Council Procedural By-Law 31-2026

Enacted September 16, 2026
By-Law 34-2025 Repealed September 16, 2026

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By-law 31-2026

RULES OF PROCEDURE OF THE COUNCIL OF THE CORPORATION OF THE COUNTY OF NORTHUMBERLAND

A By-law to provide rules governing the order and proceedings of the Council and Committees of the County of Northumberland, 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 25 as 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 its Committees; and

Whereas it is advisable to set out certain standing policies to more efficiently transact the business of County Council and its committees; and

Whereas By-law No. 34-2025 and amendments thereto are hereby rescinded and that any By-law or resolutions inconsistent with the provisions of this By-law are hereby repealed;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 Northumberland that it establishes rules and regulations and it is hereby enacted as follows:

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PART 1 – GENERAL

1.1 Title

This By-law shall be known as the **Northumberland County Procedural By-law**.

1.2. Authority

This By-law is enacted pursuant to sections 238 and 270 of the *Municipal Act, 2001*, as amended, and establishes the rules governing the calling, place, proceedings and conduct of meetings of Council and its Committees, and the conduct of Members during those meetings.

1.3. Purpose

The purpose of this By-law is to:

a) establish clear, consistent and transparent procedures for the conduct of County business;
b) promote open, accountable and effective decision-making;
c) ensure meetings are conducted in an orderly and efficient manner;
d) provide opportunities for public participation and access to County decision-making processes in accordance with applicable legislation; and
e) establish procedures that support good governance and respectful deliberation by Council and its Committees.

1.4. Guiding Principles

Council and its Committees shall conduct business in accordance with the following principles:

a) transparency and accountability;
b) respect for democratic decision-making;
c) fairness and consistency in the application of procedural rules;
d) respect for all participants in the meeting process;
e) compliance with legislative requirements; and
f) efficient and effective use of Council and staff resources.

1.5. Application

This By-law applies to:

a) County Council;
b) Standing Committees;
c) Advisory Committees, where applicable;
d) Special Committees established by Council; and
e) any other local board or body for which Council has directed that this By-law applies.

Unless otherwise provided, the procedural rules governing Council meetings shall apply, with necessary modifications, to all Committees established by Council.

1.6 Definitions

In this By-law:

"Act" Means the *Municipal Act, 2001*, as amended, and any successor legislation.

"Acting-Chair" Means the person appointed or elected to act in the absence of a Committee Chair.

"Acting Warden" Means a Member appointed to preside over a meeting in the absence of both the Warden and Deputy Warden.

"Agenda" Means the written order of business for a meeting and includes all supporting materials distributed for that meeting.

"Chair" Means the person presiding over a Committee meeting.

"Chief Administrative Officer" or "CAO" Means the person appointed by Council as the Chief Administrative Officer of the County, or their designate.

"Clerk" Means the Clerk of the County of Northumberland or designate.

"Closed Session" Means any portion of a meeting that is closed to the public in accordance with the *Municipal Act, 2001*.

"Committee" Means any Standing Committee, Advisory Committee, Task Force, Working Group, or other body established by Council.

"Corporation" Means The Corporation of the County of Northumberland.

"Council" Means the Council of The Corporation of the County of Northumberland.

"Council Term" Means the four-year term of office of Council commencing on the date established by the *Municipal Elections Act, 1996*.

"County" Means The Corporation of the County of Northumberland.

"Deputy Warden" Means the Member elected by Council to act in the absence of the Warden and to perform such duties as assigned by Council or this By-law.

"Electronic Participation" Means participation in a meeting through electronic means that allows participants to hear, speak and participate concurrently.

"Emergency Meeting" Means a meeting called to address urgent matters that cannot reasonably wait until the next Regular or Special Meeting.

"Inaugural Meeting" Means the first meeting of Council held following a regular municipal election.

"Majority Vote" Means more than one-half of the votes cast by Members present and voting.

"Meeting" Means any regular, special, emergency, committee, or other meeting where Members discuss or otherwise deal with matters in a way that materially advances the business or decision-making of Council or a Committee.

"Member" Means a Member of County Council and includes the Warden unless the context indicates otherwise.

"Point of Order" Means a matter raised by a Member respecting an alleged breach of this By-law or parliamentary procedure.

"Point of Privilege" Means a matter affecting the rights or privileges of a Member or Council.

"Presiding Officer" Means the Warden, Deputy Warden, Chair, Vice-Chair, Acting Warden, or any person authorized to preside over a meeting.

"Quorum" Means a majority of the Members of Council or Committee, as applicable, unless otherwise provided by legislation or a Committee's Terms of Reference.

"Recorded Vote/Weighted Vote" Means the name and vote of every member voting on any matter or question; the weight of each vote to be determined by Schedule “A” to Bylaw 44-2022, as amended from time to time, and, also means the recording of a division on a matter.

"Regular Meeting" Means a meeting scheduled by Council as part of its annual meeting calendar.

"Resolution" Means a motion adopted by Council or a Committee.

"Special Meeting" Means a meeting called in accordance with this By-law that is not a Regular Meeting.

"Two-Thirds Vote" Means an affirmative vote of at least two-thirds of the Members present and voting.

"Warden" Means the Head of Council elected by County Council in accordance with this By-law and the *Municipal Act, 2001*.

1.7. Interpretation

1. This By-law shall be interpreted in a manner consistent with the *Municipal Act, 2001* and other applicable legislation.
2. Where a conflict exists between this By-law and a statutory requirement, the statutory requirement shall prevail.
3. In any matter not specifically addressed in this By-law, the Presiding Officer shall determine the appropriate procedure having regard to generally accepted principles of Roberts Rules of Order, Newly Revised (RONR) and the intent of this By-law.
4. The rules contained in this By-law shall be interpreted liberally to facilitate the efficient transaction of County business and to advance the principles set out herein.

1.8. Severability

Should any provision of this By-law be declared invalid by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

PART 2 – Inaugural Meeting, Warden and Deputy Warden Elections

2.1 Inaugural Meeting

1. The Inaugural Meeting of Council following a regular municipal election shall be held in accordance with the *Municipal Act, 2001*.
2. The Clerk shall preside over the meeting until the election of the Warden has been completed.
3. No business shall be conducted until the members of Council have taken their seats in accordance with applicable legislation.

Northumberland County Council recognizes the importance of leadership continuity, strategic oversight, and accountability. Accordingly, the Office of Warden and Deputy Warden shall be filled for a two-year term, with elections held at the commencement of Years 1 and 3 of each four-year Council term.

2.2 Election of the Warden

1. A Warden shall be elected by County Council: a) at the Inaugural Meeting following a regular municipal election; and b) at the first regular meeting of Council held in December of the second year of the Council term.

Year	Action
December following municipal election	Elect Warden for Years 1 & 2
December of Year 2	Elect Warden for Years 3 & 4
New Term	Repeat cycle

2. Any Member of County Council is eligible for election as Warden.
3. The election shall be conducted in open session and administered by the Clerk.
4. Nominations shall a) be made by a Member of Council; b) require the consent of the nominee; and c) not require a seconder.
5. Following the close of nominations, each nominee shall be provided an opportunity to address Council for a period not exceeding ten (10) minutes.

2.3 Term of Office

1. The Warden shall serve a term of two (2) years commencing immediately upon election.
2. The two-year terms of office shall generally correspond to: a) Years 1 and 2 of the Council term; and b) Years 3 and 4 of the Council term.
3. A Warden may seek re-election for a subsequent term.

2.4 Voting Procedure

1. Each Member of Council shall be entitled to one vote.
2. Voting shall be conducted by secret ballot.
3. The Clerk shall appoint at least one scrutineer to assist with the counting of ballots.
4. To be elected, a nominee must receive a majority of the votes cast.
5. Where more than two nominees are standing for election and no nominee receives a majority of votes: a) the nominee receiving the fewest votes shall be removed from the ballot; and b) additional ballots shall be conducted until a nominee receives a majority of votes cast.
6. In the event of a tie vote: a) a further ballot shall be conducted; and
   b) if a tie remains after three successive ballots, the successful nominee shall be selected by lot under the direction of the Clerk.
7. Following the declaration of the election results, Council shall authorize the destruction of all ballots.

2.5 Declaration of Office

1. Immediately following the election, the successful nominee shall: a) assume the Chair; and b) execute any required declaration of office.
2. The newly elected Warden may provide an inaugural address to Council.

2.6 Vacancy in the Office of Warden

1. Where the office of Warden becomes vacant during the term of office, Council shall, at its next regular meeting or at a special meeting called for that purpose, elect a Warden to serve for the remainder of the unexpired term.
2. Until a successor is elected, the Deputy Warden shall exercise the powers and duties of the Warden.

2.7 Acting Warden

1. In the absence of the Warden, the Deputy Warden shall act as Warden and exercise all powers and duties of the office.
2. Where both the Warden and Deputy Warden are absent, Council may appoint a Member as Acting Warden for the duration of the meeting.

2.8 Transition Provision

Notwithstanding any other provision of this By-law, the first Warden elected under the two-year term model shall serve until the first regular meeting of Council held in December of the second year of the Council term, at which time Council shall elect a Warden for the remainder of the Council term.

2.9 Nomination Process

1. Nominations shall: a) be made by a Member of Council; b) require the consent of the nominee; and c) require a seconder.
2. Following the close of nominations, each nominee shall be provided an opportunity to address Council for a period not exceeding ten (10) minutes.
3. Where only one nominee is nominated, the Clerk shall declare the nominee elected by acclamation.

2.10 Duties of the Deputy Warden

1. The Deputy Warden shall: a) act in the place of the Warden during the Warden's absence or inability to act; b) exercise all powers and perform all duties of the Warden while acting in that capacity; c) assist the Warden in carrying out ceremonial, governmental and County-related duties; and d) perform any additional duties assigned by Council or prescribed by law.
2. When acting in place of the Warden, the Deputy Warden shall possess all rights, powers and authority of the Warden.
3. Council shall elect a Deputy Warden: a) at the Inaugural Meeting following a regular municipal election; and b) at the first regular meeting of Council held in December in the second year of the Council term, at which time Council shall elect a Deputy Warden for the remainder of the Council term.
4. The Deputy Warden shall serve a two (2) year term commencing immediately upon election and continuing until a successor is elected.
5. Any Member of County Council is eligible for election as Deputy Warden.
6. The election shall be conducted by the Clerk following the election of the Warden.

2.11 Vacancy in the Office of Deputy Warden

1. Where the office of Deputy Warden becomes vacant before the expiry of the term, Council shall elect a Deputy Warden at the next regular meeting or at a special meeting called for that purpose.
2. The Member elected shall serve for the remainder of the unexpired term.

Part 3 – Duties and Responsibilities of the Warden

3.1 Role of the Warden

1. The Warden is the Head of Council and the Chief Executive Officer of the Corporation in accordance with the *Municipal Act, 2001*. The Warden shall provide leadership to Council and shall represent the County in promoting its interests, objectives, and strategic priorities.
2. The Warden shall uphold and promote the purposes of the municipality and shall encourage public involvement in the municipality's activities.
3. The Warden shall carry out all duties prescribed by legislation, this By-law, and any other County by-law or policy.

3.2 Presiding Officer

The Warden shall:

a) preside at all meetings of Council and maintain order and decorum;
b) ensure that meetings are conducted in accordance with this By-law and applicable legislation;
c) rule on questions of procedure, points of order, and points of privilege;
d) recognize Members wishing to speak and determine the order of speakers;
e) ensure that all Members have a reasonable opportunity to participate in debate;
f) put motions to a vote and announce the results of votes;
g) preserve order and, where necessary, direct the removal of any person whose conduct is disruptive to the proceedings; and
h) adjourn or recess a meeting where circumstances warrant.

3.3 Leadership and Governance Responsibilities

The Warden shall:

a) provide leadership in fostering an atmosphere of respect, collaboration, and effective governance;
b) support the establishment and achievement of Council's strategic goals and priorities;
c) promote informed and constructive decision-making by Council;
d) represent the decisions of Council once made, regardless of personal position during debate;
e) work collaboratively with Members of Council, the Chief Administrative Officer, and County staff in advancing County objectives; and
f) ensure that the business of Council is conducted efficiently and effectively.

