

The Corporation of the County of Northumberland
Corporate Support Committee
Agenda

Tuesday, April 1, 2025, 2:00 p.m.

Council Chambers

555 Courthouse Road, Cobourg, ON K9A 5J6

Hybrid Meeting (In-Person and Virtual)

Zoom Information

Join Zoom Meeting

<https://us06web.zoom.us/j/81531725183?pwd=0skhTT73VqO50SIANgKNsm9W7lj3o5.1>

Meeting ID: 815 3172 5183

Passcode: 648475

Phone: 1-855-703-8985 Canada Toll-free

Pages

1. Notices

1.a Accessible Format

If you require this information in an alternate format, please contact the Accessibility Coordinator at accessibility@northumberland.ca or 1-800-354-7050 ext. 2327.

1.b Meeting Format

This Committee meeting will be held using a hybrid meeting model. The public is invited to attend in-person in Council Chambers. Alternatively, the public may view the Committee meeting via live stream, join online, or join by phone using Zoom Conference technology. If you have any questions, please email matherm@northumberland.ca.

- Attend in-person in Council Chambers, located at 555 Courthouse Road, Cobourg
- Watch a livestream by visiting Northumberland.ca/Council
- Join online using Zoom
- Join by phone using Zoom

2. **Call to Order**

2.a **Territorial Land Acknowledgement**

3. **Approval of the Agenda**

Recommended Motion:

"**That** the agenda for the April 1, 2025 Corporate Support Committee be approved."

4. **Disclosures of Interest**

5. **Delegations**

6. **Business Arising from Last Meeting**

7. **Communications**

7.a **Correspondence, The Regional Municipality of Durham 'Protecting Canadian Values - Ban the Nazi Swastika in Canada'**

5 - 6

Recommended Motion:

"**That** the Corporate Support Committee receive the correspondence from the The Regional Municipality of Durham regarding 'Protecting Candian Values - Ban the Nazi Swastika in Canada' for information; and

Further That the Committee recommend that County Council receive this correspondence for information."

7.b **Correspondence, Eastern Ontario Wardens' Caucus (EOWC) 'Ontario 2025 Election Priorities - Ready to Work, Ready to Grow'**

7 - 18

Recommended Motion:

"**That** the Corporate Support Committee receive the correspondence from the Eastern Ontario Wardens' Caucus (EOWC) regarding 'Ontario 2025 Election Priorities - Ready to Work, Ready to Grow' for information; and

Further That the Committee recommend that County Council receive this correspondence for information."

8. **Staff Reports**

- 8.a **Report 2025-061, Communications 'Commemorative Observances, Proclamations, and Flags Policy Update'** 19 - 31
- Kate Campbell, Director Communications & Information Technology
 Cara Timmermans, Digital and Document Accessibility Specialist
- Recommended Motion:
 “**That** the Corporate Support Committee, having considered Report 2025-061 ‘Commemorative Observances, Proclamations and Flags Policy’, recommend that County Council adopt the revised ‘Commemorative Observances, Proclamations and Flags Policy’ at the April 16, 2025 County Council meeting.”
- 8.b **Report 2025-062, Corporate Services '2024 Accessibility Annual Status Report'** 32 - 51
- Andrea Nicholson, Human Resources and Accessibility Coordinator
- Recommended Motion:
 “**That** the Corporate Support Committee, having considered Report 2025-062 ‘2024 Accessibility Annual Status Report’, recommend that County Council approve the ‘2024 Accessibility Annual Status Report and updated 2022-2025 Multi-Year Accessibility Plan.”
- 8.c **Report 2025-063, Corporate Services 'Revised Standing Committee Terms of Reference'** 52 - 108
- Maddison Mather, Clerk / Manager Legislative Services
- Recommended Motion:
 “**That** the Corporate Support Committee, having considered Report 2025-063 ‘Revised Standing Committee Terms of Reference’, recommend that County Council approve the revised Standing Committee Terms of Reference documents for Northumberland County’s 6 Standing Committees at the April 16, 2025 County Council meeting.”
- 8.d **Report 2025-064, Corporate Services '2025 Non-Union Cost of Living Adjustment'** 109 - 112
- Kirsty Brown, Human Resources / Payroll Manager
- Recommended Motion:
 “**That** the Corporate Support Committee receive Report 2025-064 ‘2025 Non-Union Cost of Living Adjustment’ for information; and
Further That the Committee recommend that County Council receive this report for information.”

9. Other Matters Considered by Committee

9.a Proclamations

113 - 120

Recommended Motion:

"That the Corporate Support Committee recommend that County Council proclaim the following list of proclamations at the April 16, 2025 County Council meeting:

- Earth Day - April 22, 2025;
- Administrative Professionals' Day - April 23, 2025;
- National Day of Mourning - April 28, 2025;
- National Volunteer Week - April 27 - May 3, 2025
- Emergency Preparedness Week - May 4 - 10, 2025;
- Safety and Health Week - May 5 - 10, 2025;
- Community Living Month - May 2025."

9.b Northumberland Accessibility Advisory Committee - Meeting Minutes

121 - 125

Recommended Motion:

"That the Corporate Support Committee receive the minutes from the January 9, 2025 and February 13, 2025 meeting of the Northumberland Accessibility Advisory Committee for information; and

Further That the Committee recommend that County Council receive the minutes for information."

10. Media Questions

11. Closed Session

N/A

12. Motion to Rise and Results from Closed Session

N/A

13. Next Meeting - Tuesday, May 6, 2025 at 2:00 p.m.

14. Adjournment



February 28, 2025

The Honourable Arif Virani
Minister of Justice
House of Commons
Ottawa, ON K1A 0A6

Dear Minister Virani:

**RE: Motion regarding Protecting Canadian Values: Ban the
Nazi Swastika in Canada, Our File: C00**

**The Regional
Municipality of
Durham**

Corporate Services
Department –
Legislative Services
Division

605 Rossland Rd. E.
Level 1
PO Box 623
Whitby, ON L1N 6A3
Canada

905-668-7711
1-800-372-1102

durham.ca

**Alexander Harras
M.P.A.
Director of
Legislative Services
& Regional Clerk**

Council of the Region of Durham, at its meeting held on February 26, 2025, adopted the following recommendations of the Committee of the Whole, as amended:

“Whereas in recent years, Nazi iconography has surfaced with alarming frequency in the public sphere, used by an increasing number of groups and individuals to promote hate and instill fear within Canadian society; and

Whereas since the atrocities of WWII, the Nazi swastika, also known as the hakenkreuze, has become universally synonymous with systematic violence, terror and hate. Its growing presence in our country poses a threat to every single Canadian citizen, undermining the core values of equality, diversity, and inclusion that define our nation, and

Whereas eighteen countries have already taken action to ban these symbols, it is imperative that Canada follow suit;

Therefore be it resolved, that Durham Region Council supports B’Nai Brith’s call to the Government of Canada to pass legislation banning, with exceptions for certain educational and artistic purposes, the public display of Nazi symbols and iconography, including the Nazi swastika (hakenkreuze). Specifically, demanding that the Government of Canada immediately:

1. Ban the Nazi swastika (hakenkreuze)

If you require this information in an accessible format, please call 1-800-372-1102 extension 2097.

2. Ban all Nazi symbols and iconography

Durham Region Council agrees that the people of Canada are counting on the federal government to ensure a future free from hate, where every Canadian is protected, valued, and respected; and

That a copy of this motion is sent to all Canadian Municipalities.”

Alexander Harras

Alexander Harras, M.P.A.
Director of Legislative Services & Regional Clerk
AH/tf

c: B'nai Brith Canada
All Canadian Municipalities



THE EOWC'S 2025 PROVINCIAL ELECTION PRIORITIES

The EOWC and its 103 municipalities remain 'Ready to Work and Ready to Grow.' We continue to partner together with the Federal Government and Ontario Government to strengthen our region given the social, economic and political challenges facing us ahead.

Our region is poised for growth. We have land, we are building our workforce, we coordinate strategically, and we have the political will.

Regional Economy and Approach to U.S. Tariff Threats

The EOWC's communities are strong contributors to the economy and major exporters to Ontario and other jurisdictions. Our region generates over \$102B in total economic activity and exports over \$42B outside our regional boundaries every year (2021).

We stand together with our Canadian and Ontario Government partners and support the measures they have put in place around the threat of U.S. government tariffs thus far. The EOWC has gathered regional data around exports, sectors and job impacts. We have reached out to partners in the U.S. and across our region to call for allyship and share information.

RECOMMENDATIONS

- ✓ Continue to ensure municipalities are part of the coordinated approach and leverage local expertise and relationships
- ✓ Invest in infrastructure and housing to stimulate and stabilize Canada's economy
- ✓ Eliminate trade and legislative barriers to ensure municipalities can buy local
- ✓ Remove any impediments to ensure municipalities can give preference to Canadian companies in capital projects and for other supplies

Infrastructure

The EOWC's municipalities are responsible for managing over \$12B in physical assets. Our municipalities spend \$402M annually to keep assets in good repair, not including what is spent on building new infrastructure.

Infrastructure in Eastern Ontario is lagging behind the rest of Ontario, with more assets in poor or very poor condition. Across Canada, municipalities manage 60% of public infrastructure but only receive 10% of the overall tax revenues. Despite taxpayers' investment, the region's infrastructure deficit is now over \$6B, which has deepened 58% since 2011.

