Committee shall be responsible to recommend to Council an annual budget.
5. The Committee shall review, make recommendations to County Council and oversee matters with respect to:
 - preparing the annual estimates of the County based on the recommendations of the various committees, local boards and other special purpose bodies.
 - employing a proper budget control system and reporting regularly to Council as to the status of the County's overall financial position.
 - scrutinizing all money transfers and supplementary estimates of each department.
 - upon proper consideration, advising Council on long term borrowing.
 - annually reviewing the insurance coverage required by the Corporation and ensuring that employees are properly bonded where required.
6. The Committee will assume responsibility for and maintain all County owned property not under the control of any other Committee of Council or board thereof. The foregoing shall include overseeing both renovation and restoration projects which have been approved by County Council and which concern those buildings and properties under the control of the Committee.

Responsibility for those buildings and properties leased by the Corporation of the County of Hastings shall also rest with this Committee.
7. The Committee shall approve all requests for the purchase of office machinery and furnishings for the County Administration Buildings. In addition, the Committee shall make recommendations to County Council on matters pertaining to both the acquisition of new property and disposition of surplus property.
8. The Committee shall oversee and make recommendations to County Council with respect to:
 - policies for the operation of the Administration Office.
 - policies and procedures related to Council and members of Council, including remuneration, expenses and conventions.
 - matters relating to assessment and taxation which may affect the County.
 - establishment of fees for licences and services administered by the Administration Office.
 - computer policies, standards and procedures
9. The Committee shall oversee and make recommendations to County Council with respect to:
 - all matters relating to the County Roads located within the Tyendinaga Mohawk Territory until these matters are resolved

10. The Committee shall implement, oversee and make recommendations to County Council with respect to Personnel matters, as follows:
 - the operation of the County's Occupational Health and Safety Committee
 - the County Human Resources manual and revisions thereto.
 - dealing with all non-union employee issues, wages and salaries and reviewing and recommending to Council negotiated wage and salary adjustments relative to unionized employees.
 - consideration of a by-law or resolution asking for or making a grant of money or the adjustment of any wage, salary or indemnity, and presentation of a report to Council for voting thereon.
 - developing policy and providing general direction to staff to ensure that the activities of its respective departments adhere to the approved policies.
 - directing staff to prepare such reports as the Committee deems appropriate for the exercise of its responsibilities. Such reports may be for the information of the Committee only (e.g. program statistics, including participation levels, etc.) or to assist the Committee in making decisions on policy. Staff reports shall be approved by the CAO/Clerk before they are submitted to the Committee for consideration.
 - the legislation and regulations of senior governments which govern the operation of County services under its respective jurisdiction as they pertain to personnel matters.
 - reviewing and commenting on legislation and regulations, both existing and proposed which have impact on the delivery of services under their jurisdiction. This includes reporting to Council on changes which affect the policies or finances of their respective departments.
 - giving direction to the County's bargaining team regarding acceptable parameters for settlement.
 - reviewing annually with the CAO/Clerk or his designate salaries, benefits and other conditions of employment for County employees not covered by a collective agreement.
 - reviewing policies related to staff training and the recruitment of staff.
 - reviewing the recruitment of Department Heads as advised by the CAO in consultation with the appropriate Committees of County Council Chairman.
 - reviewing the annual performance evaluation of the CAO. The Committee shall carry out this evaluation.
 - reviewing all other policy matters pertaining to employer/
employee relations including working conditions and discipline.

11. The Committee shall oversee and make recommendations to County Council with respect to:
 - matters relating to the acquisition and disposal of all County lands and buildings.
 - policies for the use of County buildings.
 - policies related to the repair and maintenance of all buildings and property of the County.
 - matters relating to renovations to County buildings.
 - matters related to agreements to lease County premises.

12. The Treasury Department shall be responsible to and report through the Finance, Property and Personnel Committee. Even though the Administration Department has

responsibility to all Committees, its main responsibility is to the Finance, Property and Personnel Committee.

13. The Finance, Property and Personnel Committee members shall also have the responsibility to deal with all County Review matters, Roads and Personnel issues and report same to County Council through the Finance, Property and Personnel Report.

N.B. Issues dealt with under sections 7, 8 and 11 relate to all matters not under the control of any other Committee.

HASTINGS/QUINTE LONG-TERM CARE COMMITTEE

1. The Hastings/Quinte Long-term Care Committee shall consist of three elected members of County Council plus the Warden and three appointments from the City of Belleville and three appointments from the City of Quinte West.
2. The Committee shall be in charge of the operation of Hastings Manor in the City of Belleville and Hastings Centennial Manor in Bancroft as it is empowered to do so by the Homes for the Aged and Rest Homes Act and shall fulfil the requirements of this Act and its Regulations.
3. The Committee shall review the budget estimates submitted by the Treasurer and the Department Head and recommend them to the Finance, Property and Personnel Committee. The Finance, Property and Personnel Committee will then recommend the overall budget to County Council.

