



Leeds
Grenville

2026
Candidate's Guide

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Glossary

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

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

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

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

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

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

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

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

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

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

Remuneration means payment for work or a service.

Upper-tier Municipality means a municipality of which two or more lower-tier municipalities form part of for municipal purposes.

1.0 Purpose

The purpose of this guide is to provide local mayoral candidates with a basic overview of the services, governance and administrative structures of the United Counties of Leeds and Grenville ("the Counties" or "UCLG").

2.0 Overview

The Counties is an upper-tier municipality comprised of the following ten lower-tier municipalities:

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

2.1 Governance Structure

The Counties' governing body is Counties' Council ("Council"). Council is composed of ten members being the mayors from the ten lower-tier municipalities. The position of Warden, as Head of Counties' Council, is elected by Council every two years.

The council of a lower-tier municipality may pass a by-law to appoint an alternate member to act in its mayor's absence as a member of Counties' Council as long as certain conditions are met.

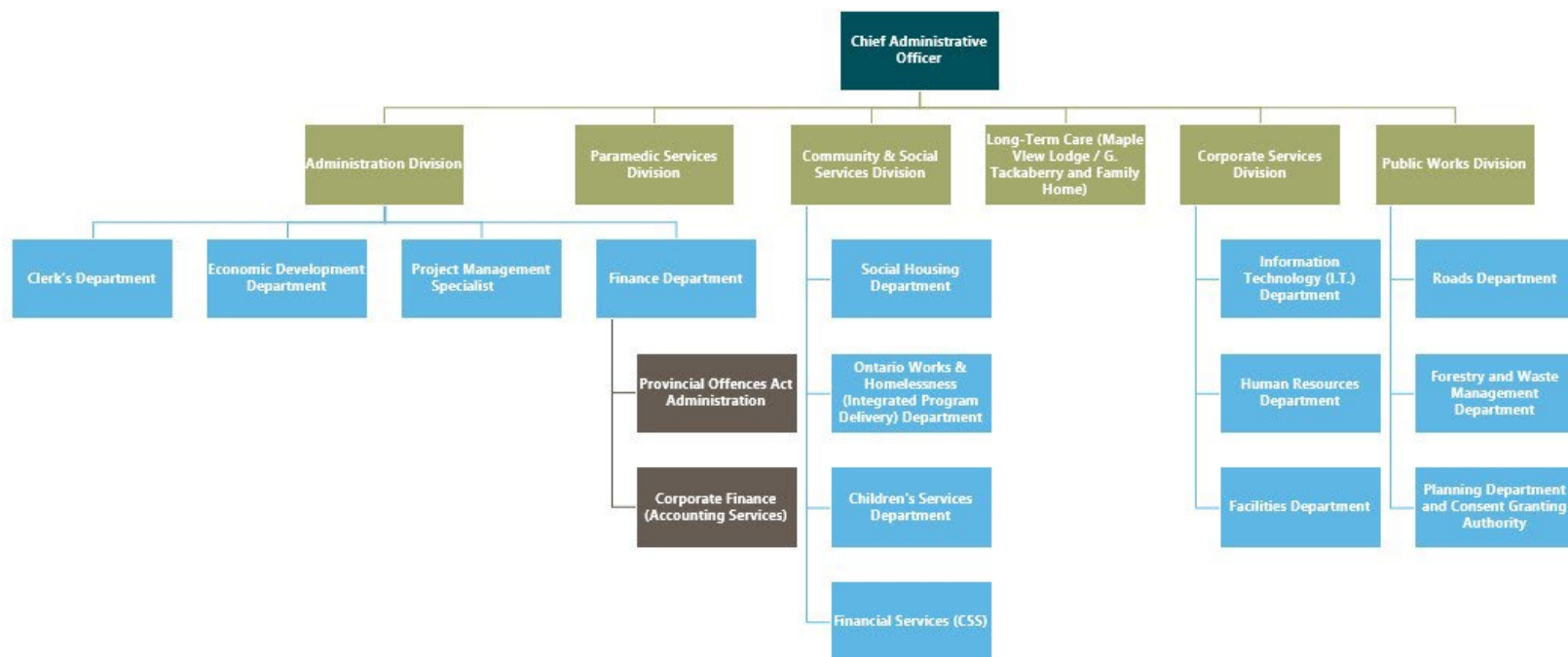
The Counties' partner municipalities are the City of Brockville, Town of Gananoque and Town of Prescott and operate via the Joint Services Operating Agreement to establish service levels, policies and budgets for Community and Social Services, Paramedic Services and Provincial Offences Act Administration.

