



ABOUT

BEING ON

COUNCIL

INTRODUCTION

The following is a brief introduction about County Council. It includes information about the County of Prince Edward and the role of Councillors for those candidates new to municipal government or unfamiliar with the responsibilities and mandate of our municipality.

The County of Prince Edward has been a single tier municipality since amalgamation in 1998. Although technically, we are no longer a 'county' the name was retained due to the strong association for our residents and businesses and name recognition outside of our borders. We are composed of ten wards which represent the previous towns, villages and townships. A ward map is attached.

As a single tier government we have all the responsibilities of the former towns, villages and townships plus the responsibilities that were formerly carried out by the previous upper tier, the County.

COUNCIL AND COMMITTEE MEMBERSHIP

As an elected Member of Council, in addition to your membership on County Council, you also sit on the Committee of the Whole and may be appointed to the Committee of Adjustment, and several other Special Purpose, Advisory or Ad Hoc Committees. Appointments to other committees are made by Council, usually at the beginning of each term, with some exceptions.

Agendas and supporting material for all Council and Committee of the Whole meetings are posted on the County website and placed in your mailboxes, located at Shire Hall, two full working days prior to the meeting.

According to the County Procedural By-law meetings are intended to last no longer than three hours, however the length of meetings tend to fluctuate due to agenda volume, the number of deputations and/or the complexity of the issues and debate. Proceedings in all meetings follow commonly accepted parliamentary procedures and are set out in the County Procedural By-law.

County Council generally meets on the second and fourth Tuesdays of each month at 7:30pm in Shire Hall, 332 Main Street, Picton. In July and August Council meets on the fourth Tuesday of the month. In December Council meets on the third Tuesday of the month.

Committee of the Whole Meetings are held on the Thursday following the Council meeting each month at 1:00p.m., except that only one regular Committee of the Whole meeting shall be held in July and August on the Thursday that is two weeks prior to the Council meeting of the fourth Tuesday and in December on the Thursday that is two weeks prior to the Council meeting of the third Tuesday of the month.

The *first Committee of the Whole meeting* of the month is primarily dedicated to matters of the Corporate Services Department and the Recreation, Parks and Culture Department. The agenda may also include items from the Planning and/or Public Works Departments which require to be added due to urgency and timing.

The staff of the Corporate Services Department makes recommendations to Council regarding the following subject matters:

**Treasury
Administration - Clerks Office
H.J. McFarland Home for the Aged
Fire
Land Ambulance
Purchasing
Audit/Legal
Human Resources
Economic Development
Major Property Matters**

The staff of the Recreation, Parks and Culture Department makes recommendations to Council regarding the following subject matters.

**Recreation
Culture
Museums
Physical Properties
Cemeteries
Library (liaison)
Facilities Management**

The *second Committee of the Whole meeting* of the month is primarily dedicated to matters of the Planning Department, technical in nature, and the Public Works Department. The agenda may also include items from the Corporate Services and Finance Department and/or Recreation, Parks and Culture Departments which require to be added due to urgency and timing.

The staff of the Planning Department makes recommendations to Council regarding the following subject matters:

**Planning
Building Codes**

**By-law Enforcement
Animal Control
Provincial Offences
Parking Control
Fence Viewing
Livestock Evaluating
Heritage
Conservation
Crossing Guards**

The staff of the Public Works Department makes recommendations to Council regarding the following subject matters:

**Maintenance and Construction
Public Works Equipment and Housing
Sidewalks Engineering and Transportation
Roads
Streetlights & Flashers
Traffic Signals
Sanitary Sewage Collection and Treatment
Water Treatment and Distribution
Waste Collection and Disposal
Water and Sewage Billing
Landfill / Transfer Site Operation
Recycling
Road Allowance Management
Stormwater Management and Drainage**

Regular Council Public Planning Meetings are held monthly on the Wednesday of the week between the second and the fourth Tuesdays of each month (generally on the third Wednesday), except in December on the first Wednesday of the month at 7:00 p.m. at Shire Hall, 332 Main Street, Picton.

This meeting is dedicated for Statutory public meetings for planning development applications and staff reports on applications under the Planning Act and matters deferred from previous Planning Public Meetings and deputations related to these matters.

The Prince Edward - Lennox and Addington Social Services Committee generally meets the second Thursday of each month at 10:00 a.m., with location alternating between the County of Prince Edward and the County of Lennox and Addington.

The mandate of the Prince Edward – Lennox and Addington Social Services committee is to provide municipal services management for Ontario Works, Child Care and Social Housing in both Prince Edward County and the County of Lennox and Addington as per the terms of

agreement between the Corporation of the County of Prince Edward and the Corporation of the County of Lennox and Addington.

Other Boards and Committees

In addition to the statutory and advisory committees reporting through Committee of the Whole, other boards and committees exist, some of which have Council representatives along with citizen appointees, and report directly to Council, such as the Committee of Adjustment (which is comprised of all appointed members of Council), the Hastings/Prince Edward Board of Health, and the Police Services Board.

A directory of all County Statutory, Advisory and Ad Hoc Committees is available on the County web site or by contacting the Clerk's Department.

COUNCIL REMUNERATION

The remuneration for members of Council is adjusted annually by an amount equal to the Consumer Price index (Cost of Living) as determined by Statistics Canada, as averaged over the previous twelve months. As of January 1, 2010 the remuneration is as follows:

**\$34,270.00 per annum for Mayor
\$17,136.00 per annum for Councillor
\$1,428.00 Committee Chair of Standing Committee: Social Services
\$115.66 per meeting day for Chairing of Committee of the Whole meeting**

In addition, Councillors are reimbursed for expenses related to conducting County business.

CONSTITUENCY WORK

Individual contact information for members of Council is listed on the County web site and provided to the public by staff as requested. Members of the public routinely contact their Councillor with issues of concern, interest or inquiries into County business or activities.

Although the role of Councillor in the County of Prince Edward is considered a part-time position, the meeting commitment along with the constituency work results in a significant investment of time and energy to fulfill the role.

ORIENTATION FOR NEW MEMBERS OF COUNCIL

Following the election, new members of Council will have a number of formal and informal opportunities to meet with other members of Council and staff and obtain information and material necessary for them to carry out their new responsibilities. A Council Orientation Guide will be provided. In addition to material provided by the County, the Ministry of Municipal Affairs conducts seminars and provides information and material for new members of Council.

COUNTY STATISTICS

Size:	1,048.3 square kilometers (404.8 square miles)
Length of Shoreline:	800km (500 miles)
Population:	25,046
Households:	11,449
Roads:	1,100km of open/maintained roads
Number of Wards:	10
Size of Council:	16 (15 Councillors plus the Mayor)

MORE INFORMATION

Still unsure about the scope of duties and the role of a member of Council?

Talk to an existing member of Council or one of the senior staff at the County. Review minutes from Council and Committees on our web site, attend Council or Committee meetings or contact:

Victoria Leskie
County Clerk
Returning Officer

332 Main Street
Picton, Ontario
K0K 2T0
Telephone: 613-476-2148 ext. 226
Fax: 613-476-5727
E-mail: vleskie@pecounty.on.ca

www.pecounty.on.ca