The Hastings/Quinte Long-term Care Committee will be responsible to oversee and report to County Council the programs provided for in the budget that was approved by County Council.

4. The Committee shall report regularly to Council and shall scrutinize all accounts pertaining to the operation of these homes and make its recommendations to County Council.
5. The Committee shall liaise, through the Director of Long Term Care, with the Community Care Access Centre with respect to the admission policies as set out by the Ministry of Health.
6. The Committee shall ensure that the Homes are properly maintained and staffed to a standard satisfactory to the physical and emotional needs of their residents.
7. The Committee shall review and recommend to Council with respect to policies for the use of the Homes' facilities, including buildings and vehicles.
8. The Committee shall oversee and make recommendations to County Council with respect to the appointment of a Medical Director for Hastings Manor and Hastings Centennial Manor and shall also make recommendations in regard to approval of purchases of service agreements with outside agencies for the provision of appropriate services to residents of the Homes for the Aged.

9. The Committee shall oversee and make recommendations regarding renovations or reconstruction of the long-term care facilities. However, renovations or reconstruction costs which involve the spending of 100% County dollars will be overseen by a Special Committee comprised of County representatives only.
10. The Committee shall oversee and recommend to the Finance and Property Committee on the acquisition and disposal of lands affected by the long-term care facilities

PLANNING & DEVELOPMENT

- 1.) The Planning & Development Committee shall consist of seven elected members of County Council plus the Warden.
- 2.) The Committee shall be established pursuant to the Planning Act, and amendments thereto and the aforementioned Statute of the Province of Ontario and the By-laws of the Corporation of the County of Hastings shall guide the Committee in its conduct. The Committee shall be concerned with matters arising to and/or from Council with respect to planning matters, development control and related planning matters pertaining to the County of Hastings.
- 3.) The Committee shall review the budget estimates submitted by the Treasurer and the Department Head and recommend them to the Finance, Property and Personnel Committee. The Finance, Property and Personnel Committee will then recommend the overall budget to County Council.

The Committee will be responsible for overseeing and reporting to County Council the programs provided for in the budget that was approved by County Council which includes the E 9-1-1 function, recreational trails issues and economic development.

- 4.) The Committee shall report regularly to Council and shall scrutinize all accounts pertaining to the operation of the planning, land division, E 9-1-1, recreational trails and economic development functions and make its recommendations to County Council.
- 5.) The Committee shall receive from the Department Head reports and recommendations pertaining to all planning, E 9-1-1, recreational trails and economic development matters and makes recommendations to Council on such matters.
- 6.) A subcommittee consisting of County Councillors and lay people may be appointed to advise the Planning & Development Committee on economic development issues.
- 7.) The Committee shall be responsible for processing and recommending to Council approval of applications to amend the Official Plan of the County of Hastings. The aforementioned process shall include the statutory requirement for holding public meetings.

- 8.) The Committee shall review from time to time the County Official Plan and will, whenever and wherever appropriate, make recommendations to Council for the re-designation of lands within the County.
- 9.) The Committee will be responsible for processing and recommending to Council approval of applications for draft approval of plans of subdivision and condominium.
- 10.) The Planning & Development Committee shall also be responsible for the Land Division function consisting of the following:
 - (i) The Committee shall review applications for the division of land, rights-of-way, easements and changes in existing boundaries in the County of Hastings which require consent in the province of Ontario.
 - (ii) The Committee shall evaluate each application for consent by reviewing:
 - the effects of the proposal on matters of provincial interest, such as the protection of prime agricultural lands,
 - general conformity with the Official Plan and compatibility with adjacent uses of land,
 - compliance with local zoning by-laws,
 - suitability of the land for the proposed purpose, including the size and shape of the lot being created
 - adequacy of vehicular access, water supply, sewage disposal,
 - the need to ensure protection from potential flooding,
 - provisions for water supply and waste management.
- 11.) The Committee shall oversee all studies being carried out by the Planning Department as well as those major studies initiated by the Committee and being carried out by hired planning consultants.
- 12.) The Committee will oversee the management of the recreational trails within the County of Hastings through the appointed Steering Committee.
- 13.) The Committee shall receive and consider items of an economic development nature. Including policies regarding the provision of grants and the review of grant applications.
- 14.) The Planning & Development Committee shall appoint two members from the Committee to sit on the Steering Committee for the Trails.
- 15.) The Planning & Development Committee shall appoint the County 9-1-1 representative on the Area 9-1-1 Management Committee.