3.4 Ceremonial and Representative Duties

The Warden shall:

a) act as the official representative and spokesperson of the County on matters authorized by Council;
b) represent the County at official functions, ceremonies, conferences, and governmental meetings;
c) foster positive relationships with constituent municipalities, community organizations, Indigenous communities, government agencies, and other levels of government;
d) promote the County's interests at regional, provincial, national, and intergovernmental forums; and
e) delegate representation duties where appropriate.

3.5 Relationship with the Chief Administrative Officer

The Warden shall:

a) maintain a collaborative working relationship with the Chief Administrative Officer;
b) communicate Council priorities and direction to the Chief Administrative Officer;
c) make requests for administrative information, reports, or updates through the Chief Administrative Officer;
d) respect Council's governance role and the administrative authority delegated to the Chief

Administrative Officer; and
e) refrain from directing staff except through the Chief Administrative Officer unless otherwise authorized by Council.

3.6 Meeting and Agenda Responsibilities

The Warden may:

a) meet with the Chief Administrative Officer and Clerk regarding the preparation of Council agendas;
b) request that matters be placed on a Council agenda in accordance with County policies and procedures;
c) call Special Meetings of Council in accordance with this By-law and the *Municipal Act, 2001*;
d) approve ceremonial presentations and official recognitions; and
e) provide a Warden's Report at regular Council meetings.

3.7 Emergency and Urgent Matters

Where urgent circumstances require immediate action to protect the interests of the County and Council is unable to convene in a timely manner, the Warden may act in consultation with the Chief Administrative Officer and shall report any such action to Council at the earliest opportunity. Any action taken shall be consistent with applicable legislation and delegated authority by-laws.

3.8 Voting Rights

1. The Warden shall have the same voting rights as every other Member of Council.
2. The Warden shall vote on all matters unless prohibited by legislation.
3. In the event of a tie vote, the motion shall be deemed lost.

3.9 Absence of the Warden

1. In the absence of the Warden, the Deputy Warden shall assume all powers and duties of the office.
2. Where both the Warden and Deputy Warden are absent, Council may appoint an Acting Warden from among its Members for the duration of the meeting or until the Warden or Deputy Warden returns.

3.10 Code of Conduct

The Warden shall perform the duties of the office in a manner that is consistent with:

a) the County's Code of Conduct;
b) the Council-Staff Relations Policy;
c) the Municipal Conflict of Interest Act;
d) the Municipal Act, 2001; and
e) all other applicable legislation and County policies.

Part 4 – Meetings of Council

4.1 Types of Meetings

Meetings of Council shall be categorized as:

a) Inaugural Meetings;
b) Regular Meetings;
c) Special Meetings;
d) Emergency Meetings;
e) Closed Session Meetings; and
f) Committee Meetings, where applicable.

4.2 Annual Meeting Schedule

1. Council shall establish an annual schedule of Regular Meetings by resolution.
2. The Clerk shall publish the approved meeting schedule on the County's website.
3. The Warden, in consultation with the Chief Administrative Officer and Clerk, may vary the date, time, or location of a meeting where circumstances require, provided public notice is given as soon as practicable.

4.3 Regular Meetings

1. Regular Meetings of Council shall be held in accordance with the annual meeting schedule.
2. Meetings shall be held in the Council Chambers or at such other location as identified in the meeting notice.
3. Council may, by resolution, alter the date, time, or place of any Regular Meeting.
4. Regular Council meetings shall begin at 9:30 a.m. and shall adjourn no later than 4:30 p.m. unless extended by majority vote.

4.4 Special Meetings

1. The Warden may at any time call a Special Meeting of Council.
2. The Clerk shall call a Special Meeting upon receipt of a written request signed by a majority of the Members of Council.
3. The notice calling a Special Meeting shall state: a) the date, time, and place of the meeting; and b) the specific business to be considered.
4. No business other than the business identified in the notice shall be considered unless all Members present unanimously agree otherwise.

4.5 Emergency Meetings

1. An Emergency Meeting may be called by the Warden or Chief Administrative Officer where circumstances require immediate consideration of matters affecting:

   a) public health or safety;
   b) continuity of County operations;

c) protection of County assets; or
d) any matter requiring immediate action before a Regular or Special Meeting can reasonably be convened.

2. The Clerk shall make reasonable efforts to notify all Members and the public of the meeting.
3. Lack of notice shall not invalidate proceedings at an Emergency Meeting where reasonable efforts have been made to provide notice.

4.6 Notice of Meetings

Regular Meetings

1. Public notice of Regular Meetings shall be provided through publication of the annual meeting schedule on the County website.
2. Council Agendas shall be distributed to Members and published on the County website no later than seventy-two (72) hours before a Regular Meeting whenever practicable.

Special Meetings

3. Notice of a Special Meeting shall be provided to Members not less than twenty-four (24) hours in advance of the meeting.
4. Notice may be provided electronically.

Emergency Meetings

5. Notice requirements for Emergency Meetings may be waived where the urgency of the situation necessitates immediate action.

4.7 Electronic and Hybrid Participation

1. Meetings may be conducted wholly in person, wholly electronic, or in a hybrid format.
2. Members participating electronically shall: a) be deemed present;
b) be counted for purposes of quorum; and c) be entitled to vote and otherwise participate fully in the meeting.
3. Members participating electronically in a Closed Session shall ensure that the proceedings remain confidential and that no unauthorized person can hear or observe the meeting.
4. The Clerk may establish administrative procedures governing electronic participation.
5. Where technological difficulties prevent meaningful participation, the Presiding Officer may temporarily recess the meeting or proceed where quorum remains intact.

4.8 Quorum

1. A majority of the Members of Council shall constitute quorum.
2. Quorum shall be maintained throughout the meeting.
3. If quorum is not present within thirty (30) minutes following the scheduled commencement time: a) the Clerk shall record the names of Members present; and b) the meeting shall stand

adjourned until the next scheduled meeting or such other date as determined by the Clerk in consultation with the Warden.
4. Where quorum is lost during a meeting, no further business shall be conducted until quorum is restored.

4.9 Commencement of Meetings

1. As soon as practicable after the scheduled commencement time and once quorum is present, the Warden shall call the meeting to order.
2. If the Warden is absent fifteen (15) minutes after the scheduled commencement time, the Deputy Warden shall assume the Chair.
3. If neither the Warden nor Deputy Warden is present, Council may appoint an Acting Warden from among the Members present.

4.10 Open Meetings

1. Except as otherwise permitted under the *Municipal Act, 2001*, all meetings of Council shall be open to the public.
2. Members of the public shall be permitted to observe meetings in person or through electronic means where available.
3. The County shall make reasonable efforts to provide public access to meetings through livestreaming or other electronic means when available.

4.11 Adjournment and Recess

1. Council may adjourn a meeting by resolution.
2. The Presiding Officer may declare a brief recess where necessary for the orderly conduct of the meeting.
3. Unfinished business may be: a) continued at a subsequent meeting; or b) deferred by resolution of Council.

4.12 Meeting Decorum

1. All persons attending a meeting shall maintain order and refrain from disruptive conduct.
2. The Presiding Officer may request any person whose conduct disrupts the proceedings to cease the disruptive behaviour.
3. Where disruptive behaviour continues, the Presiding Officer may direct that the individual be removed from the meeting.
4. No person shall interrupt a Member who has been recognized by the Chair.

4.13 Application to Committees

Unless otherwise provided by Council or a Committee's Terms of Reference, the provisions of this Part shall apply to all Committees of Council with necessary modifications.

Part 5 – Closed Meetings and Confidentiality

5.1 Open Meetings

1. Except as otherwise permitted by the *Municipal Act, 2001*, all meetings of Council and its Committees shall be open to the public.
2. No meeting or part of a meeting shall be closed to the public except in accordance with the *Municipal Act, 2001*.

5.2 Closed Meeting Exceptions

1. Council or a Committee may meet in Closed Session only for those matters permitted under the *Municipal Act, 2001*, including:

   a) the security of the property of the municipality;
   b) personal matters about an identifiable individual, including municipal employees;
   c) a proposed or pending acquisition or disposition of land;
   d) labour relations or employee negotiations;
   e) litigation or potential litigation, including matters before administrative tribunals;
   f) advice that is subject to solicitor-client privilege;
   g) matters permitted to be closed under another Act;
   h) information supplied in confidence by another level of government;
   i) confidential commercial, financial, technical, labour relations, or scientific information;
   j) information belonging to the municipality that has monetary value or potential monetary value;
   k) a position, plan, procedure, criteria, or instruction to be applied to negotiations;
   l) educational or training sessions where no business or decision-making is materially advanced; and
   m) such other matters as may be permitted by legislation from time to time.

5.3 Resolution to Proceed in Closed Session

1. Prior to moving into Closed Session, Council or the Committee shall pass a resolution stating: a) the fact that a Closed Session is to be held; and b) the general nature of the matter to be considered.
2. Where the Closed Session is held for educational or training purposes, the resolution shall identify the general nature of the subject matter and indicate that no business will be advanced.

5.4 Attendance at Closed Meetings

1. Attendance at a Closed Session shall be limited to:

   a) Members of Council or the Committee;
   b) the Chief Administrative Officer;
   c) the Clerk and any recording secretary;
   d) County staff whose attendance is required;

e) legal counsel, consultants, or advisors whose attendance is required; and
f) any other person authorized by Council or the Committee.

2. The Presiding Officer may require any person to leave a Closed Session at any time.
3. Members attending electronically shall confirm that they are participating in a private location where confidential discussions cannot be overheard.

5.5 Rules Governing Closed Sessions

1. Discussion during a Closed Session shall be limited to the matter(s) identified in the resolution authorizing the Closed Session.
2. No Member shall disclose, discuss, or communicate confidential information obtained during a Closed Session except as authorized by Council or required by law.
3. Council shall not use a Closed Session to avoid public discussion of matters that may properly be considered in open session.
4. All participants shall conduct themselves in a manner that protects the integrity and confidentiality of the proceedings.

5.6 Voting in Closed Session

1. No vote shall be taken during a Closed Session except where permitted by the *Municipal Act, 2001*.
2. Council or a Committee may vote in Closed Session only: a) on procedural matters; or b) to give direction or instruction to officers, employees, agents, consultants, negotiators or legal counsel for the County.
3. All final decisions of Council shall be made in Open Session unless otherwise permitted by legislation.

5.7 Closed Session Minutes

1. The Clerk shall record minutes of every Closed Session.
2. Closed Session minutes shall record: a) the date, time, and location of the meeting; b) those present and absent; c) the general nature of the matter considered; d) any procedural motions; and e) any directions provided.
3. Closed Session minutes shall be maintained separately from Open Session minutes and shall not be available to the public except as required by law.
4. Closed Session minutes shall be approved by Council in Closed Session.

5.8 Confidential Records

1. Agendas, reports, presentations, legal opinions, minutes, recordings, correspondence, and other records relating to a Closed Session shall be treated as confidential unless released by Council or required by law.
2. The Clerk shall maintain custody and control of confidential records in accordance with County policies and applicable legislation.
3. Members shall take reasonable measures to prevent unauthorized access to confidential information, including information received electronically.

5.9 Member Confidentiality Obligations

1. Every Member shall preserve the confidentiality of all information considered in Closed Session unless: a) Council authorizes its release; b) the information is otherwise publicly available; c) disclosure is required by law; or d) disclosure is required in the performance of a statutory duty.
2. No Member shall: a) disclose confidential documents; b) summarize or communicate Closed Session discussions to unauthorized persons; c) use confidential information for personal benefit or the benefit of any other person or organization; or d) permit confidential records to be viewed by unauthorized persons.
3. A breach of confidentiality may constitute a breach of the Council Code of Conduct and may be referred to the Integrity Commissioner.

5.10 Reporting Out

1. Upon returning to Open Session, the Presiding Officer shall report, to the extent permitted, that Council met in Closed Session and provide a general description of the matter considered.
2. Any motion arising from a Closed Session that requires Council approval shall be considered in Open Session unless otherwise permitted by law.

5.11 Closed Meeting Investigations

1. Any person may request an investigation into whether Council or a Committee has complied with the closed meeting requirements of the *Municipal Act, 2001*.
2. The County's appointed Closed Meeting Investigator shall conduct such investigations in accordance with applicable legislation.