RECOMMENDATIONS

- ✓ Increase funding to fill the municipal infrastructure deficit gap, prevent critical infrastructure failures, and support new infrastructure that will attract residents and grow revenue
- ✓ Provide predictable investments that support small-urban and rural municipalities to complete and implement their Asset Management Plans given the July 2025 provincially-mandated deadline
- ✓ Under any Municipal Service Corporations (MSC) model to support water and wastewater infrastructure, capital and operating responsibilities should remain together and not be separated



Market Housing

The EOWC's municipalities are committed to facilitating housing development faster. We have compiled a list of 'build-ready' municipal lands. With capital investment from government partners, our communities can build more types of housing on these lands that meet the needs of our growing and diverse population.

RECOMMENDATIONS

- ✓ Support municipalities to prepare publicly owned land for new housing development by:
 - Providing capital funding to build housing across the spectrum
 - Expanding the process of dispossession for provincial lands for housing development
- ✓ Consider the small-urban and rural contexts in housing policy and program development to spur innovation that supports rural environments, rather than bring urban-city programs to small rural communities

Affordable Housing and Homelessness

It's clear that more action is needed to help provide enough housing options for everyone. The EOWC recognizes the importance of all types of housing across our communities. County or city service managers provide housing options across the spectrum, from shelters to rent-geared-to-income housing.

80,000 people are homeless across Ontario, and 1,400 encampments exist in public parks (AMO). The EOWC is working to gather regional data around homelessness, mental health, and related services across the region and looks forward to sharing outcomes with government partners.

RECOMMENDATIONS

- ✓ Modernize provincial systems and coordinate across ministries using a 'housing first' approach to address homelessness and mental health issues
- ✓ Invest in social housing, mental health and addiction services, and basic income supports. Municipalities cannot subsidize underfunded provincial programs and we need to work together to solve the crisis of homelessness and mental health
- ✓ Increase funding to the Canada-Ontario Housing Benefit together with the Federal Government

The EOWC endorses the ['vote like your quality of life depends on it'](#) campaign and the [comprehensive homelessness study](#) analysis led by AMO outlining the risk of inaction and how we can work together across governments toward a solution. The EOWC stands with the Ontario Big City Mayors, the Eastern Ontario Mayors' Caucus, and the Western Ontario Wardens' Caucus in our joint call to support the ['Solve the Crisis'](#) campaign to combat homelessness and mental health issues across communities, small and big.

Health Care

While health care is not a direct municipal responsibility, the EOWC's communities support public health and other community health services and advocate for expanded care. The Ontario Government has made strides, including investing in the Learn and Stay Program, a new nursing program, opening new medical schools, and expanding the scope of practice for nurse practitioners and pharmacists. The EOWC applauds the Ontario Government for taking initiative and focusing on the improvement of systemic primary care issues, and we look forward to seeing results across Eastern Ontario.

Programs like the community paramedicine program are working, but gaps remain. We need to see the expansion of continued investments into community paramedicine as a model that is proven to work.

Provincial investments in community paramedicine are going farther in Eastern Ontario.

- The EOWC region covers 12 paramedic services, supporting 1.1 million people
- 11,400 people are actively enrolled in community paramedicine and report being 'very satisfied.'
- 10% reduction in emergency department use; 7% reduction in hospital admissions
- Expanded scope of care that fits small rural context

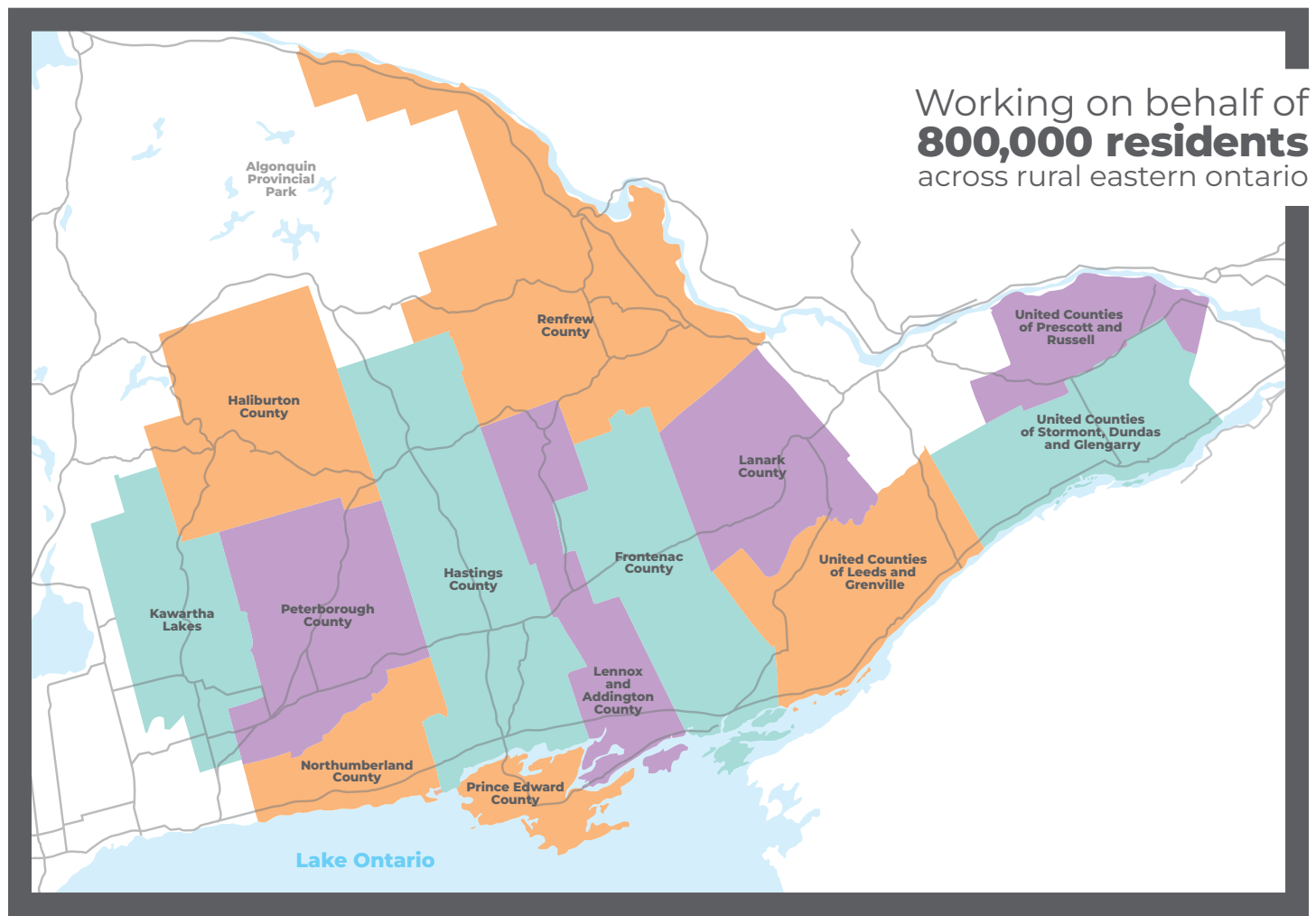
RECOMMENDATIONS

- ✓ Continue the provincial funding for the community paramedic program. The scalability and sustainability of these programs are hindered by challenges such as unstable funding, administrative complexity and health human resource challenges



About the EOWC

The Eastern Ontario Wardens' Caucus (EOWC) Inc. is an incorporated non-profit organization comprised of the Heads of Council of 13 municipalities (11 upper-tier counties and two single-tier municipalities). The EOWC covers an area of approximately 50,000 square kilometres from Northumberland County east to the Québec border. The EOWC supports and advocates on behalf of its 90 lower-tier municipalities and 800,000 residents across the region. The EOWC has gained support and momentum by speaking with a united voice to champion regional municipal priorities and work with the government, business leaders, the media, and the public.



EOWC Members

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

LET'S KEEP WORKING TOGETHER



Contact the EOWC at

EOWC Chair, **Bonnie Clark**
(Warden of Peterborough County)
info@eowc.org

EOWC Vice-Chair, **Steve Ferguson**
(Mayor of Prince Edward County)
info@eowc.org

Director of Government Relations and Policy
Meredith Staveley-Watson
647-545-8324
Meredith.Staveley-Watson@eowc.org

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Page 12 of 125



Regional Economy and Approach to U.S. Tariff Threats

RECOMMENDATIONS

- ✓ Continue to ensure municipalities are part of the coordinated approach and leverage local expertise and relationships
- ✓ Invest in infrastructure and housing to stimulate and stabilize Canada's economy
- ✓ Eliminate trade and legislative barriers to ensure municipalities can buy local
- ✓ Remove any impediments to ensure municipalities can give preference to Canadian companies in capital projects and for other supplies



Infrastructure

RECOMMENDATIONS

- ✓ Increase funding to fill the municipal infrastructure deficit gap, prevent critical infrastructure failures, and support new infrastructure that will attract residents and grow revenue
- ✓ Provide predictable investments that support small-urban and rural municipalities to complete and implement their Asset Management Plans given the July 2025 provincially-mandated deadline
- ✓ Under any Municipal Service Corporations (MSC) model to support water and wastewater infrastructure, capital and operating responsibilities should remain together and not be separated



Housing

RECOMMENDATIONS

- ✓ Support municipalities to prepare publicly owned land for new housing development by:
 - Providing capital funding to build housing across the spectrum
 - Expanding the process of dispossession for provincial lands for housing development
- ✓ Consider the small-urban and rural contexts in housing policy and program development to spur innovation that supports rural environments, rather than bring urban-city programs to small rural communities
- ✓ Modernize provincial systems and coordinate across ministries using a 'housing first' approach to address homelessness and mental health issues
- ✓ Invest in social housing, mental health and addiction services, and basic income supports. Municipalities cannot subsidize underfunded provincial programs and we need to work together to solve the crisis of homelessness and mental health
- ✓ Increase funding to the Canada-Ontario Housing Benefit together with the Federal Government



Health Care

RECOMMENDATIONS

- ✓ Continue the provincial funding for the community paramedic program. The scalability and sustainability of these programs are hindered by challenges such as unstable funding, administrative complexity and health human resource challenges

Ready to Work, Ready to Grow: Eastern Ontario Wardens' Caucus Ontario Election Priorities

February 18, 2025, Eastern Ontario – As the united voice for Eastern Ontario's small-urban and rural municipalities, the [Eastern Ontario Wardens' Caucus \(EOWC\)](#) has set clear priorities for the upcoming Ontario election. On behalf of nearly one quarter of Ontario's 444 municipalities, the EOWC has outlined four priorities and 13 top recommendations in the **2025 Ontario Election Priorities package: [Ready to Work, Ready to Grow](#)**.