Issues requiring the attention of Council are generally first reviewed, discussed and considered by the appropriate committee. The recommendations of a committee are

forwarded to Council for formal consideration. See Section 4.0 for an overview of the various committees of Council, boards and other bodies.

2.2 Administrative Structure

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



2.3 Counties' Services

Services provided by the Counties include, but are not limited to, the following:

- Maintenance and construction of Counties' roads and bridges.
- Land use planning, including acting as the approval authority for plans of subdivision, plans of condominium, part lot control, consent applications (severances), and lower-tier official plans and amendments.
- Geographic Information Systems (digital mapping)
- Management of Limerick Forest and Sand Bay County Park
- Economic Development
- Emergency Management
- Weed inspection and control

- Household hazardous waste management
- Long-term care facilities (Maple View Lodge and G. Tackaberry and Family Home) and
- Council and Committee Administration

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

- Community and Social Services (Ontario Works and Homelessness, Children's Services and Social Housing)
- Paramedic Services and
- Provincial Offences Act Administration Services

The Counties, together with Brockville and Prescott provide:

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

3.0 Remuneration and Expenses

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

In 2025, the honorarium for the Warden was \$60,102.61 and \$30,809.90 for Counties' Councillors. Members are also compensated for attendance at specified meetings. In 2025, the rate was \$126.14 per half day or \$252.31 for full day meetings or events.

**Council Remuneration and Expenses are currently under review for the 2026-2030 term.*

In addition to remuneration, mileage and other expenses may be reimbursed in accordance with Counties' policy. Remuneration and expenses are publicly reported annually as required by the *Municipal Act, 2001*, as amended.

4.0 Council and Committees Overview

4.1 Meeting Schedule

Unless otherwise noted below, meetings usually begin at 9:00 a.m. and take place at the Counties' main administration building (25 Central Avenue West, Brockville), though some Boards and Committees meet elsewhere. The electronic participation of members is permitted.

In a typical month, members meet approximately three to five times and meetings range in length from approximately one to three hours. In addition to regular meetings, special meetings may be called in accordance with the Procedure By-law for urgent, specific or time-sensitive matters.

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

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

4.2 Counties' Council

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

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

- representing the public and considering the well-being and interests of Counties residents
- developing and evaluating the policies and programs of the Counties
- determining which services, the Counties will provide
- setting the annual budget
- ensuring administrative and controllership policies, practices and procedures are in place
- ensuring the accountability and transparency of the operations of the municipality
- maintaining the financial integrity of the Counties and
- carrying out the duties of council under the *Municipal Act, 2001*, as amended, or any other Act

4.3 Committee of the Whole

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

The Committee of the Whole reviews and makes recommendations to Council on matters such as:

- Governance
- Policies and programs
- Contracts above delegated staff spending limits and
- Annual budgets

The Committee of the Whole also receives staff reports and recommendations on Counties' services and programs, including roads and bridges, land use planning, forestry, long-term care, and financial management and reporting.

4.4 Joint Services Committee of Leeds and Grenville (JSC)

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

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

4.5 Maple View Lodge Committee of Management

Maple View Lodge is a Counties-owned Long-Term Care facility located in the Township of Athens. Long-Term Care services currently provided at Maple View Lodge will transition to the new G. Tackaberry and Family Home. Following the transition, the existing Maple View Lodge building is expected to be repurposed, subject to Council direction and any required approvals.