Part 6 – Agenda, Order of Business and Delegations

6.1 Preparation of the Agenda

1. The Clerk shall prepare the agenda for all Council meetings in consultation with the Warden and Chief Administrative Officer.
2. Items submitted for inclusion on an agenda shall be received by the Clerk in accordance with the County's established agenda deadlines.
3. The Clerk may determine the placement of items on the agenda to facilitate the orderly conduct of business.
4. The Clerk may refuse to place material on an agenda where: a) the submission is incomplete; b) the matter is outside the jurisdiction of County Council; c) the matter is substantially repetitive of a matter recently considered by Council; or d) the matter is contrary to applicable legislation, County policy, or this By-law.

6.2 Distribution of Agendas

1. The agenda package for Regular Meetings shall be distributed to Members and published on the County website not less than seventy-two (72) hours before the meeting whenever practicable.

2. The agenda package for Special Meetings shall be distributed concurrently with the notice of meeting.
3. Agenda materials containing confidential information shall be distributed separately and marked as confidential.

6.3 Amendments to the Agenda

1. Council may amend the agenda by majority vote.
2. Additions to the agenda after publication shall only be considered where: a) the matter is urgent in nature; b) the matter arose after publication of the agenda; or c) Council determines that consideration of the matter is in the public interest.
3. The addition of items requiring substantial review may be deferred to a future meeting at the discretion of Council.

6.4 Order of Business – Regular Meetings

Unless otherwise determined by Council, the order of business for Regular Meetings shall be:

1. Call to Order
2. Land Acknowledgement
3. Approval of Agenda
4. Disclosure of Pecuniary Interest
5. Delegations and Presentations
6. Adoption of the Minutes
7. Standing Committee Recommendations
    A. Determination of Items Requiring Separate Discussion
    B. Consideration of Items Requiring Separate Discussion
8. New Business
9. Enactment By-laws
10. Notices of Motion
11. Warden’s Report
12. Proclamations
13. Media Question Period
14. Closed Session (if required)
15. Rise and Report
16. Confirming By-law
17. Adjournment

This order may be altered by resolution of Council.

6.5 Order of Business – Inaugural Meeting

The order of business at the Inaugural Meeting shall generally include:

1. Call to Order
2. Land Acknowledgement
3. Approval of Agenda
4. Certification of Members

5. Election of Warden
6. Declaration of Office – Warden
7. Warden's Inaugural Address
8. Election of Deputy Warden
9. Declaration of Office – Deputy Warden
10. Appointment of Committee Chairs and Committee Memberships
11. Appointment of Board and Agency Representatives
12. By-laws
13. Adjournment

Council may vary the order as required.

6.6 Delegations and Presentations

Delegation Requests

1. Any person or organization wishing to address Council shall submit a written request to the Clerk no later than ten (10) business days prior to the meeting.
2. The request shall include:

   a) the name of the individual or organization;
   b) contact information;
   c) the subject matter;
   d) any supporting materials; and
   e) the action requested of Council, if applicable.

3. Approval of delegation requests shall be determined by the Clerk in consultation with the Warden and Chief Administrative Officer.
4. Delegations shall be permitted on matters that have not been considered at Standing Committee and heard by Council if approved by the Warden and Chief Administrative Officer.

Delegation Time Limits

1. Delegations shall be limited to ten (10) minutes.
2. Council questions and discussion shall generally be limited to five (5) minutes.
3. The Presiding Officer may extend the allotted time where appropriate.
4. Presentations by government agencies, partner organizations, consultants, or invited guests may be allotted additional time at the discretion of the Warden.

Matters Not Permitted for Delegations

The following matters shall not be accepted as a delegation:

a) matters that are properly the subject of litigation or potential litigation;
b) labour relations, employee negotiations, or human resource matters;
c) matters involving personal information about an identifiable individual;
d) matters that are outside County jurisdiction;

e) matters that are the subject of an active appeal, tribunal proceeding, or court action;
f) election campaign matters;
g) substantially repetitive matters previously presented to Council within the previous six (6) months; or
h) matters that are frivolous, vexatious, or otherwise inappropriate for consideration by Council.

Conduct of Delegations

1. Delegations shall address the Presiding Officer and shall conduct themselves respectfully.
2. Delegations shall not: a) use offensive or abusive language; b) engage in personal attacks; c) disrupt the meeting; or d) address matters unrelated to the approved topic.
3. The Presiding Officer may terminate a delegation that fails to comply with this By-law.

Action Following a Delegation

Following a delegation, Council may:

a) receive the presentation for information;
b) refer the matter to staff for review and report;
c) refer the matter to a Committee;
d) direct that a resolution be prepared; or
e) take any other action permitted by law.

6.7 Correspondence

1. Correspondence received by the Clerk may be included on the agenda under Communications.
2. Correspondence intended to be included on an agenda shall be received by the Clerk prior to the established agenda deadline.
3. Anonymous correspondence shall not be included on an agenda unless authorized by the Clerk and Chief Administrative Officer.

6.8 Notices of Motion

1. A Member may place a Notice of Motion on a Council agenda by providing it to the Clerk prior to agenda publication.
2. A Notice of Motion shall: a) be in writing; b) identify the proposed action; and c) be moved at a subsequent meeting unless Council waives notice by a two-thirds vote.
3. A Notice of Motion shall not be required for: a) procedural motions; b) routine administrative matters; or c) urgent matters approved by Council.

6.9 Confirming By-law

1. At each Regular and Special Meeting, Council shall consider a Confirming By-law.
2. The Confirming By-law shall confirm the actions and decisions taken by Council at the meeting.
3. The passage of a Confirming By-law shall not constitute approval of any matter not otherwise approved by Council during the meeting.

Part 7 – Rules of Debate

7.1 General Principles

1. The rules of debate are intended to promote respectful discussion, efficient decision-making, and fair participation by all Members.
2. Members shall conduct themselves in a manner that:

   a) maintains the dignity of Council;
   b) respects differing viewpoints;
   c) promotes constructive deliberation; and
   d) enables Council to conduct business efficiently.

7.2 Recognition by the Chair

1. No Member shall speak until recognized by the Presiding Officer.
2. Every Member shall address remarks through the Presiding Officer.
3. When two or more Members seek recognition simultaneously, the Presiding Officer shall determine the order of speakers.

7.3 Speaking to a Question

1. A Member may speak only to the motion or matter currently under consideration.
2. Remarks shall be relevant to the question before Council.
3. A Member shall not speak for longer than five (5) minutes at one time without the consent of Council.
4. The mover of a substantive motion shall have the right of final reply immediately before the vote is called.
5. The reply shall be limited to matters raised during debate and shall not introduce new information or a new motion.

7.4 Conduct During Debate

A Member shall not:

a) speak disrespectfully of another Member, County staff, members of the public, or any person;
b) use offensive, insulting, abusive, or unparliamentary language;
c) engage in personal attacks;
d) interrupt another Member except to raise a Point of Order or Point of Privilege;
e) speak on a matter after the vote has been called;
f) disturb the proceedings through private conversations, electronic devices, or other disruptive conduct;
g) disobey a ruling of the Presiding Officer; or
h) speak in a manner that is inconsistent with the County's Code of Conduct.

7.5 Questions Through the Chair

1. Questions directed to staff shall be asked through the Presiding Officer.
2. Questions shall be concise and intended to obtain information relevant to the matter under consideration.
3. The Presiding Officer may limit repetitive questioning where sufficient information has already been provided.

7.6 Maintaining Order

1. The Presiding Officer shall preserve order and decorum during meetings.
2. Where a Member breaches this By-law, the Presiding Officer may: a) call the Member to order; b) require the Member to cease speaking; c) require the Member to withdraw offensive remarks and apologize; or d) take any other action necessary to maintain order.
3. Where disorder persists, Council may direct that the Member leave the meeting for the remainder of the sitting.

7.7 Point of Order

1. A Point of Order may be raised where a Member believes that: a) this By-law has been breached; b) the rules of procedure are not being followed; or c) the meeting is being conducted improperly.
2. A Member raising a Point of Order shall: a) identify the specific rule or practice in question; and b) limit remarks to the procedural issue.
3. The Presiding Officer shall rule on the Point of Order immediately and provide reasons for the ruling where appropriate.
4. The ruling of the Presiding Officer may be appealed to Council.
5. An appeal shall not be debatable, and Council shall decide the matter by majority vote.

7.8 Point of Privilege

1. A Point of Privilege may be raised where a Member believes that: a) the integrity of the proceedings is affected; b) the rights or privileges of Council or a Member have been infringed; or c) the ability of a Member to participate in the meeting has been compromised.
2. The Presiding Officer shall determine whether the Point of Privilege is well taken and shall rule accordingly.

7.9 Challenge to the Ruling of the Chair

1. A Member may challenge a ruling of the Presiding Officer by moving: "That the ruling of the Chair be not sustained."
2. The motion shall: a) require a seconder; b) not be debatable; c) be voted on immediately.
3. A majority vote of Council shall determine whether the ruling is sustained.
4. If the ruling is not sustained, Council shall proceed as directed by the decision of Council.

7.10 Closing Debate

1. The Presiding Officer will call the vote and debate shall end when: a) no Member wishes to speak; b) Council adopts a motion to put the question; c) Council adopts a motion to adjourn debate.
2. Once the Presiding Officer has called the vote: a) no further debate shall occur; b) no Member shall leave or enter the meeting space in a manner that disrupts the vote; and c) no further motions shall be received until the voting result has been announced.

7.11 Member Inquiries

1. Members may make inquiries for information related to County business.
2. Where a response requires significant staff time, research, or analysis, the Chief Administrative Officer may: a) provide a written response; b) schedule a response for a future meeting; or c) recommend that Council formally direct staff to prepare a report.

7.12 Matters Not Provided For

Where a procedural matter arises that is not addressed by this By-law, the Presiding Officer shall determine the appropriate procedure having regard to: a) the principles established in this By-law; b) previous Council practice; and c) Roberts Rules of Order, Newly Revised.

Part 8 – Motions

8.1 General

1. Council shall make decisions by resolution, motion, or by-law.
2. No motion shall be debated, amended, or voted upon until it has been moved and seconded.
3. Once a motion has been moved and seconded, it becomes the property of Council and shall remain under consideration until disposed of by Council.
4. Every motion shall be considered in the order in which it is received by the Presiding Officer unless otherwise provided for in this By-law.

8.2 Motions in Writing

1. Motions shall be presented in writing when requested by the Presiding Officer, Clerk, or any Member.
2. The Presiding Officer may require a motion to be read before debate commences.
3. The Clerk may assist Members in preparing motions to ensure clarity and consistency of form.

8.3 Withdrawal of a Motion

1. A motion may be withdrawn by the mover at any time before debate begins.
2. After debate has commenced, a motion may only be withdrawn with the consent of the mover, seconder, and Council.
3. A withdrawn motion shall not form part of the Council record except as noted in the minutes.

8.4 Commonly Used Procedural Motions

Motion	Second?	Debatable?	Amendable?	Vote Required
Main Motion	Yes	Yes	Yes	Majority
Amend	Yes	Yes	Yes	Majority
Refer to Committee	Yes	Yes	Yes	Majority
Postpone to a Time	Yes	Yes	Yes	Majority
Postpone Indefinitely	Yes	Yes	No	Majority
Limit/Extend Debate	Yes	No	Yes	Two-thirds
Previous Question	Yes	No	No	Two-thirds
Lay on the Table	Yes	No	No	Majority
Take from the Table	Yes	No	No	Majority
Reconsider	Yes	Yes	No	Majority
Rescind	Yes	Yes	Yes	Two-thirds (or majority with notice)
Adjourn	Yes	No	No	Majority
Recess	Yes	No	Yes	Majority
Point of Order	No	No	No	Chair rules
Appeal	Yes	Yes	No	Majority
Suspend the Rules	Yes	No	No	Two-thirds

8.5 Amendments

1. A motion may be amended provided the amendment: a) is relevant to the subject matter of the motion; b) does not introduce a new matter beyond the scope of the original motion; and c) does not negate the intent of the original motion.
2. Only one amendment and one amendment to the amendment shall be considered at the same time.
3. The order of voting shall be: a) amendment to the amendment; b) amendment; and c) main motion as amended, if applicable.

8.6 Division of a Motion

1. Where a motion contains two or more distinct propositions, the Presiding Officer may divide the motion for separate consideration.
2. Any Member may request that a motion be divided.
3. The Presiding Officer shall determine whether the motion is capable of being divided without altering its intent.