"Eastern Ontario's future must be a priority in the Ontario election. The EOWC's municipalities are already driving progress, and we are ready to do even more for the region. We need provincial leaders who are ready to work with us to tackle issues around infrastructure, housing, health care, and the economy. The EOWC remains '*Ready to Work and Ready to Grow*.'" – **EOWC Chair, Bonnie Clark (Warden of Peterborough County)**

"Our municipalities are the backbone of Ontario's future, and this election is a pivotal moment to ensure Eastern Ontario priorities are heard. Together with our provincial partners, we can unlock the full potential of our communities and drive meaningful progress for residents." – **EOWC Vice-Chair, Steve Ferguson (Mayor of Prince Edward County)**

The EOWC's priorities for Ontario's next government include:

1. **Regional Economy and U.S. Tariff Threats:** Ensure municipalities are part of Ontario's approach to U.S. government tariff threats and eliminate barriers to enable municipalities to buy local and give preference to Canadian companies.
2. **Municipal Infrastructure:** Increase investments in municipal infrastructure to grow the region's economy, create jobs, and close our municipal infrastructure deficit, which is now over \$6 billion across the region.
3. **Housing:** Support municipalities to build all types of housing through capital investments and modernizing provincial programs to prevent homelessness.
4. **Health Care:** Continue provincial funding for community paramedicine programs that are proven to succeed.

Eastern Ontario is poised for growth. The region has the land and is building its workforce. The EOWC is committed to working with all provincial leaders to ensure Eastern Ontario remains a vibrant, competitive and sustainable region.

About the EOWC

The EOWC is a non-profit organization advocating for 103 small-urban and rural municipalities across Eastern Ontario. The EOWC covers an area of 50,000 square kilometres, serving 800,000 residents. For more than 20 years, the EOWC has gained support and momentum by speaking with a united voice to champion regional municipal priorities and work with the government, businesses, non-profit organizations, Indigenous leaders, the media, and the public.

Media Contacts:

Elected officials:

Bonnie Clark, Chair, EOWC (Warden of Peterborough County)

705-927-4207

info@eowc.org

Steve Ferguson, Vice-Chair (Mayor of Prince Edward County)

613-827-7174

info@eowc.org

Staff:

Meredith Staveley-Watson, Manager of Government Relations and Policy,
EOWC

647-545-8324

meredith.staveley-watson@eowc.org

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Report 2025-061

Report Title: Commemorative Observances, Proclamations, and Flags Policy

Committee Name: Corporate Support

Committee Meeting Date: April 1, 2025

Prepared by: Cara Timmermans
Coordinator, Communications and Information Accessibility
Communications

Reviewed by: Kate Campbell
Director
Communications and Information Technology

Maddison Mather
Manager, Legislative Services/Clerk
Corporate Services

Approved by: Jennifer Moore, CAO

Council Meeting Date: April 16, 2025

Strategic Plan Priorities: Innovate for Service Excellence
 Ignite Economic Opportunity
 Foster a Thriving Community
 Propel Sustainable Growth
 Champion a Vibrant Future

Information Report

“That the Corporate Support Committee, having considered Report 2025-061 ‘Commemorative Observances, Proclamations and Flags Policy’, recommend that County Council adopt the revised ‘Commemorative Observances, Proclamations and Flags Policy’ at the April 16, 2025, County Council meeting.”

Purpose

To obtain approval for the updated Commemorative Observances, Proclamations and Flag Policy.

Background

Northumberland County observes commemorative dates that raise awareness of significant heritage or cultural celebrations, historic event, days of remembrance and charitable or public awareness initiatives.

The Commemorative Observances, Proclamations and Flags Policy was first approved by County Council on March 20, 2024, to establish a standard for how and when Northumberland County will receive and process special requests to recognize dates of historic, cultural, or societal significance with proclamations to County Council, coloured light displays at County headquarters, raising a flag on the County's Community flagpole, and lowering flags at County headquarters.

To ensure this policy remains relevant to the needs of Northumberland County, reviews are conducted on an annual basis. The revised policy introduces updates to clarify roles and responsibilities in receiving and approving requests, provide clear guidelines for special requests such as photo opportunities during community flag raisings, and align flag-lowering practices at County headquarters in Cobourg with Federal and Provincial protocols.

These policy revisions help ensure a transparent and consistent approach to commemorative observances by Northumberland County.

Consultations

The Communications Department consulted with the Legislative Services division during the review and update of this policy.

Legislative Authority / Risk Considerations

N/A

Discussion / Options

N/A

Financial Impact

N/A

Member Municipality Impacts

This policy is internal to the operation of the Corporation of the County of Northumberland. There is no impact to member municipalities.

Conclusion / Outcomes

Staff recommend that County Council adopt the revised 'Commemorative Observances, Proclamations and Flags Policy.'

Attachments

1. Report 2025-061 ATTACH 1 'Policy No. 2024-01 - Commemorative Observances Proclamations and Flags Policy (2025 Revisions)'

POLICY No. Communications 2024-01 – Commemorative Observances, Proclamations & Flags Policy

Policy Type: Communications / Legislative Services Policy

Subsection:

Policy Title: Commemorative Observances, Proclamations & Flags Policy

Policy Number:

Policy Approved By: Northumberland County Council

Effective Date: March 20, 2024

Reviewed:

Revised: April 16, 2025

Applicable To:

If you require this information in an alternate format, please contact the Accessibility Coordinator at 1-800-354-7050 ext. 2327.

Commemorative Observances, Proclamations & Flags Policy Statement

To establish a standard for how and when Northumberland County will receive and process special requests to recognize dates of historic, cultural, or societal significance with proclamations by County Council, coloured light displays at County Headquarters, raising a flag on the County's Community flagpole, and lowering flags at County Headquarters.

Definitions

Community Flag: A flag, often provided by a community group or organization, which recognizes a significant date, event, cause, organization or community group.

Community Flagpole: Refers to the flagpole used to display community flags at Northumberland County Headquarters, located at 555 Courthouse Road, Cobourg.

Community Flag Raising: Means the raising of a community flag on the Northumberland County Community Flagpole for the purpose of raising awareness.

County: Means the Corporation of the County of Northumberland.

Proclamation(s): Means a formal public statement by Northumberland County Council during a County Council meeting, designating a period of time (day, week, month) in recognition of an event, cause, or organization.

POLICY No. Communications 2024-01 – Commemorative Observances, Proclamations & Flags Policy

Half-masting: Means to lower flags approximately halfway up the post or pole. Flying flags at half-mast is a symbol of respect or mourning, or to commemorate significant dates.

Order of Precedence: Means the positioning of flags in priority of importance, order, or rank.

Lighting Request(s): Refers to a request to illuminate the front of the Northumberland County Headquarters building a specific colour to commemorate an event, organization, or proclamation request.

Northumberland County Facilities: Refers to all facilities owned and/or operated by the Corporation of the County of Northumberland.

Objective(s)

The objective of this policy is to establish a standard and guidelines for the processing and approving of requests related to proclamations, coloured light displays at County Headquarters, flag raisings and half-masting flags. The policy also includes etiquette for the flying of flags on County property.

Scope

This policy applies to all requests for proclamations, lighting, and flag raisings or lowerings received by the County.

Review

N/A

Attachments

N/A

Date of new or revised policy:

N/A

POLICY No. Communications 2024-01 – Commemorative Observances, Proclamations & Flags Policy

Procedures

1.0 Proclamations

Requests may be submitted to the County Clerk for a formal proclamation to be read by Northumberland County Council in recognition of a commemorative date.

Proclamation Criteria

- Proclamation requests must provide background information about the organization, cause or event being proclaimed.
- Repeat requests are to be submitted to the Clerk on an annual basis.
- Proclamation requests must be relevant to County services or pertain to an organization, cause, event, or type of recognition that relates to the economic, social, and cultural fabric of the Northumberland community.

Proclamations at the request of a Member of County Council will be included on the relevant Standing Committee / County Council meeting agenda. The County of Northumberland has the authority to approve or deny any requests for proclamations. The Clerk or their designate has been delegated the authority to approve or deny proclamation requests that do not adhere to the required criteria.

