
Central Frontenac



Information about Council Meetings

This brochure explains the procedure for being a delegation or making a presentation at Central Frontenac Council Meetings. It is requested that you contact the Clerk's Office six (6) days prior to the scheduled meeting to have your name(s) placed on the agenda.

Personal information collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and may form part of the public record which may be released to the public in hard copy and/or electronically. Questions about this collection should be directed to the Clerk at the Township of Central Frontenac.

How can I speak at a Council meeting?

Make a request to the Township Clerk.

How long may I speak?

The Township's Procedural Bylaw allots individuals up to ten (10) minutes to address the members (maximum speakers per delegation – 2).

What happens after I speak?

After you have spoken and answered any questions, please remain silent being cognizant of the fact it is now time for Members of Council to debate the issue and make their decision.

Although the Mayor and Members of Council encourage the public to present their opinions, necessary decorum dictates that all opinions must be respected and outbursts cannot be tolerated. See following decorum rules:

- Delegates shall respond to questions from Members of Council only through the chair;
- Attendees at a meeting shall maintain order and shall not display signs or placards, heckle or engage in telephone or other conversation or any behavior that may be considered disruptive;
- All cell phones and electronic devices shall be turned off and/or set to silent mode during a meeting;
- The Chair may request to expel any person who disrupts the meeting;
- No person, except Members of Council and staff of the Township, shall be allowed to approach Council;
- Members of the public who wish to submit materials for Council must do so through the Clerk (speakers are encouraged to provide any reports or written materials to the Clerk 6 days prior to the meeting to ensure circulation to members in advance of the meeting).

When does Council meet?

Council Meetings are generally held on the **second** and **fourth** Tuesday of each month. The meetings start at 4 p.m. and are normally held in the Council Chamber at the Soldiers Memorial Hall, 1107 Garret Street Sharbot Lake. Check the Township web-site to confirm dates, times and location.
www.centralfrontenac.com.

Where can I get a meeting agenda?

Copies of Council agendas are available from the Clerk's Office on the Friday afternoon preceding the Council meeting, at the meeting and can also be found on the Township's website.
www.centralfrontenac.com.

What is a Committee of Adjustment?

A Committee of Adjustment (C of A) is a committee required under the Planning Act. In the case of Central Frontenac all members of Council are appointed to the C of A. This committee deals exclusively with Minor Variance applications.

A minor variance is required when construction of a proposed building(s) does not meet stipulated requirements established by the zoning for a property. The Committee of Adjustment may approve, approve with conditions or deny an application. Committee of Adjustment meetings are open to the public and are normally scheduled every 3rd Wednesday of the month. The meetings start at 6 p.m. and are held at the Council Chamber at the Soldiers Memorial Hall, 1107 Garret Street Sharbot Lake.

For further information about Council meetings, or for meeting dates and times, please contact the Clerk's Department at (613) 279-2935 x243 or visit the Township website at www.centralfrontenac.com.