8.7 Motions Ruled Out of Order

The Presiding Officer may rule a motion out of order where the motion:

a) conflicts with legislation;
b) conflicts with a previously adopted resolution that remains in effect;
c) is beyond the jurisdiction of County Council;
d) is substantially the same as a matter already decided and not properly before Council through reconsideration or rescission procedures;
e) contains defamatory, offensive, or improper content; or
f) contravenes this By-law.

8.8 Notices of Motion

1. Notices of Motion shall be submitted in writing to the Clerk prior to agenda publication.
2. Unless waived by a two-thirds (2/3) vote of Council, a Notice of Motion shall not be considered at the same meeting at which notice is given.
3. A Notice of Motion may be withdrawn by the mover prior to consideration.

8.9 Friendly Amendments

1. With the consent of the mover and seconder, minor wording, grammatical, or technical changes may be incorporated into a motion without requiring a formal amendment.
2. The Presiding Officer shall determine whether a proposed change constitutes a friendly amendment or a substantive amendment requiring Council consideration.

8.10 Matters of Urgency

1. A Member may introduce a motion without notice where the matter is urgent and cannot reasonably wait until a future meeting.
2. Council shall determine by a two-thirds (2/3) vote whether the matter is urgent and should be considered.
3. If Council determines the matter is not urgent, the motion shall be dealt with through the Notice of Motion process.

Part 9 – Voting

9.A – Fundamental Voting Principles

Key Voting Rules

1. **One Member, One Vote**
    - Each Member of Council, including the Warden, is entitled to one vote on all matters, unless where a request for a recorded (weighted) vote is used.
2. **Majority Vote**
    - Council decisions are determined by a majority vote of Members present and voting, unless a higher threshold is required by legislation or this By-law.
3. **Duty to Vote**
    - Members present at a meeting shall vote on every matter unless disqualified by law.
    - A Member who is present and does not vote is deemed to have voted in the negative.
4. **Tie Votes**
    - A tie vote results in the motion being lost.
5. **Recorded Votes**
    - Any Member may request a recorded (weighted) vote immediately before a vote is taken.
    - The vote of each Member shall be recorded in the minutes.
    - Recorded votes are not permitted for procedural motions, “Points of Personal Privilege” or for the election of the Warden and Deputy Warden
6. **Electronic Participation**
    - Members participating electronically are deemed present, may be counted toward quorum, and have the same voting rights as Members attending in person.
    - Members may participate electronically in Special Council Meetings for any reason, with the exception of any Special Council meeting for budget discussions.
7. **Conflict of Interest**
    - Members with a disqualifying interest shall not participate in debate or vote on the matter and shall comply with all requirements of applicable legislation.
8. **Ballot Voting**
    - Voting by secret ballot is only permitted for the election of the Warden, Deputy Warden, or other appointments specifically authorized by Council.

9. **Closed Session Voting**
    - Votes in Closed Session are limited to procedural matters or providing direction to staff, consultants, negotiators, or legal counsel where permitted by legislation.

10. **Finality of Decisions**
    - Once a vote result has been announced, the decision stands unless reconsidered, amended, or rescinded in accordance with this By-law.

11. **Special Voting Thresholds**
    - Certain procedural matters require a two-thirds (2/3) vote, including:
        - Reconsideration of a matter;
        - Waiver of Notice of Motion; and
        - Suspension of the Procedural By-law.

9.1 General Voting Rules

1. Every Member present at a meeting, including the Warden or other Presiding Officer, shall be entitled to one vote unless prohibited from voting by legislation.
2. Except as otherwise provided by legislation or this By-law, every matter shall be decided by a majority vote of the Members present and voting.
3. No vote shall be taken unless a motion has been properly moved and seconded.
4. After a question has been put by the Presiding Officer, no Member shall speak to the motion or make another motion until the result of the vote has been declared.

9.2 Method of Voting

1. Voting shall normally be conducted by: a) show of hands; b) verbal affirmation; c) electronic voting technology approved by the County; or d) another method determined by the Presiding Officer.
2. The Presiding Officer shall announce the result of each vote.
3. Unless a recorded vote is requested, the vote shall not be recorded individually in the minutes.

9.3 Duty to Vote

1. Every Member present at a meeting shall vote on every question unless disqualified from voting by legislation.
2. A Member who is present and who does not vote shall be deemed to have voted in the negative.
3. No Member shall leave their seat or the meeting while a vote is being taken without the permission of the Presiding Officer.

9.4 Recorded (Weighted) Votes

1. A recorded vote may be requested by any Member immediately before the taking of a vote.
2. Upon a recorded vote being requested: a) the Clerk shall record the vote of each Member present; b) each Member shall clearly indicate whether they are voting in favour or opposed; and c) the results shall be entered into the minutes.
3. Recorded votes shall be taken in alphabetical order of Members' surnames, with the Warden voting last.
4. A request for a recorded vote shall not require a seconder and shall not be subject to debate.

9.5 Electronic Participation and Voting

1. A Member participating electronically shall have the same voting rights as a Member attending in person.
2. The Presiding Officer shall ensure that the vote of each electronically participating Member is clearly indicated and accurately recorded.
3. Where technological issues prevent a Member from participating in a vote: a) the Presiding Officer may temporarily recess the meeting; or b) proceed with the vote if quorum remains and reasonable efforts have been made to restore participation.

9.6 Tie Votes

1. Where there is an equality of votes, the motion shall be deemed to be lost.
2. The Presiding Officer shall announce that the motion is defeated due to the tie vote.

9.7 Conflict of Interest

1. A Member who has declared a pecuniary interest or other disqualifying interest under applicable legislation:

   a) shall not participate in debate on the matter;
   b) shall not vote on the matter;
   c) shall comply with all requirements of the *Municipal Conflict of Interest Act*; and
   d) shall leave the meeting during consideration of the matter where required by law.

2. The Clerk shall record the declaration and withdrawal in the minutes.

9.8 Reconsideration Following a Vote

1. Once a vote has been decided and the result announced, the decision of Council shall stand unless: a) a motion to reconsider is adopted in accordance with this By-law; or b) the decision is otherwise amended or rescinded by Council in accordance with this By-law.

9.9 Votes in Closed Session

1. No vote shall be taken during a Closed Session except where permitted by the *Municipal Act, 2001*.
2. Council may vote in Closed Session only: a) on procedural matters; or b) to provide direction to officers, employees, agents, consultants, negotiators, or legal counsel of the County.
3. Any final decision of Council shall be made in Open Session unless otherwise permitted by legislation.

9.10 Ballot Voting

1. Voting by ballot shall only be permitted for: a) the election of the Warden;
   b) the election of the Deputy Warden; or c) other appointments where Council specifically authorizes ballot voting by resolution.

2. Ballot votes shall be administered by the Clerk.
3. Following the declaration of results, the ballots shall be destroyed following authorization by Council.

9.11 Committee Voting

1. Unless otherwise provided in a Committee's Terms of Reference, each Committee Member shall be entitled to one vote.
2. Committee Chairs may vote on all matters before the Committee.
3. Where there is an equality of votes at a Committee meeting, the motion shall be deemed lost.

PART 10 – COMMITTEES

10.1 Establishment of Committees

1. Council may establish Standing Committees, Advisory Committees, Task Forces, Working Groups, and other committees as deemed necessary to assist Council in the efficient conduct of County business.
2. Committees shall be established by by-law or resolution of Council and shall operate in accordance with: a) their approved Terms of Reference; b) this By-law; and c) applicable legislation.
3. Council may amend or dissolve any Committee at any time unless otherwise provided by legislation.

10.2 Types of Committees

For the purposes of this By-law, Committees may include:

a) Standing Committees established to provide ongoing oversight and recommendations to Council;
b) Advisory Committees established to provide advice and expertise on specific matters;
c) Task Forces or Working Groups established for a defined purpose or project; and
d) Joint Committees established with other municipalities or organizations.

10.3 Terms of Reference

1. Every Committee shall operate under Terms of Reference approved by Council.
2. The Terms of Reference shall establish:

   a) the Committee's mandate;
   b) membership composition;
   c) reporting relationships;
   d) meeting frequency;
   e) quorum requirements, where different from this By-law; and
   f) any specific procedural requirements.

3. Where a conflict exists between a Committee's Terms of Reference and this By-law, this By-law shall prevail unless Council expressly provides otherwise.

10.4 Appointment of Members

1. Council shall appoint Members to Committees at the Inaugural Meeting and thereafter as required.
2. Members shall identify their interest in serving on appointments circulated by the Clerk.
3. Where the number of interested Members exceeds the number of available positions, Council shall determine the appointment by consensus, recorded vote, or ballot administered by the Clerk.
4. Council may fill vacancies on Committees at any time during the term of Council.
5. Appointments shall remain in effect until: a) the end of the Council term; b) a replacement is appointed; or c) Council determines otherwise.
6. Council may appoint members of the public to Committees where permitted by the Committee's Terms of Reference.

10.5 Appointment of Chairs and Vice-Chairs

1. Each Committee shall elect or appoint a Chair and Vice-Chair annually unless Council provides otherwise.
2. The Chair shall:

   a) preside at Committee meetings;
   b) maintain order and decorum;
   c) facilitate discussion;
   d) ensure the Committee conducts business efficiently; and
   e) report Committee recommendations to Council where required.

3. In the absence of the Chair, the Vice-Chair shall assume the duties of the Chair.
4. Where both the Chair and Vice-Chair are absent, the Committee may appoint an Acting Chair for the duration of the meeting.

10.6 Committee Meetings

1. Committee meetings shall be held in accordance with the approved meeting schedule or as otherwise authorized by the Chair.
2. A Special Meeting of a Committee may be called by: a) the Committee Chair; b) the Warden; c) the Chief Administrative Officer; or d) a majority of Committee Members.
3. Notice of Committee meetings shall be provided in accordance with the County's meeting notice requirements.

10.7 Application of Procedural Rules

1. Unless otherwise provided in this By-law or a Committee's Terms of Reference, the procedural rules governing Council meetings shall apply to all Committees with necessary modifications.
2. This includes rules respecting:

   a) agendas;
   b) notice;

c) delegations;
d) debate;
e) motions;
f) voting;
g) electronic participation;
h) closed meetings; and
i) confidentiality.

10.8 Quorum

1. A majority of the appointed members of a Committee shall constitute quorum unless otherwise established in the Committee's Terms of Reference.
2. No business shall be conducted in the absence of quorum.
3. Where quorum is lost during a meeting, the Committee shall not proceed with further business until quorum is restored.

10.9 Recommendations to Council

1. Committees shall provide recommendations to Council through: a) Committee resolutions; b) Committee minutes; or c) reports approved by the Committee.
2. Except where authority has been delegated by Council, Committees shall act in an advisory capacity only.
3. A Committee recommendation does not become a decision of the County until adopted by Council.

10.10 Delegated Authority

1. Council may, by by-law or resolution, delegate authority to a Committee in accordance with the Municipal Act, 2001.
2. Where delegated authority has been granted: a) the Committee shall exercise that authority within the limits established by Council; and b) all actions taken shall be reported to Council as required.

10.11 Committee Records

1. The Clerk or designate shall maintain minutes of Committee meetings.
2. Minutes shall record: a) the date, time, and place of the meeting; b) attendance; c) motions considered; d) voting results; and e) recommendations to Council.
3. Committee minutes shall be included in a Council agenda for information or approval, as applicable.

10.12 Attendance and Participation

1. Members appointed to a Committee are expected to attend and actively participate in meetings.
2. A Committee member who is absent from three consecutive scheduled meetings without reasonable cause may be removed by Council.
3. Council may fill any resulting vacancy.

10.13 Advisory Committees and Public Members

1. Public members appointed to Advisory Committees shall: a) comply with the Committee's Terms of Reference; b) conduct themselves respectfully and professionally; c) maintain confidentiality where required; and d) comply with any applicable County policies.
2. Advisory Committee members who are not Members of Council shall not vote on matters before County Council.

10.14 Dissolution of Committees

1. At the completion of its mandate, a Task Force or Working Group shall be dissolved automatically unless Council determines otherwise.
2. Council may dissolve or restructure any Committee when: a) the mandate has been fulfilled; b) the Committee is no longer required; or c) Council determines an alternative governance structure would be more effective.

PART 11 – BY-LAWS AND ENACTMENT PROCEDURES

11.1 Authority to Enact By-laws

1. Council shall exercise its legislative authority through the enactment of by-laws.
2. No by-law shall be enacted except by a decision of Council made at a duly constituted meeting.
3. Every by-law enacted by Council shall be consistent with applicable legislation and the powers granted to the County.