Proclamations must demonstrate respect for the residents of Northumberland County. They may be issued to recognize the following:

- Public awareness campaigns.
- Arts and cultural celebrations.
- Days of remembrance.

Proclamations will not be issued for the following:

- Matters of political controversy, ideological or religious beliefs or individual conviction.
- Events or organizations with no direct connection to Northumberland County.
- Campaigns or events contrary to County policies or by-laws.
- Campaigns intended for private profit-making purposes.
- Businesses or commercial enterprises.
- Discriminatory or inflammatory matters.
- Matters intended to incite hatred or disorder.
- Matters which are untruthful.

POLICY No. Communications 2024-01 – Commemorative Observances, Proclamations & Flags Policy

Application Process

All requests for proclamations shall be made through the Proclamation Request form, available on the Northumberland County website.

Proclamation requests must be made at least four (4) weeks in advance of the requested issuance date.

All proclamation requests will be reviewed by the Clerk, or their designate, to determine if they meet the listed criteria. The Clerk will notify the requestors whose proclamation requests do not meet the proclamation criteria.

3.0 Lighting Requests

Lighting Request Criteria

Organizations within Northumberland County can request that the front of the Northumberland County Headquarters building be illuminated in a particular colour to commemorate an event or date of significant for a maximum length of one (1) week or seven (7) days, unless otherwise approved by the Chief Administrative Officer

Lights are only visible during evening hours and visibility may range, depending on the chosen colour and time of year.

Requests are received and approved on a first-come, first-served basis. Lighting requests must be made at least four (4) weeks in advance of the requested observance date.

Lighting requests will be considered for:

- Public awareness campaigns
- Charitable fundraising causes, initiatives, or events.
- Arts and cultural celebrations.
- Days of remembrance.
- Other issues of importance in Northumberland County.

Requests will not be considered:

- Matters of political controversy, ideological or religious beliefs or individual conviction.
- Events or organizations with no direct connection to Northumberland County.
- Campaigns or events contrary to County policies or By-laws.
- Campaigns intended for profit-making purposes.
- Businesses or commercial enterprises.

POLICY No. Communications 2024-01 – Commemorative Observances, Proclamations & Flags Policy

- Discriminatory or inflammatory matters.
- Matters intended to incite hatred or disorder.
- Matters which are untruthful.

Northumberland County reserves the right refuse lighting requests.

Accountability Framework

- I. Communications staff shall inform the Manager of Facilities of an event that requires the lighting of County Headquarters.
- II. The Manager of Facilities is responsible for ensuring compliance with this policy and established procedures at Northumberland County Facilities.

4.0 Flag raising and lowering

Northumberland County flag locations:

- **County Headquarters**, 555 Courthouse Road, Cobourg – 3 flagpoles and 1 Community Flagpole
- **Golden Plough Lodge**, 983 Burnham St, Cobourg – 2 flagpoles
- **Provincial Offences Office and Courts**, 860 William Street, Cobourg – 2 flagpoles
- **Cramahe Shared Emergency Services Base**, 232 Croft Street, Colborne – 3 flagpoles
- **Roseneath shared Emergency Services Base**, 9160 County Road 45, Roseneath – 3 flagpoles
- **Trent Hills Shared Emergency Services Base**, 50 Doxsee Avenue South, Campbellford – 3 flagpoles and 2 building-mounted flags

Only flags located at Northumberland County Headquarters in Cobourg are subject to flag raising and lowering protocols.

Community flags are limited to the County's Community Flagpole, located at 555 Courthouse Road in Cobourg.

Legislative Authority and Interpretation

The *Municipal Act, 2001* permits municipalities to pass by-laws to establish policies under spheres of jurisdiction.

For procedural matters not found in this policy, reference may be made to the [National Flag of Canada etiquette](#).

POLICY No. Communications 2024-01 – Commemorative Observances, Proclamations & Flags Policy

Accountability Framework

- III. The Communications Department, in consultation with the Legislative Services Division and with the Chief Administrative Officer, shall inform the Manager of Facilities of an event that requires the lowering of the flags.
- IV. The Clerk and Manager of Facilities are responsible for ensuring compliance with this policy and established procedures at Northumberland County Facilities.

Displaying the Flag(s)

Northumberland County follows the order of precedence, established by the Department of [Canadian Heritage](#), when flying flags.

The National Flag of Canada will always be displayed in the position of honour, unless a Royal Standard is to be displayed.

Northumberland County facilities may display the following flags: The National Flag of Canada, Provincial Flag of Ontario, Northumberland County flag, and other flags otherwise approved by County Council.

The number of flags displayed is dependent upon the number of flag poles available. Only one flag may be displayed per flagpole.

If a County property has one flagpole, the National Flag of Canada shall be flown. If a County property has two flagpoles, the National Flag of Canada and County flag shall be flown. If a County property has three flagpoles, the National Flag of Canada, the Provincial Flag of Ontario and the County flag shall be flown.

In a line of three flags, the National Flag of Canada will be flown in the centre. The Provincial Flag of Ontario will be flown on the left, and the County flag will be flown on the right, as seen by the observer.

Flags must be maintained in excellent condition and conform to the County's Flag Policy.

The Northumberland County flag shall not be used for commercial purposes by any external organization.

Consistent with the National Flag of Canada etiquette:

- Flags shall be flown on separate poles;
- Flags shall be flown at the same height;
- Flags flown in a group shall all be the same size;
- Flags flying at half-mast will follow the County's policy and guidelines.

POLICY No. Communications 2024-01 – Commemorative Observances, Proclamations & Flags Policy

Permanent Flags at Northumberland County Headquarters, 555 Courthouse Road, Cobourg

The National Flag of Canada, the Provincial Flag of Ontario, and the Northumberland County flag shall be flown outside 555 Courthouse Road, on three flagpoles located near the main entrance.

The National, Provincial and County Flags shall also be displayed in Council Chambers, along with the flags of the seven member municipalities of Northumberland (the Township of Alnwick/Haldimand, the Municipality of Brighton, the Town of Cobourg, the Township of Cramahe, the Township of Hamilton, the Municipality of Port Hope, and the Municipality of Trent Hills), the flag of Alderville First Nation, and any other flags approved by Council.

Maintenance and disposal of flags must be done in accordance with the National Flag of Canada etiquette.

Half-Masting

Flags are flown at the half-mast position as a symbolic expression of collective mourning.

Half-masting may occur at Northumberland County's 555 Courthouse Road location or specific locations, subject to the Policy provisions.

The duration of half-masting will be determined by the Clerk, in consultation with the Chief Administrative Officer, and may be:

- a) From time of notification of death until sunset on the day of the funeral or memorial service, or
- b) From notification of death until sunset the next day, and from sunrise to sunset on the day of the funeral or memorial service, or
- c) From sunrise to sunset on the day of the funeral or memorial service, or
- d) For a period of one week.

When the Canada flag is flown at half-mast, all other adjacent flags will also be flown at half-mast.

Any other circumstance that is in question and is not contained in this policy will be at the discretion of the Chief Administrative Officer, in consultation with the Warden.

POLICY No. Communications 2024-01 – Commemorative Observances, Proclamations & Flags Policy

Lowering of Flags to Half-Mast

All flags including the National, Provincial, County and Community (if raised during the period) Flags will be lowered to half-mast at Northumberland County's 555 Courthouse Road location in the event of the death of:

- i. The Sovereign, or a member of the Royal family related in the first degree to the Sovereign (i.e.) husband or wife, son or daughter, father, mother, brother or sister;
- ii. Governor General of Canada, current or past;
- iii. Prime Minister of Canada, current or past;
- iv. Lieutenant-Governor of Ontario, current or past;
- v. Member or former Member of the House of Commons (MP) for the riding;
- vi. Member or former Member of the Legislative Assembly (MPP) for the riding;
- vii. Special events recognized by the Canadian Government that recognize the death of a universal figure(s);
- viii. Special events recognized by the Provincial Government that recognize the death of a universal figure(s);
- ix. In the event of national or provincial tragedy and where the Government of Canada and the Province of Ontario has lowered their flags; and
- x. In remembrance on the anniversary of a national or provincial tragedy and where the Government of Canada and the Province of Ontario has lowered their flags.

The County Flag will be lowered to half-mast at Northumberland County's 555 Courthouse Road location in the event of the death of:

- i. A member of Northumberland County Council, current or past;
- ii. A member of one of the Member municipal Councils, current or past;
- iii. A current Northumberland County employee;
- iv. A resident of Northumberland County, who is a member of the Canadian Armed Forces, killed while deployed on operations;
- v. A member of Alderville First Nation Band Council;

According to the rules established by the Federal Government under the [Holidays Act](#) (R.S.C. c. H-5), the Canadian flag must always be flown at full mast on Victoria Day and Canada Day, unless the flag is at half-mast for the death of the Monarch, the current Prime Minister or the current Governor General. The flag must be flown at full mast on the day the new Monarch is proclaimed.

Half-masting at County of Northumberland facilities in respect of a person(s) not specifically identified in this section may occur at the discretion of the Chief Administrative Officer, in consultation with the Warden, as a symbolic gesture of collective community mourning.

POLICY No. Communications 2024-01 – Commemorative Observances, Proclamations & Flags Policy

Special Days of Remembrance

All flags including the National, Provincial, County and Community (if raised during the period) at Northumberland County's 555 Courthouse Road location will be half-masted on the following dates from sunrise to sunset. If the date of recognition falls on a weekend, these timelines may be adjusted slightly to accommodate staffing resources.