HASTINGS/QUINTE SOCIAL SERVICES COMMITTEE

1. The Hastings/Quinte Social Services Committee shall consist of four appointments from the City of Belleville, three appointments from the City of Quinte West and two appointments from the County of Hastings.
2. The Committee shall review the budget estimates submitted by the Treasurer and Department Head and recommend them to the Finance, Property and Personnel Committee. The Finance, Property and Personnel Committee will then recommend the overall budget to County Council.
3. The Hastings/Quinte Social Services Committee will be responsible to oversee and report to County Council the programs provided for in the budget that were approved by County Council.
4. The Committee shall report regularly to County Council and shall scrutinize all accounts pertaining to the operation of the Social Services Committee and make its recommendations to County Council.
5. The Committee shall receive from the Department Head reports and recommendations pertaining to all Social Service issues and make recommendations to Council on such matters.
6. The Committee shall oversee all studies being carried out by the Social Services Department as well as those major studies initiated by the Committee and being carried out by hired consultants.
7. The Committee shall oversee the general operation of the Ontario Works program, Child Care Services and Social Housing.
8. The Joint Social Services Committee shall appoint County members [and lay members, where appropriate] to sit on Advisory Committees, to be appointed, as needed, from time to time.

HASTINGS/QUINTE EMERGENCY SERVICES COMMITTEE

1. The Hastings/Quinte Emergency Services Committee shall consist of four appointments from the City of Belleville, three appointments from the City of Quinte West and two appointments from the County of Hastings and one representative from Prince Edward County as long as they continue to contract for the Hastings/Quinte Emergency Services from Hastings County.
2. The Committee shall review the budget estimates submitted by the Treasurer and Department Head and recommend them to the Finance, Property and Personnel Committee. The Finance, Property and Personnel Committee will then recommend the overall budget to County Council.

3. The Hastings/Quinte Emergency Services Committee will be responsible to oversee and report to County Council the programs provided for in the budget that were approved by County Council.
4. The Committee shall report regularly to County Council and shall scrutinize all accounts pertaining to the operation of the Emergency Services Committee and make its recommendations to County Council.
5. The Committee shall receive from the Department Head reports and recommendations pertaining to all EMS issues and make recommendations to Council on such matters.
6. The Committee shall oversee all studies being carried out by the Emergency Services Department as well as those major studies initiated by the Committee and being carried out by hired consultants.
7. The Committee shall oversee the general operation of the Land Ambulance Services program.
8. The Joint Emergency Services Committee shall appoint County members [and lay members, where appropriate] to sit on Advisory Committees, to be appointed, as needed, from time to time.

**JOINT PROVINCIAL OFFENCES BOARD
TERMS OF REFERENCE**

1. The Parties have agreed to the County of Hastings being the Municipal Partner to effect the seamless transition of POA court administration (the host municipality) and to sharing the revenues on a municipal corporate basis agreed to amongst the Partners
2. The Parties agreed to the establishment of a Provincial Offences Act Joint Board for the geographical court service area of the County of Hastings with representation from the County of Hastings, the City of Belleville and the City of Quinte West
3. The Joint Board will make recommendations to Hastings County Council with respect to the provision of the POA program.
4. The composition of the Joint Board shall be as follows:

Two representatives from the County of Hastings (Warden and CAO/Clerk)
Two representatives from the City of Belleville
Two representatives from the City of Quinte West
5. Members from the Cities of Belleville and Quinte West are to be appointed for the term of their Councils.
6. The County agrees to report to the Joint Board within 60 days following the fiscal year end on December 31st as to estimated revenues and expenses for the coming year, to consider any recommendations made by the Joint Board and that in the

event the Parties cannot agree on the estimated costs of operation, recommend proceeding to dispute resolution commencing the process according to section 9 of the Inter-municipal Service Agreement.

7. The County agrees to consult with the affected Partners and advise when significant change to a service level is proposed and further, that should a dispute arise resulting from the proposed change, agrees that the change will not proceed until the dispute resolution process has reached conclusion.
8. All monies received by the County in respect of fines, costs, surcharges pursuant to this agreement are to be separately and clearly identified in the financial records of the County and are subject to an annual audit for the review of the Joint Board. Year-end audit will determine actuals and any necessary adjustments.
9. The apportionment of costs and revenue cost sharing arrangement will be reviewed on an annual basis by the POA Joint Board.
10. To receive the statistical reports prepared under section 10.2 of the Memorandum of Understanding.
11. To oversee the complaints procedure established under section 5.3.9 of the Memorandum of Understanding.

SPECIAL COMMITTEE MEMBERSHIPS

Health Unit

Two County Council members are appointed to the Hastings and Prince Edward Counties Health Unit each year.

Area 9-1-1 Management Committee

This Committee looks after overall policy-type issues. One representative is appointed, each year, to this Committee from the Planning & Development Committee.

Area 9-1-1 Technical

This Committee has representation from all of the emergency services, Bell Canada and the data managers (County of Hastings). It looks after any operational problems. One representative is appointed, each year, to this Committee from the Planning & Development Committee.

Quinte Healthcare Corporation

The Warden, or his delegate, is appointed, ex officio, to the Quinte Healthcare Corporation Board of Directors.