11.2 Introduction of By-laws

1. By-laws may be introduced by: a) Council; b) the Warden; c) the Chief administrative Officer; d) the Clerk; or e) a staff report recommending enactment.
2. Every proposed by-law shall be listed on the Council agenda.
3. The Clerk may make administrative, technical, grammatical, formatting, and typographical corrections to draft by-laws prior to enactment, provided the intent of the by-law is not altered.

11.3 Readings of By-laws

1. Every by-law shall receive three readings prior to enactment.
2. Unless otherwise required by legislation, the three readings may occur at the same meeting.
3. A motion to introduce a by-law shall be in the following form: "That By-law No. _____ be introduced and read a first, second and third time and finally passed."
4. The title or purpose of the by-law shall be sufficient for each reading and the full text of the by-law need not be read aloud.
5. Any Member may request that the by-law be read in full prior to voting.

11.4 Debate on By-laws

1. Debate shall occur on the motion introducing the by-law.

2. Amendments to a proposed by-law may be considered prior to final passage.
3. If Council determines that substantial amendments are required, Council may: a) defer consideration of the by-law; b) refer the by-law back to staff; or c) direct that a revised by-law be presented at a future meeting.

11.5 Enactment of By-laws

1. A by-law is enacted when: a) it has received the required readings; b) Council has approved the motion for final passage; and c) it has been signed and sealed in accordance with this By-law.
2. Unless otherwise specified, a by-law shall take effect on the date of enactment.
3. Where legislation requires a different effective date, that legislative requirement shall prevail.

11.6 Signing and Sealing

1. Every by-law passed by Council shall be signed by: a) the Warden or Acting Warden presiding at the meeting; and b) the Clerk or designate.
2. The Clerk shall affix the corporate seal of the County where required.
3. Electronic signatures and electronic seals may be used in accordance with County policy and applicable legislation.

11.7 Consolidated and Administrative By-laws

1. The Clerk may prepare consolidated versions of County by-laws for administrative convenience.
2. Consolidated versions shall not replace the original enacted by-law.
3. In the event of a discrepancy, the original enacted by-law shall prevail.

11.8 Procedural Defects

1. No by-law shall be considered invalid solely because of a minor procedural defect that does not affect the substance of Council's decision.
2. Council may correct clerical, technical, or administrative errors by subsequent by-law.

11.9 Confirming By-law

1. At the conclusion of each Regular and Special Meeting, Council shall consider a Confirming By-law.
2. The Confirming By-law shall confirm and give effect to: a) all actions taken by Council at the meeting; and b) every decision made during the meeting.
3. The Confirming By-law shall not authorize any action that has not otherwise been approved by Council.
4. The passage of the Confirming By-law shall constitute confirmation of all resolutions, directions, and proceedings of Council during that meeting.

11.10 By-law Registry

1. The Clerk shall maintain a registry of all enacted by-laws.
2. The registry may be maintained in electronic form.
3. The public shall be provided access to enacted by-laws in accordance with applicable legislation and County policies.

11.11 Emergency By-laws

1. Where Council is considering a matter of urgency affecting:

   a) public health or safety;
   b) continuity of County operations;
   c) protection of County assets; or
   d) compliance with a legislative requirement,

   Council may enact a by-law at the same meeting at which the matter is introduced.

2. Nothing in this section relieves Council from complying with any statutory notice or public meeting requirements imposed by legislation.

11.12 By-laws Requiring Statutory Procedures

1. Where legislation requires:

   a) notice;
   b) a public meeting;
   c) a hearing;
   d) approval from another authority; or
   e) any other prescribed process,

   Council shall comply with those requirements before the by-law is enacted.

2. In the event of a conflict between this By-law and a statutory requirement, the statutory requirement shall prevail.

PART 12 – GENERAL PROVISIONS

12.1 Suspension of the Rules

1. Any provision of this By-law, other than a requirement imposed by legislation, may be suspended by a two-thirds (2/3) vote of the Members present and voting.
2. A motion to suspend the rules:

   a) shall identify the specific rule to be suspended;
   b) shall not be debatable; and
   c) shall not be amendable.

3. Suspension of a rule shall apply only to the matter under consideration unless otherwise specified by Council.

12.2 Parliamentary Authority

1. In all matters not specifically provided for in this By-law, the Presiding Officer shall determine the appropriate procedure having regard to: a) the principles of this By-law; b) previous Council practices; and c) Roberts Rules of Order, Newly Revised.
2. The Presiding Officer's ruling may be appealed in accordance with the Rules of Debate set out in this By-law.
3. No procedural irregularity shall invalidate a Council decision unless the irregularity materially affects the rights of Members or the outcome of the matter.

12.3 Conflict with Legislation

1. If any provision of this By-law conflicts with: a) the Municipal Act, 2001; b) the Municipal Conflict of Interest Act; c) the Municipal Elections Act; d) the Accessibility for Ontarians with Disabilities Act; e) any other applicable legislation; or f) any regulation made thereunder, the legislation shall prevail.

2. Where this By-law is silent, applicable legislation shall govern.

12.4 Accessibility

1. Council shall conduct its meetings and proceedings in a manner that promotes accessibility and inclusion.
2. The County shall make reasonable efforts to provide accessible meeting materials, formats, and accommodations in accordance with applicable legislation and County policies.
3. Individuals requiring accommodation to participate in a meeting shall notify the Clerk as far in advance as reasonably possible.

12.5 Electronic Records and Communications

1. Any notice, agenda, report, minute, resolution, by-law, or other meeting document required by this By-law may be prepared, distributed, signed, and retained electronically unless otherwise prohibited by legislation.
2. Electronic records maintained by the Clerk shall be deemed official records of the County.
3. The use of electronic systems for meetings, agenda management, voting, and records management is authorized in accordance with County policies and applicable legislation.

12.6 Severability

1. Should any provision of this By-law be declared invalid or unenforceable by a court or tribunal of competent jurisdiction, that provision shall be severed from the By-law.
2. The remainder of the By-law shall continue in full force and effect.

12.7 Repeal

1. Upon the coming into force of this By-law, County Procedural By-law No. 34-2025, as amended, is hereby repealed.
2. The repeal of a previous procedural by-law shall not affect: a) any actions previously taken; b) any rights, obligations, or liabilities accrued before repeal; or
   c) any proceedings commenced before repeal.

12.8 Transition to the Two-Year Warden System

1. Effective with the commencement of the next Council term following the enactment of this By-law, the Warden shall be elected for a two-year term.
2. The first election of the Warden shall occur at the Inaugural Meeting and the successful candidate shall serve for Years 1 and 2 of the Council term.
3. At the first regular meeting of Council held in December of Year 2, Council shall elect a Warden to serve for Years 3 and 4 of the Council term.
4. Nothing in this section affects the authority of Council to fill a vacancy in the Office of Warden in accordance with this By-law.

12.9 Interpretation

1. Headings and section titles are included for convenience only and do not form part of the interpretation of this By-law.
2. Words importing the singular include the plural and vice versa where the context requires.
3. References to legislation include any amendments or successor legislation.
4. References to offices, titles, or positions include any successor office, title, or position.

12.10 Schedules Attached

1. Schedule “A” Northumberland County Warden and Deputy Warden Election Policy
2. Schedule “B” Northumberland County Council Appointments Policy
3. Schedule “C” Northumberland County Council Meeting Schedule
4. Schedule “D” Rules of Hybrid Participation
5. Schedule “E” Northumberland County Council Weighted Voting Policy
6. Schedule “F” Committee Terms of Reference Policy
7. Schedule “G” Communications Policy

12.11 Effective Date

1. This By-law shall come into force and take effect upon final passage by County Council.
2. The Clerk shall consolidate and publish this By-law following its enactment.

ENACTMENT

That By-law 31-2026 by the Council of The Corporation of the County of Northumberland be introduced and be deemed to be read a first, second and third time, passed, signed and sealed this 16th day of September, 2026.

Robert Crate, Warden

Tonia Bennett, Clerk



Schedule “A” to By-law 31-2026

Northumberland County Warden and Deputy Warden Election Policy

1. Purpose

The purpose of this Policy is to establish a transparent, consistent and orderly process for the election of the Warden and Deputy Warden for Northumberland County Council.

2. Application

This Policy applies to the election of the Warden and Deputy Warden by Northumberland County Council.

3. Term of Office

3.1 Warden

The Warden shall be elected by County Council for a **two (2) year term**.

The term shall commence immediately upon election and continue until a successor has been elected.

3.2 Deputy Warden

The Deputy Warden shall be elected by County Council for a **two (2) year term**.

The term shall commence immediately upon election and continue until a successor has been elected.

4. Eligibility

Any Member of Northumberland County Council shall be eligible for election to the office of Warden or Deputy Warden.

Candidates for either office shall be eligible to vote in the election.

5. Nomination Process

5.1 Warden Nominations

Nominations for the office of Warden shall be received as follows:

a) In the year of a regular municipal election, nominations shall be received by the Clerk at the **Inaugural Meeting of County Council held in December**, immediately prior to the election of the Warden.

b) Thereafter, nominations shall be received by the Clerk at the **November Regular Meeting of County Council held in the second year of the Warden's two-year term**, preceding the December election.

5.2 Deputy Warden Nominations

a) In the year following a regular municipal election, nominations for the office of Deputy Warden shall be received by the Clerk at the **Inaugural Meeting of County Council held in December**, immediately following the election of the Warden.

b) Thereafter, nominations for the office of Deputy Warden shall be received by the Clerk at the **November Regular Meeting of County Council held in the second year of the Deputy Warden's two-year term**, preceding the December election.

5.3 Nomination Procedure

Nominations shall:

- Be made by a Member of County Council;
- Be seconded by another Member of County Council;
- Be accepted by the Clerk during the nomination period;
- Be accepted only with the consent of the nominee.

5.4 Candidate Remarks

Following the close of nominations, each nominee shall be provided an opportunity to address Council for up to ten (10) minutes in the order nominated.

For the election of the Warden:

- In the year following a regular municipal election, candidate remarks shall occur at the **Inaugural Meeting of County Council in December** immediately following the close of nominations and prior to the election of the Warden.

- In the second year of the Warden's two-year term, candidate remarks shall occur at the **November Regular Meeting of County Council** following the close of nominations.

For the election of the Deputy Warden:

- In the year following a regular municipal election, candidate remarks shall occur at the **Inaugural Meeting of County Council in December** immediately following the close of nominations and prior to the election of the Deputy Warden.

- In the second year of the Deputy Warden's two-year term, candidate remarks shall occur at the **November Regular Meeting of County Council** following the close of nominations.

6. Election of the Warden

6.1 Timing

The election of the Warden shall occur:

a) At the Inaugural Meeting of County Council following a regular municipal election, for a two-year term; and

b) At the December Regular Meeting held in the second year of the Warden's term, for the subsequent two-year term.

6.2 Order of Elections

Where both positions are to be filled at the same meeting, the election of the Warden shall be conducted first, followed immediately by the election of the Deputy Warden.

6.3 Presiding Officer

The Clerk or designate shall preside over the election of the Warden.

6.4 Voting Procedure

The election shall be conducted as follows:

1. The Clerk shall announce the nominees.
2. Voting shall be by secret ballot.
3. Each Member of Council shall have one vote.
4. A candidate must receive a majority of votes cast to be elected.

6.5 Multiple Candidates

Where more than two candidates are nominated, the candidate receiving the fewest votes shall be eliminated after each ballot and voting shall continue until one candidate obtains a majority of votes.

6.6 Tie Vote

Where two candidates remain and an equality of votes occurs:

- The Clerk shall place the names of the tied candidates on identical slips of paper;
- The slips shall be placed in a container;
- One name shall be drawn by a person designated by the Clerk;
- The candidate whose name is drawn shall be declared elected.

6.7 Destruction of Ballots

Upon completion of the election, Council shall direct the Clerk to destroy all ballots.

7. Election of the Deputy Warden

7.1 Timing

The election of the Deputy Warden shall occur:

a) At the Inaugural Meeting of County Council following a regular municipal election, for a two-year term; and

b) At the December Regular Meeting held in the second year of the Deputy Warden's term, for the subsequent two-year term.

7.2 Presiding Officer

The Clerk or designate shall preside over the election of the Deputy Warden.