- April 9: National Day of Remembrance of the Battle of Vimy Ridge
- April 28: National Day of Mourning (Workers' Mourning Day)
- June 23: National Day of Remembrance for Victims of Terrorism
- September 30: National Day for Truth and Reconciliation
- December 6: National Day of Remembrance and Action on Violence Against Women
- November 11: Remembrance Day

Community Flag Raisings on Community Flagpole

The following criteria shall be applied to the flags permitted to be flown at the County Headquarters on the community flagpole:

- I. All community flag raisings take place on the community flagpole at 555 Courthouse Road, Cobourg;
- II. It is the responsibility of the requesting organization to submit an application for a community flag raising and requests will be confirmed on a first-come, first-served basis;
- III. Community flag raisings will not necessarily include a photo opportunity. Requests for flag photo opportunities should be directed to the County's Director of Communications and Information Technology for review and consideration;
- IV. Organizations with approved flag raising requests are required to provide a flag to the County Clerk and other information pertaining to their flag raising in advance of the flag raising;
- V. The County will fly flags on the community flagpole based on specific criteria:
 1. in connection with a particular event by an organization to celebrate achievement; or
 2. a charitable or non-profit organization to help increase public awareness of their programs and activities; or
 3. an organization that has achieved national or international distinction or made a significant contribution to the community, or
 4. a charitable or non-profit organization that has helped to enhance Northumberland County in a positive manner;
 5. an organization's flag shall be flown no more than once per calendar year;

POLICY No. Communications 2024-01 – Commemorative Observances, Proclamations & Flags Policy

6. a flag shall be flown for a period of up to one week, or for the duration of the associated event, whichever is less, unless otherwise approved by the Chief Administrative Officer.
7. organizations shall be required to submit flag raising requests on an annual basis;
8. flags shall only be raised and lowered on those business days that County Headquarters is open;
9. flags may be flown on the community flagpole without a submission by an organization at the discretion of the Warden, in consultation with the Chief Administrative Officer and Clerk, as a symbolic gesture of collective community spirit and support.

Northumberland County will not approve requests for the use of the community flagpole for flags that:

- represent commercial interests;
- represent political causes;
- represent religious occasions/events; or
- support groups, organizations or events that promote beliefs contrary to County Core Values or any County policy, or pose a reputational risk to the County.

Requests will be approved on a first-come, first-served basis. If a County event requires a flag to be raised, the County event flag will take precedence over any applications for a community flag raising request received.

Application Process

All Community Flag Raising requests shall be made through the Community Flag Raising Request form, available on the Northumberland County website.

Community Flag Raising requests must be made at least four (4) weeks prior to the date of the flag raising.

Administering the policy

Requests will be reviewed by the Clerk or their designate, who will present the request to the CAO for approval. If approved, the flag request will be noted on the relevant County Council agenda, under 'New/Other Business', for information only.

The Chief Administrative Officer and Clerk will consult on any issues that are not outlined within this policy.

POLICY No. Communications 2024-01 – Commemorative Observances, Proclamations & Flags Policy

Right of refusal

A request may be denied if the organization:

- undertakes practices or philosophy that are contrary to Northumberland County policies or by-laws;
- is deemed to be inappropriate or offensive in nature; or
- supports discrimination, prejudice, political or religious movements.

County Council will be notified of approved and denied requests to raise a flag on the County's community flagpole.

Flag Size

The size of the flag shall be no smaller than 3' x 5' and no larger than 4' x 6'.

Policy Review

Amendments

The Communications Department, in collaboration with the Legislative Services Division will ensure that this policy is regularly reviewed and remains relevant to the needs of Northumberland County, in accordance with legislative requirements and best practices.

Restrictions – other Flags

No other flags other than those sited in this policy shall be flown on County-owned properties, unless approved by County Council.

If you require this information in an alternate format, please contact the Accessibility Coordinator at accessibility@northumberland.ca or 1-800-354-7050 ext. 2327



Report 2024-062

Report Title: 2024 Accessibility Annual Status Report

Committee Name: Corporate Support

Committee Meeting Date: April 1, 2025

Prepared by: Andrea Nicholson
Human Resources and Accessibility Coordinator
Corporate Services

Reviewed by: Kirsty Brown
Human Resources Associate Manager
Corporate Services

Lisa Ainsworth
Director Corporate Services
Corporate Services

Approved by: Jennifer Moore, CAO

Council Meeting Date: April 16, 2025

Strategic Plan Priorities: Innovate for Service Excellence
 Ignite Economic Opportunity
 Foster a Thriving Community
 Propel Sustainable Growth
 Champion a Vibrant Future

Recommendation

“That the Corporate Support Committee, having considered Report 2025-062 ‘2024 Accessibility Annual Status Report’, recommend that County Council approve the ‘2024 Accessibility Annual Status Report and updated 2022-2025 Multi-Year Accessibility Plan.’”

Purpose

This report is the County of Northumberland’s annual update on the measures taken during 2024 to improve accessibility for people with disabilities and to report on the progress made to meet the requirements under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA).

Background

The County is committed to accessibility and meeting or exceeding the legislated requirements.

Statement of Commitment to Accessibility

The County of Northumberland is committed to ensuring that people of all ages and abilities enjoy the same opportunities as they live, work, visit and invest in our community. The County is guided by the four core principles of dignity, independence, integration and equal opportunity, and supports the full inclusion of persons as set out in the Canadian Charter of Rights and Freedoms, and the Accessibility for Ontarians with Disabilities Act (AODA).

Accessibility Legislation in Ontario

The Accessibility for Ontarians with Disabilities Act, 2005 sets out a road map for creating an accessible Ontario by 2025. The Integrated Accessibility Standards Regulation (IASR) under the AODA provides the standards that businesses and organizations in Ontario must follow to identify, remove and prevent barriers. In addition to the General Requirements, which include the development of accessibility policies and plans, procuring goods, services and facilities and requirements for training, the IASR contains mandatory and enforceable standards in five key areas:

- Information and Communications
- Employment
- Transportation
- Design of Public Spaces
- Customer Service

The Design of Public Spaces Standard focuses on removing barriers in areas not covered by the Ontario Building Code such as exterior paths of travel, on and off-street parking, recreational trails, pedestrian crossings and service counters. It applies to new construction or redevelopment of existing spaces. It does not require organizations to retrofit to be compliant.

The Ontario Building Code (OBC) regulates the minimum building standards for the construction of all new buildings and buildings that undergo a significant renovation. The OBC includes requirements for minimum accessibility within buildings. In 2015, the OBC was amended to include enhancements to accessibility in buildings. Most new construction and extensive renovations are subject to these amendments; existing buildings where no work is planned are not affected by the amendments.

Consultations

The 2024 accomplishments outlined in this annual status report were determined by the County's Accessibility Coordinator in collaboration and consultation with the County departments.

The Northumberland Accessibility Advisory Committee (NAAC) has reviewed and provided input on this Accessibility Annual Status Report and will continue to provide input on the County's accessibility plans on an on-going basis to ensure the County is meeting the needs of people with disabilities. At its February 13, 2025, meeting, the NAAC endorsed the 2024 Accessibility Annual Status Update and recommended that Council accept and approve the 2024 Accessibility Annual Status Update.

Legislative Authority / Risk Considerations

To meet the legislative requirements of the AODA, the County must comply with the Integrated Accessibility Standards Regulation (IASR). Therefore, the County must establish, implement, maintain, and document a multi-year accessibility plan which outlines the County's strategy to prevent and remove barriers and meet its obligation under the IASR. In addition, the County is also required to prepare an annual status report on the progress of measures taken to implement the multi-year accessibility plan. (O. Reg. 191/11: Integrated Accessibility Standards, Section 4.)

Discussion / Options

This Accessibility Annual Status update outlines the County's accessibility achievements for 2024, including the accomplishment of goals set out in the County's 2022-2025 Multi-Year Accessibility Plan. Some of the 2024 goals have been adjusted to continue in 2025.

Northumberland's Accessibility Advisory Committee

The Northumberland Accessibility Advisory Committee (NAAC) is a citizen-based committee that provides advice, recommendations and support to County Council and all County departments regarding the development, implementation, and maintenance of the County's Accessibility Plan in accordance with the AODA. The NAAC advises on the identification, removal, and prevention of barriers to people with disabilities when accessing County goods, services, and facilities.

Each member of the NAAC is a volunteer, except for 1 member from County Council. The majority of NAAC membership is held by people with disabilities. The NAAC members bring a wide range of personal and professional experiences and perspectives related to the challenges faced by people with disabilities. They provide invaluable advice and support as we continue to work toward a barrier-free community.

The NAAC is supported by the Accessibility Coordinator and the Corporate Services Department.

Under the AODA, the NAAC reviews site plans and drawings described in section 41 of the Planning Act, and the County consults with the NAAC on other projects related to the design of public spaces. The NAAC members continued to provide input and feedback to County staff and Council based on their knowledge, expertise and lived experience.