The Maple View Lodge Committee of Management meets regularly at 9:00 a.m. on the Thursday of the first full week of each month and may hold special meetings, as required. The Committee is comprised of six members of Counties' Council: specifically, the Mayor of the Township of Athens, four (4) members appointed from among Council, and the Warden.

The Committee of Management is a statutory committee under the *Fixing Long-Term Care Act, 2021*, as amended, and is responsible for making recommendations on

strategies and broad policy matters pertaining to long-term care services as well as any other legislated requirements.

4.6 Corporate Services and Finance Committee (CSFC)

The Corporate Services and Finance Committee meets regularly at 9:00 a.m. on the Wednesday of the second full week of the month and may hold special meetings, as required. The Committee is comprised of five members of Council, including the Warden.

The Committee makes recommendations to Council on matters related to Corporate Administration, Information Technology, Human Resources, and Finance.

4.7 Leeds and Grenville Accessibility Advisory Committee

The Accessibility Advisory Committee is a legislated requirement for municipalities with a population greater than 10,000. The Committee meets approximately four times per year and is comprised of not less than five and not more than ten citizen members, three members appointed from among Counties' Council, and the Warden as ex-officio.

The Committee provides feedback and advice on implementation of the *Accessibility for Ontarians with Disabilities Act* standards. The Committee assists the Counties with identifying, preventing, and removing barriers, including site plan reviews.

4.8 Planning Advisory Committee

The Planning Advisory Committee is a legislated requirement for upper-tier municipalities under the *Planning Act*. The Committee is comprised of all members of Council and at least one and up to four citizen members.

The Committee meets several times a year, when required. Typically, Planning Advisory Committee meetings are held immediately prior to the regular Committee of the Whole meeting.

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

- approval of local Official Plans
- approval of local Official Plan amendments of a complex nature, including five-year Official Plan reviews
- holding statutory open houses or public meetings under the *Planning Act* on any proposed Counties' Official Plan amendments
- receiving updates on and reviewing any long-term planning studies
- receiving public delegations on any land use planning matters under Counties' authority and
- any other planning matters referred by Council to the Committee

4.9 St. Lawrence Lodge Committee of Management

St. Lawrence Lodge is a long-term care facility located in the Township of Elizabethtown-Kitley and jointly operated by Brockville, Gananoque, Prescott and the Counties.

The Committee meets regularly at 9:00 a.m. on the fourth Tuesday of each month at St. Lawrence Lodge (1803 County Road 2, Brockville). Three members of Counties' Council and the Warden as ex officio are appointed to this Committee along with representatives from the other municipalities.

4.10 Southeast Health Unit Board of Health

The Southeast Health Unit Board of Health oversees the delivery of health programs and services required by the *Health Protection and Promotion Act*.

The Southeast Health Unit Board of Health meets monthly and is currently comprised of fourteen members, twelve of which are municipal politicians or appointees, with two provincial appointees. One member appointed by Counties' Council represents the ten member municipalities.

4.11 Ad Hoc Committees

Ad Hoc Committees may be created by Council, as deemed appropriate, and the focus of the committees tend to be specific in nature.

4.12 Eastern Ontario Wardens' Caucus (EOWC)

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

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

5.0 Major Projects

In addition to the day-to-day operations, several major initiatives are currently underway which will require continued oversight by the 2026-2030 Counties' Council and respective committees, as well as the Joint Services Committee.

Some of these major initiatives include:

- Creation of the Counties' Strategic Plan
- Opening of the G. Tackaberry and Family Home and Repurposing of the Maple View Lodge Long-Term Care Facility
- Completion County Road 43 Expansion Project in the Municipality of North Grenville
- Affordable and Supportive Housing initiatives.
- Physician and Health Care Professionals Recruitment and
- Multi-year budgeting, building off a detailed Asset Management Plan

6.0 Contact Information

For more information regarding the responsibilities of the United Counties of Leeds and Grenville, its services and structure, please visit our website at www.leedsgrenville.com or contact:

United Counties of Leeds and Grenville - Clerk's Department

Tel. 613-342-3840 ext. 2001

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