7.3 Voting Procedure

The election process for Deputy Warden shall be identical to the process established for the election of the Warden and shall include:

- Secret ballot voting;
- One vote per Member;
- Majority vote required for election;
- Elimination of the candidate with the fewest votes where there are more than two candidates;
- Tie-breaking by random draw conducted by the Clerk;
- Destruction of ballots following the election.

8. Election Schedule Summary

Election Cycle	Office	Nomination Timing	Election Timing	Term
Year of a Regular Municipal Election	Warden	December Inaugural Meeting	December Inaugural Meeting	Two (2) Years
Year of a Regular Municipal Election	Deputy Warden	December Inaugural Meeting	December Inaugural Meeting	Two (2) Year
Second Year of Warden's Term	Warden	November Regular Meeting	December Regular Meeting	Two (2) Years
Second Year of Deputy Warden's Term	Deputy Warden	November Regular Meeting	December Regular Meeting	Two (2) Year

Election Cycle Overview

Following a regular municipal election, nominations for both the Warden and Deputy Warden shall be received at the December Inaugural Meeting and the elections shall be conducted at that same meeting. Thereafter, nominations for the Warden and Deputy Warden shall be received at the November Regular Meeting held in the second year of the Warden and Deputy Warden’s two-year term, with the election taking place at the December Regular Meeting of that year. The Warden and Deputy Warden shall serve a two-year term.

9. Vacancy

Should a vacancy occur in the office of Warden or Deputy Warden during the term of office, Council shall fill the vacancy at the next regular meeting or at a special meeting called for that purpose.

The successful candidate shall serve the remainder of the unexpired term.

10. Assumption of Office

Upon election, the Warden and Deputy Warden shall immediately assume their respective offices and shall exercise the powers and duties assigned under the Municipal Act, County by-laws and County policies.

Schedule “B” to By-law 31-2026

Northumberland County Council
Appointments Policy

1. Purpose

The purpose of this Policy is to establish a consistent, transparent and equitable process for the appointment of Members of Northumberland County Council to boards, committees, agencies and other organizations requiring Council representation.

2. Application

This Policy applies to all appointments made by County Council to:

- Standing Committees;
- Advisory Committees;
- Joint Committees;
- Boards;
- Agencies;
- External organizations; and
- Other bodies requiring Council representation.

This Policy does not apply where the appointment process is prescribed by legislation, a governing agreement, or a Council-approved Terms of Reference.

3. General Principles

The appointment process shall:

- Ensure all Members have an equal opportunity to express interest in appointments;
- Promote fair representation across County Council;
- Recognize previous experience, knowledge, and interest;
- Support succession planning and leadership development;
- Be conducted in an open and transparent manner.

4. Appointment Term

Unless otherwise provided by legislation, agreement, or Terms of Reference:

- Council appointments shall be made annually at the December Inaugural Meeting of Council;
- Appointments shall remain in effect until their successors are appointed or until otherwise determined by Council;
- Council may amend appointments during the year where necessary.

5. Appointment Process

5.1 Circulation of Appointment Opportunities

Prior to the November Regular Meeting of Council, the Clerk shall circulate a list of:

- Boards;
- Committees;
- Agencies; and
- External organizations

requiring Council appointments for the upcoming year.

The list shall identify:

- Number of appointees required;
- Eligibility requirements, if any;
- Meeting frequency;
- Term of appointment; and
- Any statutory requirements.

5.2 Expression of Interest

Members wishing to serve on a board, committee or agency shall submit their interest to the Clerk by the deadline established by the Clerk.

A Member may express interest in multiple appointments.

5.3 Appointment Report

Following receipt of all expressions of interest, the Clerk shall prepare an appointment matrix for Council's consideration identifying:

- Available appointments;
- Members expressing interest; and
- Existing appointments, where applicable.

6. Appointment Method

6.1 Acclamation

Where the number of interested Members is equal to or less than the number of available positions, the appointments shall be made by Council resolution.

6.2 Multiple Interested Members

Where the number of interested Members exceeds the number of available positions, Council shall determine the appointment through one of the following methods:

1. Consensus of Council;

2. Recorded vote; or
3. Appointment ballot administered by the Clerk.

The selection method shall be determined by Council.

6.3 Appointment Ballot

Where a ballot is utilized:

- Each Member shall be entitled to one vote for each vacancy;
- The candidate(s) receiving the highest number of votes shall be appointed;
- The Clerk shall announce the results;
- Ballots shall be destroyed following completion of the appointment process.

6.4 Tie Vote

Where an equality of votes occurs and affects an appointment:

- Additional ballots shall be conducted; or
- If Council agrees, the appointment shall be determined by lot administered by the Clerk.

7. Appointments Following the Municipal Election

At the Inaugural Meeting following a regular municipal election, Council shall make appointments required to establish its governance structure, including:

- Deputy Warden;
- Standing Committee Chairs;
- Standing Committee Vice-Chairs, if applicable;
- Statutory Committees;
- Joint Committees;
- Boards and Agencies; and
- Other appointments deemed necessary by Council.

Appointments made at the Inaugural Meeting shall remain in effect until the next appointment cycle unless otherwise specified by Council.

8. Mid-Term Vacancies

Where a vacancy occurs during a term:

- The Clerk shall circulate the vacancy to all Members;
- Interested Members shall advise the Clerk of their interest;
- Council shall fill the vacancy by resolution at a Regular or Special Meeting.

9. Ex-Officio Appointments

Where the Warden serves as an ex-officio member by statute, agreement or Terms of Reference:

- The Warden shall automatically be appointed to that position;
- The appointment shall not count toward any allocation process established under this Policy.

10. Reporting Back

Members appointed by Council shall:

- Represent the interests of Northumberland County Council;
- Attend meetings regularly;
- Report back to Council as required; and
- Adhere to the applicable governance documents, Codes of Conduct and County policies.

11. Annual Review

Council may review appointments annually as part of the December Organizational Meeting process and may make amendments by resolution where operational or governance needs warrant.

Schedule "C" to By-law 31-2026

Northumberland County Council - Meeting Schedule

January 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 ***(STAT)*** ***New Year's Day***	2
3	**4**	**5** **Council Agenda Publication** (Jan 11th Council)	**6**	**7** **Council Agenda Publication** (Jan 13th Special Council) ***EOWC Inaugural Meeting (TBC)***	**8** ***EOWC Inaugural Meeting (TBC)***	9
10	**11** **Special Council Orientation**	**12**	**13** **Special Council 2027 Budget** ***(If required)***	**14**	**15**	16
17 ***ROMA Conference (TBC)***	**18** ***ROMA Conference (TBC)***	**19** ***ROMA Conference (TBC)***	**20**	**21** **Council Agenda Publication** (Jan 27th Council)	**22**	23
24	**25**	**26** **Cttes Agenda Publication** (Feb Cttes)	**27** **Regular Council & Council Orientation** **Cttes Agenda Publication** (Feb Cttes)	**28**	**29**	30
31						

February 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDA
	1	2 **Finance & Audit** **9:00 A.M. - 10:30 a.m.** **Corporate Support** **11:00 a.m. - 12:30 p.m.** **Public Works** **2:00 p.m. - 4:00 p.m.**	3 **Ec Dev, Tourism & Planning** **9:30 a.m. – 12:00 p.m.** **Health & Human Services** **1:00 p.m. – 4:00 p.m.**	4	5	6
7	8	9	10	11 **Council Agenda Publication** (Feb 17th Council)	12	13
14	15 ***(STAT) Family Day***	16	17 **County Council** **9:30 a.m.**	18	19	20
21	22	23 **Cttes Agenda Publication** (March Cttes)	24 **Cttes Agenda Publication** (March Cttes)	25	26	27
28						

March 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURD
	1	2 **Finance & Audit** **9:00 A.M. - 10:30 a.m.** **Corporate Support** **11:00 a.m. - 12:30 p.m.** **Public Works** **2:00 p.m. - 4:00 p.m.**	3 **Ec Dev, Tourism & Planning** **9:30 a.m. – 12:00 p.m.** **Health & Human Services** **1:00 p.m. – 4:00 p.m.**	4	5	6
7	8	9	10	11 **Council Agenda Publication** (Mar 17th Council)	12	13
14	15	16	17 **County Council** **9:30 a.m.**	18	19	20
21	22	23	24	25	26 ***(STAT)*** ***Good Friday***	27
28	29 ***(STAT)*** ***Easter Monday***	30 ***OGRA Conference (TBC)*** **Cttes Agenda Publication** (April Cttes)	31 ***OGRA Conference (TBC)*** **Cttes Agenda Publication** (April Cttes)			

April 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDA
				1 ***OGRA Conference (TBC)***	**2**	3
4	**5**	**6** **Finance & Audit** **9:00 A.M. - 10:30 a.m.** **Corporate Support** **11:00 a.m. - 12:30 p.m.** **Public Works** **2:00 p.m. - 4:00 p.m.**	**7** **Ec Dev, Tourism & Planning** **9:30 a.m. – 12:00 p.m.** **Health & Human Services** **1:00 p.m. – 4:00 p.m.**	**8**	**9**	10
11	**12**	**13**	**14**	**15** **Council Agenda Publication** (April 21st Council)	**16**	17
18	**19**	**20**	**21** **County Council** **9:30 a.m.**	**22**	**23**	24
25	**26**	**27** **Cttes Agenda Publication** (May Cttes)	**28** **Cttes Agenda Publication** (May Cttes)	**29**	**30**	

May 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDA
						1
2	**3**	**4** **Finance & Audit** **9:00 A.M. - 10:30 a.m.** **Corporate Support** **11:00 a.m. - 12:30 p.m.** **Public Works** **2:00 p.m. - 4:00 p.m.**	**5** **Ec Dev, Tourism & Planning** **9:30 a.m. – 12:00 p.m.** **Health & Human Services** **1:00 p.m. – 4:00 p.m.**	**6**	**7**	8
9	**10**	**11**	**12**	**13** **Council Agenda Publication** (May 19th Council)	**14**	15
16	**17**	**18**	**19** **County Council** **9:30 a.m.**	**20**	**21**	22
23	**24** ***(STAT)*** ***Victoria Day***	**25** **Cttes Agenda Publication** (June Cttes)	**26** **Cttes Agenda Publication** (June Cttes)	**27**	**28**	29
30	**31**					

June 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDA
		1 **Finance & Audit** **9:00 A.M. - 10:30 a.m.** **Corporate Support** **11:00 a.m. - 12:30 p.m.** **Public Works** **2:00 p.m. - 4:00 p.m.**	**2** **Ec Dev, Tourism & Planning** **9:30 a.m. – 12:00 p.m.** **Health & Human Services** **1:00 p.m. – 4:00 p.m.**	**3**	**4**	5
6	**7**	**8**	**9**	**10** **Council Agenda Publication** (June 16th Council)	**11**	12
13	**14**	**15**	**16** **County Council** **9:30 a.m.**	**17**	**18**	19
20	**21**	**22**	**23**	**24**	**25**	26
27	**28**	**29**	**30**			

July 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 ***(STAT)*** ***Canada Day***	**2** ***Summer Recess***	3
4	**5** ***Summer Recess***	**6** ***Summer Recess***	**7** ***Summer Recess***	**8** ***Summer Recess***	**9** ***Summer Recess***	10
11	**12** ***Summer Recess***	**13** ***Summer Recess***	**14** ***Summer Recess***	**15** ***Summer Recess***	**16** ***Summer Recess***	17
18	**19** ***Summer Recess***	**20** ***Summer Recess*** **Cttes Agenda Publication** (July 27 Cttes)	**21** ***Summer Recess*** **Cttes Agenda Publication** (July 28th Cttes)	**22** ***Summer Recess***	**23** ***Summer Recess***	24
25	**26** ***Summer Recess***	**27** **Finance & Audit** **9:00 A.M. - 10:30 a.m.** **Corporate Support** **11:00 a.m. - 12:30 p.m.** **Public Works** **2:00 p.m. - 4:00 p.m.**	**28** **Ec Dev, Tourism & Planning** **9:30 a.m. – 12:00 p.m.** **Health & Human Services** **1:00 p.m. – 4:00 p.m.**	**29**	**30**	31