In 2024, the NAAC also:

- Endorsed the 2023 Accessibility Annual Status Report.
- Awarded Helping Hands certificates to County employees who championed accessibility.
 - AJ Wood (Golden Plough Lodge)
 - Cara Timmermans (Communications)
 - Ashley Postma (Community and Social Services)
 - Jackie Diminie (Community and Social Services)
 - Jaclyn McDougall (Community and Social Services)
 - Jen Glover (Community and Social Services)
 - Kathryn Larcher (Community and Social Services)

- Supported and contributed to the awareness activities for National AccessAbility Week (May 26-June 1, 2024) and International Day of Persons with Disabilities (December 3, 2024).
- Reviewed applications for NAAC membership and selected 1 new member.
- Conducted a site visit at the Port Hope walk-in clinic (pilot) and provided recommendations on improving access for people with disabilities considering the user experience from the parking lot to the medical exam rooms.

Accessibility Governance/Compliance

The Accessibility Coordinator acts as a resource for all County service areas and facilitates compliance with the AODA. To ensure that the County continues to meet or exceed the requirements of the AODA, the Coordinator continued to stay informed about legislation and participated in accessibility networks such as the Ontario Network of Accessibility Professionals (ONAP).

The Accessibility Coordinator facilitates the inter-municipal accessibility advisory committee meetings 3 times a year, bringing the County and member municipalities together to support AODA compliance by sharing information, discussing issues, problem solving and collaborating.

In 2024, the Accessibility Coordinator supported County departments by consulting and educating staff in a variety of areas including: best practice for signage (including font size, style, colour contrast, and use of braille), assistive technology, security ID badge design, live auto captioning, accessible parking, eclipse awareness materials, interpretive panels, assistive listening devices, and recreational trails.

In addition, the Accessibility Coordinator:

- Acted as the liaison with the funder for the Employment and Social Development Canada's Enabling Accessibility Fund 2022 grant award for the County headquarters accessible emergency exits project, to ensure that all elements in the funding agreement were met; Negotiated a project extension to November 2025.
- Coordinated awareness activities for National AccessAbility Week and International Day of Persons with Disabilities in consultation with NAAC and Communications.
- Monitored the 2024 goals within the 2022-2025 Multi-Year Accessibility Plan, liaising with County departments.
- Provided feedback and recommendations on improving access for people with disabilities at the Port Hope walk-in clinic (pilot).
- Responded to resident and staff inquires related to accessibility.
- Provided accessibility grant information to local business/organizations.
- Supported member municipalities regarding accessibility (including public surveys, multi-year accessibility plans, grant application, American sign language.)

Integrated Accessibility Standards Regulation

General requirements

The County has an overarching accessibility policy in place along with several operational policies related to accessibility.

The County's Multi-Year Accessibility Plan 2022-2025 outlines how the County will continue to meet its legislated obligations under the AODA and address the accessibility needs of our community. The Multi-Year Accessibility Plan is posted on the County's website.

The County continues to include accessible design, features and criteria when purchasing goods, services, or facilities. If the County is not able to purchase accessible goods, services or facilities, the County provides an explanation as to why, upon request.

We continue to ensure that training is provided on the requirements of the accessibility standards and the Human Rights Code as it pertains to persons with disabilities to all employees, volunteers, persons who participate in developing policies and persons who provide goods, services, or facilities on behalf of the County. Training is appropriate to the duties of the employees, volunteers, and other persons.

In 2024, the County:

- Continued to monitor the status of and work towards the goals within the County's 2022-2025 Multi Year Accessibility Plan.
- Conducted an annual review of the Multi Year Accessibility Plan and updated the Plan as required (ongoing).

Information and Communications

Northumberland County's main website and microsites have been developed to ensure WCAG 2.0 Level AA compliance. The County regularly monitors websites and web content to identify and remediate any areas of non-compliance.

The County's website features ReachDeck assistive technology software. ReachDeck has several tools to further enhance accessibility such as: highlighting, reading out loud, text magnifier and language translation.

The Web Content Accessibility Working Group members continue to support web compliance within their business units. To support ongoing document accessibility, all employees responsible for creating documents have received accessible documents training and new employees are assigned accessible documents training appropriate for their roles. The addition of a digital and document accessibility specialist in late 2022 has increased the support available to the working group in 2024.

In some situations, the County may not be able to post web content due to the format. When information is not accessible to a person, County employees work with the person to find a suitable accessible format. We encourage individuals who find a document inaccessible to contact us to request it in an alternative format.

In 2024, the County:

- Continued accessible documents training for all new employees, as appropriate.
 - Held 9 Accessible Word and PowerPoint Documents training sessions
 - 39 employees trained.
- Facilitated 1 accessible documents training session for member municipalities
 - 12 participants trained.
- Facilitated Equidox training (document remediation software).

- Held 4 Equidox training sessions; 9 employees trained.
- Held Equidox New User Interface training; 18 employees trained.
- Hosted 1 Plain Language Workshop.
 - 19 employees were trained to use clear straightforward expression to allow the reader to understand the message easily.
- Continued monthly audits on select webpages and documents posted on the County's website(s) to ensure WCAG2.0 AA compliance.
 - 11 webpages audited.
 - 14 documents audited.
- Implemented live auto-captioning for Committee and Council meetings and captions for meeting recordings.

Employment

The County of Northumberland remains committed to accessible and equitable hiring practices and continued to meet the Employment Standard requirements under the AODA. All job postings include a statement about the availability of accommodations for applicants with disabilities throughout the recruitment process.

Offers of employment notify successful candidates that job accommodations are available for people with disabilities. All employees are informed of policies regarding job accommodations. The County continues to provide workplace and emergency response information in accessible formats to employees who require it. The County provides accessible formats and communication supports in consultation with the employee, upon request.

The County continues to share job postings directly with local agencies and other organizations that assist people with disabilities in their job search.

In 2024, the County:

- Reviewed and updated the general orientation and Health and Safety orientation presentations to improve accessibility and enhance the employee experience.

Transportation

The County of Northumberland does not provide or operate conventional or specialized transportation services, school transportation or ferries, nor does the County license taxicabs; therefore, the transportation standards do not apply to the County.

Design of Public Spaces

The County continues to ensure that all new and redeveloped public spaces meet or exceed the requirements of the Design of Public Spaces Standard. The County continues to meet the consultation requirements when carrying out the construction or redevelopment of public spaces, such as when new recreational trails are developed. Although the County is not required to retrofit public spaces under the AODA, we continue to make accessibility improvements.

In 2024, the County:

- Formally opened the Porcupine Trail, a new 1-km universal trail within Northumberland County Forest.

- Redesigned and installed new road signage at the 5 trailheads within Northumberland County Forest improving readability.
- Redeveloped and installed new signage at Brighton, Bewdley and Seymour Community Recycling Centres (CRCs), enhancing accessibility for customers.
- Oversaw the design and installation of a universal washroom with shower facilities in the ground floor colling/warming space at 310 Division Street (Cobourg)
- Oversaw the installation of “easier access” shower spaces improving shower accessibility in occupant rooms at 310 Division Street (Cobourg)

The County worked with the Northumberland County Housing Corporation (NCHC) to make accessibility-related improvements including the following:

- Completed the installation of a new accessible entrance, ramp, patio and railing at 12 A Meade St (Brighton).
- Added an additional power door operator to an accessible unit at 299 Elgin Street East
- Added 2 new Type A and 1 Type B accessible parking spaces to the lot at 330 King Street (Cobourg)

Customer Service

The County of Northumberland continues to comply with the Customer Service Standard. When accessing County goods, service and facilities, individuals may use their assistive devices. Service animals are welcomed in all areas that are open to the public unless the animal is otherwise excluded by law. People with disabilities can access their support person when accessing County goods, services, and facilities.

We continue to train all new employees and volunteers on Accessible Customer Service, including how to communicate with people with disabilities in a manner that takes into account their abilities. We work with the person with a disability to determine which methods of communication work best for them.

We continue to offer a variety of ways for customers to provide feedback on the accessibility of our facilities, programs and services.

In 2024, the Accessibility Coordinator received, tracked and ensured responses to customer feedback, including:

- 4 concerns regarding a mailed request to complete a survey using a QR code; All were provided with a print-based survey.
- 1 concern related font size used in a County policy. Customer was provided with a larger print format.
- 1 concern regarding disposal of waste over the safety rail at a CRC. Customer was provided with the procedure for when assistance is needed.

The following accomplishments improved customer service in 2024:

- Prepared and presented AODA training on Service Animals to Community and Social Services team
- Hosted staff Lunch and Learn with John Draper “Believing in Possibilities” to challenge assumptions and reduce stigma related to disabilities.

- Accommodated 169 households through the Accessible Recycling Collection Program (increase of 18%).
- Accommodated 174 households through the existing Medical Waste Subsidy program (increase of 9%).

Other initiatives

The County continued to participate the following initiatives in 2024:

- Recognized National AccessAbility Week (May 26 – June 1, 2024).
- Awarded Helping Hands certificates to County employees who championed accessibility.
- Recognized International Day of Persons with Disabilities (December 3, 2024).
- Reviewed and shared internally the key statistics within the latest Canadian Survey on Disability

Financial Impact

There is no provincial funding to support the implementation of the regulations under the AODA. Ongoing costs to administer and manage the implementation of the AODA requirements and accessibility improvements are integrated as a part of general operations.

There is a financial risk for O. Reg. 191/11: Integrated Accessibility Standards non-compliance. The County may incur administrative penalties of \$500.00 up to \$100,000.00 per day, based on the impact of any contravention of the IASR.

Legal risks may occur if the County does not afford reasonable accommodations to people with disabilities, under AODA, the Ontario Human Rights Code and the Canadian Charter of Rights and Freedoms.

Member Municipality Impacts

The County continues to collaborate with all member municipalities through the Inter-Municipal Accessibility Advisory Committee.

Conclusion / Outcomes

It is the recommendation of staff that the Council of the County of Northumberland receives and approves this 2024 Accessibility Annual Status Report.

Attachments

1. Report 2025-062 ATTACH 1 '2022-2025 MYAP - 2025 Update'



The County of Northumberland Multi-Year Accessibility Plan 2022-2025

Updated January 2025



Alternate accessible formats of this document are available, upon request. Please contact the Accessibility Coordinator by telephone at 1-800-354-7050 ext. 2327 or by email at accessibility@northumberland.ca.

Executive Summary

We are pleased to present the County of Northumberland's 2022- 2025 Multi-Year Accessibility Plan. This plan builds on the accomplishments of the 2012-2021 Plan.

The 2022-2025 plan was developed in consultation with the Northumberland Accessibility Advisory Committee, people with disabilities, members of the public and staff. The 2022-2025 Multi-Year Accessibility Plan acts as our accessibility road map, outlining key actions to continue to meet our requirements under the [Accessibility for Ontarians with Disabilities Act, 2005 \(AODA\)](#).

The Corporation of the County of Northumberland (Northumberland County) is committed to ensuring that people of all ages and abilities enjoy the same opportunities as they live, work, visit and invest in our community. The County is guided by the four core principles of dignity, independence, integration, and equal opportunity, and supports the full inclusion of persons as set out in the Canadian Charter of Rights and Freedoms, and the Accessibility for Ontarians with Disabilities Act (AODA).

The County will work hard to continue to remove barriers and improve accessibility for people with all types of disabilities as we work toward creating a thriving and inclusive community.

Through our corporate values we promote a caring, supportive, and respectful community where our programs, services and facilities are available to everyone, including people with disabilities. We strive to ensure accessibility for the public and our employees.

Introduction

About Northumberland County

Located on the traditional territory of the Mississauga Anishinaabeg, Northumberland County is a thriving, south-eastern Ontario community.

Northumberland County is the upper tier level of municipal government that weaves together seven distinct, yet complementary municipalities*.

- Township of Alnwick/Haldimand
- Municipality of Brighton
- Town of Cobourg
- Township of Cramahe
- Township of Hamilton
- Municipality of Port Hope
- Municipality of Trent Hills

We also value our long-standing relationship with Alderville First Nation.

Currently at least 15% of the population has a disability which means that approximately 13,000 people in Northumberland County are living with a disability (based on 2016 population). Within the next 20 years, the number of people with disabilities will increase as the population ages and we can expect the percentage of people with disabilities to increase to 20% or at least 17,000 people.

A disability may be a physical disability caused by conditions present at birth, injury or illness including, but not limited to, diabetes, epilepsy, a brain injury, paralysis, amputation, lack of physical coordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, physical reliance on a guide dog or other animal, or on a wheelchair or other device. Disability also includes conditions of mental impairment or a developmental disability, a learning disability, a mental health disorder or any injury or disability for which benefits were claimed under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*.

- * Note: Each of the seven municipalities has its own multi-year accessibility plan focussed on the programs, services, and facilities under its jurisdiction.

Legislation

The Accessibility for Ontarians with Disabilities Act (AODA), 2005 sets out a road map for creating an accessible Ontario by 2025. The [Integrated Accessibility Standards Regulation \(IASR\)](#), under the AODA, provides the standards that businesses and organizations in Ontario must follow to identify, remove, and prevent barriers.

In addition to the **General Requirements**, which include the development of accessibility policies and plans, procuring goods, services and facilities and requirements for training, the IASR contains mandatory and enforceable standards in five key areas:

- **Customer Service**
- **Information and Communications**
- **Employment**
- **Design of Public Spaces**
- **Transportation**

The Design of Public Spaces Standard focuses on removing barriers in areas not covered by the Ontario Building Code such as exterior paths of travel, on- and off-street parking, recreational trails, pedestrian crossings and service counters. It applies to new construction or redevelopment of existing spaces. It does not require organizations to retrofit in order to be compliant.

[The Ontario Building Code \(OBC\)](#) regulates the minimum building standards for the construction of all new buildings and buildings that undergo a significant renovation. The OBC includes requirements for minimum accessibility within buildings. In 2015, the OBC was amended to include enhancements to accessibility in buildings. Most new construction and extensive renovations will be subject to these updated requirements; existing buildings where no work is planned are not affected by these new requirements.

[The Ontario Human Rights Code](#) prohibits actions that discriminate against people based on a protected ground in a protected social area. Disability is one of the 14 protected grounds. Protected social areas are housing, contracts, employment, goods, services & facilities, and membership in unions, trade or professional associations.

Northumberland's Accessibility Advisory Committee

The Northumberland Accessibility Advisory Committee (NAAC) is a local citizen committee that provides advice, recommendations and support to County Council and all County departments regarding the development, implementation, and maintenance of the County's Accessibility Plan in accordance with the AODA. The NAAC advises on the identification, removal, and prevention of barriers to people with disabilities when accessing County goods, services, and facilities.

Each member of the NAAC is a volunteer and the majority of NAAC membership is held by people with disabilities. The NAAC members bring a wide range of personal and professional experiences and perspectives related to the challenges faced by people with disabilities. They provide invaluable advice and support as we continue to work towards a barrier-free community.

The NAAC is supported by the Accessibility Coordinator and the Corporate Services Department.

Accessibility Partnerships

The Accessibility Coordinator is a member of the Ontario Network of Accessibility Professionals (ONAP). This network is composed of accessibility professionals within the broader public sector across Ontario and its purpose is to share best practices and resources in accessibility.

Northumberland County also collaborates with its member Municipalities through its Inter-municipal Accessibility Committee. The Committee meets three times per year and shares updates and resources to support greater accessibility across Northumberland County.

Northumberland County's Plan

Our plan shows how Northumberland County has, and will continue, to play its role in making Ontario an accessible province for all Ontarians.

This document includes the ways in which the County will continue to meet accessibility requirements, highlighting recent accomplishments and identifying strategies to continue to make improvements over the next 4 years (2022-2025).

General requirements

Northumberland County has met all of the General Requirements of the Integrated Accessibility Standards regulation (IASR). The County continues to:

- Monitor and update its accessibility policies, as necessary
- Monitor and update its accessibility plan, as required
- Incorporate acceptable design, criteria and features when procuring or acquiring goods, services, and facilities, unless it is not practicable to do so anyway
- Incorporate accessible features when acquiring self-service kiosk train new employees and volunteers on the requirements of the IASR and Human Rights Code as it relates to people with disabilities
- Ensure persons who provide goods, services, or facilities on behalf of the County are trained on the requirements of the IASR and Human Rights Code as it relates to people with disabilities
- File an accessibility compliance report every two years

The County has taken the following actions to improve access:

- Developed an overarching HR policy 4.1.5 Accessibility (replacing AODA policy manual) and provided policy training for all staff
- Incorporated accessible design considerations into purchasing by-law
- Developed training strategy to ensure employees and anyone providing goods, services, and facilities on behalf of the County receive training as it relates to their position
- Updated 2012-2021 Multi-Year Accessibility Plan annually.

2022-2025 General Requirements Goal

1. Conduct an annual review of the Multi Year Accessibility Plan, and update the Plan as required (Accessibility Coordinator, ongoing to 2025).

Customer Service

Northumberland County has met all of the Customer Service Standards of the Integrated Accessibility Standards regulation (IASR). The County continues to:

- Train staff and volunteers on providing accessible customer service
- Ensure that anyone who provides service on behalf of the County has been trained on providing accessible customer service
- Ensure that customers who use assistive devices, support animals or support persons are welcomed
- Monitor customer service to ensure we are maintaining and improving upon the level of accessibility we provide in programs, services, and facilities
- Explore new technologies that support internal and external customer service

The County maintains a process for receiving and responding to feedback in ways that are accessible to people with disabilities. We provide customers with the opportunity to provide feedback on the service provided to customers with disabilities. Information about the feedback process is readily available at each of the County's customer service desks and on the County's website. Feedback can be submitted by completing the customer feedback form, by e-mail, phone, fax, mail or in person. In addition, the County reviews programs, services, and facilities to identify and remove barriers.

Some recent actions the County has taken to respond to customer feedback or potential barriers include:

- Conducted additional staff training on communicating with people with hearing loss
- Developed a recycling accessibility program
- Converted 2 public washrooms to universal washrooms at County headquarters
- Researched, tested, and installed assistive listening technology with hearing loops at the 4 customer service desks located at County Headquarters.

2022-2025 Accessible Customer Service Goals

1. Continue to receive and respond to accessibility feedback and address identified barriers in a timely manner (Accessibility Coordinator and all departments, ongoing)
2. Explore and provide training on communicating using plain language (Accessibility Coordinator, 2022, **Completed 2023**)
3. Research training options to address attitudinal barriers and stigma associated with disabilities (Accessibility Coordinator, 2023, **Completed 2024**)

Information and Communications

Northumberland County has met all of the Information and Communication Standards of the Integrated Accessibility Standards regulation (IASR). The County continues to:

- Maintain accessible websites and web content to ensure [WCAG 2.0AA](#) compliance
- Provide emergency procedures and public safety information in accessible formats, upon request
- Review documents and templates to ensure they are accessible
- Notify the public about the availability of accessible formats and provide accessible formats, upon request.