August 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	**2** ***(STAT)*** ***Civic Holiday***	**3**	**4**	**5** **Council Agenda Publication** (Aug 11th Council)	**6**	7
8	**9**	**10**	**11** **County Council** **9:30 a.m.** ***(Note: Meeting 1 week early due to AMO Conference)***	**12**	**13**	14
15 ***AMO Conference (TBC)***	**16** ***AMO Conference (TBC)***	**17** ***AMO Conference (TBC)***	**18** ***AMO Conference (TBC)***	**19**	**20**	21
22	**23**	**24** **Cttes Agenda Publication** (Aug 31 Cttes)	**25** **Cttes Agenda Publication** (Sept 1 Cttes)	**26**	**27**	28
29	**30**	**31** **Finance & Audit** **9:00 A.M. - 10:30 a.m.** **Corporate Support** **11:00 a.m. - 12:30 p.m.** **Public Works** **2:00 p.m. - 4:00 p.m.**				

September 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 **Ec Dev, Tourism & Planning** **9:30 a.m. – 12:00 p.m.** **Health & Human Services** **1:00 p.m. – 4:00 p.m.**	**2**	**3**	4
5	**6** ***(STAT) Labour Day***	**7**	**8**	**9** **Council Agenda Publication** (Sept 15th Council)	**10**	11
12	**13**	**14**	**15** **County Council** **9:30 a.m.** ***OEMC Conference (TBC)***	**16** ***OEMC Conference (TBC)***	**17** ***OEMC Conference (TBC)***	18 ***OEMC Conference (TBC)***
19	**20**	**21**	**22**	**23**	**24**	25
26	**27**	**28** **Cttes Agenda Publication** (Oct Cttes)	**29** **Cttes Agenda Publication** (Oct Cttes)	**30** ***National Day for Truth and Reconciliation***		

October 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	**4**	**5** **Finance & Audit** **9:00 A.M. - 10:30 a.m.** **Corporate Support** **11:00 a.m. - 12:30 p.m.** **Public Works** **2:00 p.m. - 4:00 p.m.**	**6** **Ec Dev, Tourism & Planning** **9:30 a.m. – 12:00 p.m.** **Health & Human Services** **1:00 p.m. – 4:00 p.m.**	**7**	**8**	9
10	**11** ***(STAT) Thanksgiving***	**12**	**13**	**14** **Council Agenda Publication** (Oct 20th Council)	**15**	16
17	**18**	**19**	**20** **County Council** **9:30 a.m.**	**21**	**22**	23
24	**25**	**26** **Cttes Agenda Publication** (Nov Cttes)	**27** **Cttes Agenda Publication** (Nov Cttes)	**28**	**29**	30
31						

November 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	**2** **Finance & Audit** **9:00 A.M. - 10:30 a.m.** **Corporate Support** **11:00 a.m. - 12:30 p.m.** **Public Works** **2:00 p.m. - 4:00 p.m.**	**3** **Ec Dev, Tourism & Planning** **9:30 a.m. – 12:00 p.m.** **Health & Human Services** **1:00 p.m. – 4:00 p.m.**	**4**	**5**	6
7	**8**	**9**	**10** **Council Agenda Publication** (Nov 17th Council)	**11** ***(STAT) Remembrance Day)***	**12**	13
14	**15**	**16**	**17** **County Council** **9:30 a.m.**	**18**	**19**	20
21	**22**	**23** **Cttes Agenda Publication** (Nov 30th Cttes)	**24** **Cttes Agenda Publication** (Dec 1st Cttes)	**25**	**26**	27
28	**29**	**30** **Finance & Audit** **9:00 A.M. - 10:30 a.m.** **Corporate Support** **11:00 a.m. - 12:30 p.m.** **Public Works** **2:00 p.m. - 4:00 p.m.**				

December 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 **Ec Dev, Tourism & Planning** **9:30 a.m. – 12:00 p.m.** **Health & Human Services** **1:00 p.m. – 4:00 p.m.**	**2**	**3**	4
5	**6**	**7**	**8**	**9** **Council Agenda Publication** (Dec 15th Council)	**10**	11
12	**13**	**14**	**15** **Inaugural Council** **&** **Regular Council** **9:30 a.m.**	**16**	**17**	18
19	**20**	**21**	**22**	**23**	**24** ***½ Day STAT*** ***Christmas Eve***	25
26	**27** ***(STAT OBSERVED)*** ***Christmas Day***	**28** ***(STAT OBSERVED)*** ***Boxing Day***	**29**	**30**	**31** ***½ Day STAT*** ***New Years Eve***	

Schedule “D” to By-law 31-2026

Rules of Hybrid Participation

1. Purpose

The purpose of these Rules is to establish the requirements and procedures governing electronic participation in hybrid meetings of Northumberland County Council and its Standing Committees, while ensuring compliance with the Municipal Act, 2001, maintaining quorum, preserving transparency, and facilitating effective participation by Members.

2. Application

These Rules apply to:

- County Council Meetings;
- Standing Committee Meetings;
- Special Meetings of Council; and
- Special Meetings of Standing Committees

where a hybrid meeting format has been authorized.

3. Definitions

Electronic Participation

Electronic Participation means participation in a meeting by telephone, video conferencing, audio conferencing, or other interactive technology that allows all participants to hear and be heard.

Hybrid Meeting

A Hybrid Meeting means a meeting held in a physical location with a virtual participation component, allowing Members to attend either in-person or remotely through approved technology.

4. General Principles

Members participating electronically shall:

- Have the same rights, privileges and responsibilities as Members attending in person;
- Be counted in determining quorum;
- Be permitted to participate in debate;
- Be permitted to move and second motions; and
- Be permitted to vote on all matters before the meeting unless otherwise prohibited by legislation.

5. Attendance Requirements

5.1 Mandatory In-Person Attendance

Members shall attend the following meetings in person:

- Inaugural Meetings of Council;
- Post-Inaugural Organizational Meetings;
- December Meetings at which the Warden and/or Deputy Warden are elected;
- Budget Meetings; and
- Any meeting where the Warden or Presiding Officer determines that in-person attendance is required due to the nature of the business being considered.

5.2 Regular Council Meetings

A Member may participate electronically in a maximum of three (3) Regular Council Meetings per calendar year.

Additional electronic participation may be permitted where approved by Council due to extenuating circumstances.

5.3 Committee Meetings

Electronic participation is permitted at Standing Committee Meetings, provided the Member complies with these Rules and any additional requirements established by the Chair.

6. Notice Requirements

A Member intending to participate electronically shall notify the Clerk or Deputy Clerk no less than twelve (12) hours prior to the commencement of the meeting whenever practicable.

The Clerk may waive the notice requirement in exceptional circumstances.

7. Technology Requirements

Members participating electronically shall:

- Use County-approved electronic participation platforms;
- Ensure a reliable internet or telephone connection;
- Use a device equipped with a functioning camera and microphone whenever possible;
- Remain visible on camera throughout the meeting unless technical issues arise; and
- Ensure they can hear and be heard clearly by all participants.

Where a technical issue prevents meaningful participation, the Member may be deemed absent until connectivity is restored.

8. Quorum

Members participating electronically shall be counted toward quorum for all open and closed meetings permitted under the Municipal Act, 2001.

Should a Member lose connection:

- The Clerk shall note the time of disconnection;
- Quorum shall be recalculated as required;
- The meeting may continue provided quorum remains present.

9. Participation During Debate

A Member attending electronically:

- Shall be recognized by the Warden, Presiding Officer or Chair prior to speaking;
- Shall keep their microphone muted when not speaking;
- Shall conduct themselves in accordance with the Procedural By-law and Council Code of Conduct;
- Shall not engage in activities that distract from the orderly conduct of the meeting.

10. Voting

Members attending electronically may vote on all matters before Council or Committee.

Voting may occur by:

- Verbal response;
- Electronic polling;
- Show of hands through video participation; or
- Any other method approved by the Warden, Presiding Officer or Chair.

The Clerk shall record the vote in the same manner as Members attending in person.

11. Closed Sessions

Members participating electronically in a Closed Session shall:

- Participate from a private location;
- Ensure no person who is not entitled to attend can hear, view or access the proceedings;
- Use secure technology approved by the County;
- Immediately disclose any loss of privacy or confidentiality to the Warden and Clerk.

The confidentiality obligations applicable to in-person attendance apply equally to electronic participation.

12. Technical Difficulties

Where technical difficulties occur:

12.1 Temporary Disruption

The Warden, Presiding Officer or Chair may pause proceedings for a reasonable period to permit restoration of connectivity.

12.2 Extended Disruption

If connectivity cannot be restored:

- The Member shall be considered absent for the remainder of the meeting or until connection is re-established; and
- The meeting may continue provided quorum is maintained.

13. Public Access

Hybrid meetings shall continue to comply with all public meeting requirements of the Municipal Act, 2001.

Where meetings are livestreamed or electronically broadcast, electronic participation by Members shall not restrict public access to open meetings.

14. Authority of the Warden, Presiding Officer or Chair

The Warden, Presiding Officer or Committee Chair may:

- Determine the appropriateness of electronic participation in exceptional circumstances;
- Require a Member to attend in person where operationally necessary;
- Rule on procedural matters relating to electronic participation; and
- Suspend a Member's electronic participation where the Member's conduct significantly disrupts the meeting.

15. Compliance

Failure to comply with these Rules may result in:

- The Member being deemed absent from the meeting;
- The Member being removed from the electronic platform for the remainder of the meeting; or
- Other action as authorized by the Council Procedural By-law.

16. Misconduct During Hybrid Meetings

16.1 Application

Members participating electronically shall be subject to the same standards of conduct and decorum as Members attending in person, including compliance with:

- The Council Procedural By-law;
- The Council Code of Conduct;
- The Municipal Act, 2001; and
- Any applicable County policies.

16.2 Examples of Misconduct

Misconduct may include, but is not limited to:

- Speaking without recognition from the Warden, Presiding Officer or Chair;
- Interrupting another Member;
- Using offensive, disrespectful or inappropriate language;
- Failing to follow a ruling of the Chair;
- Creating unnecessary noise or disruptions;
- Participating while operating a vehicle or engaging in activities that distract from the meeting;
- Turning off video without reasonable explanation where video participation has been required;
- Allowing unauthorized persons to hear or view a Closed Session;
- Recording or sharing Closed Session proceedings; or
- Any conduct that disrupts the orderly conduct of the meeting.

16.3 Progressive Response

Where misconduct occurs, the Warden, Presiding Officer or Committee Chair may take one or more of the following actions:

1. Remind the Member of the applicable rule or requirement;
2. Issue a verbal warning;
3. Direct the Member to cease the conduct immediately;
4. Mute the Member's microphone where necessary to restore order;
5. Temporarily suspend the Member's participation until order is restored;
6. Recess the meeting if required; or
7. Request that Council consider further action permitted under the Procedural By-law or Code of Conduct.

16.4 Closed Session Misconduct

Where a Member breaches confidentiality during a Closed Session, or where the Chair determines that confidentiality cannot be assured:

- The Member may be removed from the electronic platform for the remainder of the Closed Session;
- The Clerk shall document the incident; and
- The matter may be referred for consideration under the Council Code of Conduct or other applicable legislation.

16.5 Loss of Order

If the conduct of a Member participating electronically results in the disruption of meeting proceedings, the Warden, Presiding Officer or Chair may order the Member removed from the virtual meeting platform for the remainder of the meeting, subject to any rights available under the Procedural By-law.

16.6 Recording of Incidents

Any significant incident of misconduct and any direction issued by the Chair shall be recorded in the meeting minutes where appropriate. The Clerk may maintain additional administrative records respecting the incident.

16.7 Restoration of Participation

A Member removed from a hybrid meeting may be permitted to rejoin the meeting where the Warden, Presiding Officer or Chair is satisfied that the conduct giving rise to the removal has ceased and that the orderly conduct of the meeting will not be compromised.

This approach mirrors the County's existing powers regarding maintaining order, directing Members to comply with the rules, removing disruptive attendees, and protecting the confidentiality of closed sessions, while adapting those powers specifically to a hybrid environment.

Schedule “E” to By-law 31-2026

Northumberland County Council

Weighted Voting Policy

1. Purpose

The purpose of this Policy is to establish a clear and consistent framework governing the use of weighted voting at Northumberland County Council.

This Policy reflects the provisions of the County's Procedural By-law and the weighted voting methodology approved by County Council to ensure representation is proportionate to the population of each Member Municipality.

2. Application

This Policy applies to County Council meetings where a recorded vote has been requested in accordance with the Municipal Act, 2001 and the County Procedural By-law.

Weighted voting shall not apply to:

- Regular votes conducted by show of hands, verbal vote or other voting methods;
- Standing Committee meetings; or
- Any matter where legislation requires an alternative voting method.

3. Legislative Authority

Section 246(1) of the Municipal Act, 2001 provides for recorded votes at Council meetings and permits upper-tier municipalities to implement weighted voting systems. Northumberland County has adopted a weighted voting model through by-law and updates the allocations following each municipal election using the most recent Statistics Canada Census data.

4. Principles of Weighted Voting

Weighted voting is intended to:

- Reflect the population of each Member Municipality;
- Ensure equitable representation across Northumberland County;
- Balance local municipal representation with county-wide population distribution; and
- Provide a consistent and transparent method of determining the outcome of recorded votes.

5. When Weighted Voting Applies

5.1 Recorded Votes

Weighted voting shall apply only when a recorded vote is requested and conducted.

A Member may request a recorded vote immediately before or immediately after the taking of a vote in accordance with the Municipal Act, 2001 and the Procedural By-law.

5.2 Other Votes

For all votes that are not recorded votes:

- Each Member of Council shall have one vote; and
- The outcome shall be determined in accordance with the County Procedural By-law.

6. Weighted Vote Allocation Methodology

The weighted vote allocation shall be calculated following each regular municipal election using the most recent Statistics Canada Census population data.

The methodology shall be based on:

1. Assigning two (2) votes to the Member Municipality with the smallest population;
2. Calculating each municipality's proportionate share of the total County population;
3. Allocating votes proportionately based on that share; and
4. Rounding allocations up where the fractional value is 0.500 or greater and down where the fractional value is less than 0.500.

7. Weighted Vote Allocation Table

2022–2026 Term of Council

Member Municipality	2021 Census Population	Population Share	Weighted Votes
Alnwick/Haldimand	7,473	8.41%	2
Brighton	12,108	13.63%	4
Cobourg	20,519	23.10%	6
Cramahe	6,509	7.33%	2
Hamilton Township	11,059	12.45%	3
Port Hope	17,294	19.47%	5
Trent Hills	13,861	15.61%	4
Total	**88,823**	**100%**	**26**

Weighted vote allocations are recalculated following each municipal election based on the most recent census information and approved by County Council.

8. Administration of Recorded Votes

During a recorded vote:

1. Each Member present shall announce their vote openly;
2. The Clerk shall record each vote;
3. The Clerk shall calculate the weighted vote total;
4. The Warden shall announce the result.

9. Determining the Result

9.1 Majority Requirement

The weighted vote allocation for the current term totals twenty-six (26) votes.

A majority of 50% plus one (1) of the available weighted votes is required for a motion to carry.

Accordingly:

- A minimum weighted vote of fourteen (14) is required for a motion to pass when all municipalities are represented.
- A weighted vote total of thirteen (13) or less shall result in the motion being defeated.

9.2 Absences

Where a Member Municipality is absent from a Council meeting, the municipality's weighted votes shall be removed from the total available votes for the purpose of calculating the majority threshold.

The majority required shall be adjusted accordingly.

Example

If a municipality with four (4) weighted votes is absent:

- Total available weighted votes become 22;
- A majority becomes 12 weighted votes.

10. Alternate Members

Where an Alternate Member attends a Council meeting in place of a Mayor or County Councillor, the Alternate Member shall be assigned the weighted vote allocation of the Member Municipality they represent.

11. Abstentions and Disqualifications

11.1 Abstentions

Where a Member abstains from voting during a recorded vote, the Member shall be deemed to have voted in the negative unless prohibited from voting by statute.

11.2 Statutory Disqualification

Where a Member is prohibited from voting by legislation, the Member's vote shall be treated in accordance with the Municipal Act, 2001 and other applicable legislation.

12. Review of Weighted Vote Allocations

Following each regular municipal election, the Clerk shall:

- Review the most recent Statistics Canada Census data;
- Recalculate weighted vote allocations in accordance with the approved formula;
- Report the updated allocations to County Council; and
- Amend supporting by-laws as required.

13. Policy Review

This Policy shall be reviewed following each regular municipal election, or as otherwise directed by County Council, to ensure continued compliance with applicable legislation and County governance documents.

Schedule “F” to By-law 31-2026

Committee Terms of Reference Policy

1. Purpose

The purpose of this Policy is to establish a consistent framework for the creation, approval, review and administration of Terms of Reference for all committees, boards, advisory bodies, task forces and working groups established by Northumberland County Council.

The Policy is intended to:

- Promote consistency in governance practices;
- Ensure committees operate within clearly defined mandates;
- Support transparency and accountability;
- Clarify reporting relationships; and
- Ensure compliance with applicable legislation, County by-laws and Council-approved governance practices.

2. Application

This Policy applies to:

- Advisory Committees;
- Statutory Committees;
- Joint Committees;
- Ad Hoc Committees;
- Working Groups;
- Task Forces;
- Boards and Agencies reporting to County Council; and
- Any other body established by Council.

This Policy does not replace specific legislative or regulatory requirements applicable to statutory committees.

3. Standing Committees

Northumberland County Council has established five Standing Committees as part of its governance structure. The Standing Committees shall operate in accordance with Council-approved Terms of Reference.

The five Standing Committees are:

- Economic Development, Tourism and Land Use Planning Committee;
- Corporate Support Committee;

- Finance and Audit Committee;
- Health and Human Services Committee; and
- Public Works Committee.

Each Standing Committee Terms of Reference shall establish:

- Primary mandate;
- Scope of authority;
- Membership composition;
- Appointment of Chair;
- Quorum and voting requirements;
- Meeting procedures;
- Reporting relationships;
- Staff support responsibilities; and
- Delegated authorities.

Where any provision of this Policy conflicts with a Council-approved Standing Committee Terms of Reference, the Standing Committee Terms of Reference shall prevail.

Standing Committee Assignments

Standing Committee Meeting	Chair(s)	Committee Members
Health & Human Services Committee	• Councillor 1 • Councillor 2 **(Alternating Chairs)	• Warden • Councillor (whichever councillor is not chairing the meeting)
Corporate Support Committee	• Councillor 3	• Councillor • Warden
Economic Development, Tourism and Land Use Planning Committee	• Councillor 4	• Councillor • Warden
Finance and Audit Committee	• Councillor 5	• Councillor • Warden
Public Works Committee	• Councillor 6	• Councillor • Warden

4. Committee Categories

Council may establish the following types of committees:

4.1 Standing Committees

Standing Committees are established by Council to provide recommendations on matters within assigned service areas and to review matters prior to consideration by Council.

4.2 Advisory Committees

Advisory Committees provide advice and recommendations to Council or a Standing Committee and do not possess independent decision-making authority unless expressly delegated by Council.

4.3 Ad Hoc Committees and Working Groups

Council may establish temporary committees or working groups to undertake a specific project, review, initiative or assignment.

These bodies shall terminate upon:

- Completion of their mandate;
- Submission of a final report; or
- Expiry of the Council term, whichever occurs first.

5. Required Components of a Terms of Reference

All committee Terms of Reference shall contain the following:

A. Mandate

- Purpose and objectives;
- Scope of responsibilities;
- Reporting relationship;
- Decision-making authority, if any;
- Relationship to Council, Standing Committees and staff.

B. Membership

- Membership composition;
- Number of members;
- Voting and non-voting members;
- Appointment authority;
- Term length;
- Vacancy procedures;
- Removal procedures.

C. Chair and Vice-Chair

The Terms of Reference shall identify:

- Appointment or election process;
- Term of office;
- Duties and responsibilities;
- Procedures in the absence of the Chair.

D. Quorum and Voting

The Terms of Reference shall establish:

- Quorum requirements;
- Voting requirements;
- Consensus procedures where appropriate;
- Recorded vote provisions, if applicable.

E. Meetings

The Terms of Reference shall establish:

- Meeting frequency;
- Notification requirements;
- Agenda procedures;
- Minute requirements;
- Electronic participation rules;
- Report submission requirements.

F. Staff Support

The Terms of Reference shall identify:

- Responsible department;
- Administrative support;
- Clerk support;
- Reporting responsibilities.

6. Appointment of Members

Appointments to committees shall be made by County Council.

Unless otherwise specified:

- Committee appointments shall be made following the Inaugural Meeting of Council;
- Members shall serve for the term of Council or until a successor is appointed;
- Council may amend or rescind appointments by resolution at any time.

7. Committee Chairs

Council shall appoint Committee Chairs for Standing Committees and may appoint Chairs for other committees where deemed appropriate.

The Chair shall:

- Preside over meetings;
- Maintain order and decorum;
- Facilitate discussion;
- Work with staff and the Clerk regarding meeting agendas and procedures; and
- Report recommendations to Council where required.

8. Meeting Governance Requirements

All committees established by Council shall comply with:

- The Municipal Act, 2001;
- The Northumberland County Procedural By-law;
- The Municipal Conflict of Interest Act;
- The County Council Code of Conduct;
- The County Hybrid Participation Rules;
- Applicable County policies.

Committee meetings shall be:

- Open to the public unless authorized to be closed pursuant to the Municipal Act, 2001;
- Conducted in accordance with notice requirements established by Council;
- Supported through agendas and minutes prepared by staff or the Clerk's Division.

9. Reporting to Council

All committees established by Council shall report through one of the following methods:

- Standing Committee Minutes;
- Advisory Committee Reports;
- Staff Reports;
- Recommendations to Council;
- Findings Reports for Ad Hoc Committees.

No committee shall direct staff outside its approved mandate or delegated authority.

10. Use of the Generic Committee Template

All new committee Terms of Reference shall be developed using the Northumberland County Generic Committee Terms of Reference Template approved by Council.

The template shall be customized to address:

- Mandate;
- Membership;
- Chair appointments;
- Meeting procedures;
- Staff support;
- Delegations;
- Correspondence;
- Petitions;
- Reporting requirements; and
- Governance requirements.

The Generic Committee Template shall not apply to the five Standing Committees, which shall be governed by individual Council-approved Terms of Reference.

11. Review of Terms of Reference

All committee Terms of Reference shall be reviewed:

- At the beginning of each term of Council;
- When significant legislation changes;
- When a committee mandate changes;
- As directed by Council.

Any amendment to the Terms of Reference shall require Council approval.

12. Dissolution of Committees

Council may dissolve a committee where:

- The mandate has been completed;
- The committee is no longer required;
- Legislative changes eliminate the requirement for the committee; or
- Council determines the committee no longer serves a County purpose.

Schedule “G” to By-law 31-2026

Communications

If members of the public (including residents, businesses and associations),wish to address County Council in writing, they may submit correspondence addressed to County Council that directly relates to County Services or a matter of shared interest to the Northumberland County Community.

Deliver and address correspondence to:

Warden and Northumberland County Councillors
c/o: County Clerk
Northumberland County Headquarters
555 Courthouse Road
Cobourg, ON K9A 5J6

Correspondence may also be faxed to 905-372-1746 or emailed to the County Clerk.

Written correspondence must include:

- name and address
- telephone number or email address
- be signed and dated
- be legible

After receiving correspondence addressed to County Council, the County Clerk will review to ensure compliance with the Council Procedural By-law. Following review, correspondence may be included in the Council Correspondence Index if received by the Clerk no later than 12:00 p.m. on the applicable publication date. The Index, which lists correspondence received by the Clerk, will be distributed electronically to each Member of County Council and Director on **Thursday’s bi-weekly**. A member of Council or Director may at any time request that any of the indexed correspondence be added to an upcoming agenda for Council's consideration. The Clerk shall determine the relevant Standing Committee or Council agenda in which it shall be added.

Please note that correspondence submitted to the County of Northumberland will form part of the public record and will become a public document as it appears in an agenda package posted on our website when this matter is before Standing Committee / County Council.

There may be occasions when correspondence is not placed on the Council Correspondence Index or added to a Standing Committee or Council agenda. This may be due to:

- If the subject matter has already been considered by County Council
- staff are preparing a report in response to the concerns raised. The related correspondence will be included on the same agenda as the staff report.
- the correspondence contains information which is not suitable for a public agenda and will be dealt with on a confidential basis
- the correspondence contains a request for service that can be dealt with by County staff as part of normal County operations
- the correspondence addresses concerns outside of the jurisdiction of Municipal Government