Some recent actions the County has taken to improve access to information and communications include:

- Redeveloped all County websites to WCAG 2.0 AA compliance
- Equipped main website with assistive technology software that adds text-to-speech and other supportive functions
- Integrated technology that monitors County websites to ensure WCAG 2.0 AA compliance
- Established accessible documents training program for employees
- Developed accessible document templates
- Migrated to an AODA-compliant solution for the documentation and management of public meetings.

2022-2025 Information and Communication Goals

1. Develop branding guidelines that improve accessibility, including standardized accessible font sizes and style for emails, business cards, presentations (Communications, Accessibility Coordinator, 2022, in progress for 2025 completion)
2. Develop and facilitate Accessible Presentations training (Accessibility Coordinator, 2022, in progress for 2025 completion)
3. Modernize Council and Standing Committee meetings by implementing a technology that allows people to attend hybrid meetings, combining in-person attendance with virtual attendance (Information Technology and Clerk, 2022, **Completed 2022**)

Employment

Northumberland County has met all of the Employment Standards of the Integrated Accessibility Standards regulation (IASR). The County continues to:

- Notify applicants and the public about the availability of accessibility accommodations in the recruitment and selection process.
- Notify job applicants when they are selected to participate in the assessment process that accommodations are available, upon request, in relation to the materials or processes to be used (interviews, testing, etc).
- Notify successful applicants of policies for accommodating employees with disabilities when making offers of employment.
- Make policies on accommodating and supporting employees with disabilities available to all employees.
- Provide accessible formats and /or communication supports to employees with disabilities who require it.
- Develop individualized workplace emergency response plans for employees who require it.
- Document individual accommodations plans for employees with disabilities.
- Offer a return-to-work program for employees with disabilities.
- Consider the employee's individual accessibility needs and/or individual accommodation plans during performance management, career development and redeployment processes.

The County has taken the following actions to support people with disabilities throughout its recruitment and selection process and throughout the stages of the employee life cycle:

- Updated HR policies 4.18.1 Recruitment and Selection and 4.16.2 Performance Management to align with the Integrated Accessibility Standard for Employment
- Developed HR policy 4.1.4 Accommodating Disabilities
- Updated job posting template to include statement regarding accommodations
- Updated employee orientation to include HR policies 4.1.5 Accessibility Policy and 4.1.4 Accommodating Disabilities
- Improved new employee orientation by ensuring videos include captions

2022-2025 Employment Goals

1. Conduct proactive outreach and sharing job postings with local disability organizations to encourage applications from people with disabilities (Human Resources, 2022, **Completed 2022**)
2. Review HR policies and practices to ensure applicants and employees with disabilities receive the supports they need (Human Resources and all Departments, 2023, **Completed 2023**)
3. Review and revise HR policy 4.1.4 Accommodating disabilities to clarify procedure and include plain language (Human Resources, 2023, **Completed 2023**)
4. Update employee orientation presentation and handouts to improve accessibility (Human Resources, 2024, **presentations Completed 2024**, handouts in progress for 2025 completion)

Design of Public Spaces

Northumberland County has met all the Design of Public Spaces Standards (DOPS) of the Integrated Accessibility Standards regulation (IASR). The County continues to:

- Ensure that all new and redeveloped public spaces owned and/or operated by the County meet or exceed the requirements of DOPS.
- Consult with the Northumberland Accessibility Advisory Committee, the public and people with disabilities prior to redeveloping or constructing new public spaces under this Standard.
- Incorporate public consultations into existing processes wherever possible.
- Meet or exceed the technical requirements of DOPS.

The County has taken numerous actions to improve access to County facilities, Northumberland County Forest, and community housing locations including:

- Conducted accessibility audits of various areas within County facilities
- Added universal trail (Heritage Trail) within the Northumberland County Forest
- Installed tactile warning surface at top of staircase and improved colour contrast of staircase nosing at County headquarters
- Added priority seating for people with disabilities within Council Chambers
- Installed 30+ powered door operators throughout County facilities
- Added 2 universal washrooms at County Headquarters

2022-2025 Design of Public Spaces Goals

1. Explore expansion of universal trails within Northumberland County Forest (Natural Heritage, 2022, **Completed 2022**)
2. Improve accessibility of trail signage within Northumberland County Forest (Natural Heritage, 2023, **Completed 2024**)

3. Explore transportation options to improve access to universal trails (Natural Heritage and Accessibility Coordinator, 2025)

Transportation

The Transportation Standard makes it easier for people with disabilities to travel on specialized and conventional public transit and in taxicabs in Ontario.

The County of Northumberland does not provide or operate conventional or specialized transportation services, school transportation or ferries, nor does the County license taxicabs; therefore, the transportation standards do not apply to the County.

Additional Initiatives

Northumberland County has implemented additional initiatives to promote awareness and enhance access for, and inclusion of, people with disabilities, including:

- Held annual Awareness campaigns during National AccessAbility Week (May) and International Day of Persons with Disabilities (Dec) (ongoing)
- Presented annual Helping Hands Award for employees who champion accessibility (ongoing)
- Conducted accessibility audits at all community housing providers including Northumberland County Housing Corporation, non-profit and cooperative housing providers
- In partnership with the Northumberland County Housing Corporation, installed vertical platform lifts at 6 community housing locations

2022-2025 Additional Initiatives Goals

1. Conduct research (census, Canadian Health Survey) to better understand the types of disabilities and the number of people with different types of disabilities within the County (Accessibility Coordinator, 2023, **Completed 2024**)
2. Seek out funding opportunities to support accessibility initiatives (Grant Writer, Accessibility Coordinator, ongoing to 2025)
3. Explore a learning and networking forum that brings together members of the municipal accessibility advisory committees throughout Northumberland County (Accessibility Coordinator, 2024, **on hold due to Ministry hosting a forum**)
4. Work with community housing providers to support accessible housing improvements (Housing Services and Public Works, ongoing)

For More Information

For more information on the Northumberland County's 2022- 2025 Multi-Year Accessibility Plan, please contact the Accessibility Coordinator by telephone at 1-800-354-7050 ext. 2327 or by email at accessibility@northumberland.ca .

Visit our website:

www.northumberland.ca/accessibility

Follow us on social media:

Facebook <https://www.facebook.com/ncounty/>

Twitter https://twitter.com/Nthld_County

YouTube <https://www.youtube.com/user/CountyNorthumberland>

If you require this information in an alternate format, please contact the Accessibility Coordinator at accessibility@northumberland.ca or 1-800-354-7050 ext. 2327



Report 2025-063

Report Title: Revised Standing Committee Terms of Reference

Committee Name: Corporate Support

Committee Meeting Date: April 1, 2025

Prepared by: Maddison Mather
Manager Legislative Services / Clerk
Corporate Services

Reviewed by: Lisa Ainsworth
Director of Corporate Services
Corporate Services

Approved by: Jennifer Moore, CAO

Council Meeting Date: April 16, 2025

Strategic Plan Priorities: Innovate for Service Excellence
 Ignite Economic Opportunity
 Foster a Thriving Community
 Propel Sustainable Growth
 Champion a Vibrant Future

Recommendation

“**That** the Corporate Support Committee, having considered Report 2025-063 ‘Revised Standing Committee Terms of Reference’, recommend that County Council approve the revised Standing Committee Terms of Reference documents for Northumberland County’s 6 Standing Committees at the April 16, 2025 County Council meeting.”

Purpose

The purpose of this report is to recommend revisions to Standing Committee Terms of Reference documents in order to streamline Committee correspondence and to make additional minor updates.

Background

At the March 19, 2025 County Council meeting, Council considered options to streamline Standing Committee correspondence and adopted option #2 as outlined in Report 2025-046 'Standing Committee Correspondence' (attached). Council also direct staff to update Standing Committee Terms of Reference documents in order to reflect this new process.

Option #2 entails that after correspondence regarding a subject matter is initially considered by Standing Committee / Council, all correspondence regarding the same subject matter will not be included on subsequent Standing Committee agendas. However, correspondence of the same subject matter will be emailed to the Standing Committee Chair on a monthly basis, in advance of agenda publication. If the Standing Committee Chair wishes to bring forward similar correspondence that has been previously considered in order to highlight the momentum that is taking place on an area of municipal importance, then the Chair shall advise the Clerk/Deputy Clerk. Staff will continue to file correspondence received from other municipalities and municipal associations and maintain these records in accordance with the County's records retention by-law.

Consultations

N/A

Legislative Authority / Risk Considerations

- Council Procedural By-law
- Standing Committee Terms of Reference

Discussion / Options

In addition to updating the Standing Committee Terms of Reference documents to streamline Committee correspondence, staff are also recommending a few additional changes, including:

Membership

The 'Membership' section of the Terms of Reference documents online that "The Committee shall be comprised of three (3) County Council members, being the current Warden and two (2) members appointed by Council. If the Warden provides advance notice of their absence from a Committee meeting, the Deputy Warden shall attend in their place."

However, since the Deputy Warden is also a member of 2 Standing Committees, there could be instances where the Warden is unable to attend and cannot send the Deputy Warden in their place, due to the Deputy Warden already being a Committee Member. This situation could potentially impact meeting quorum.

Thus, staff are recommending that when the Warden is unable to attend, and the Deputy Warden is already a Member of the Committee, that the Warden has the ability to send another Member of Council in their place, and that this Member will have voting privileges at that Committee Meeting.

Staff also recommend that the sentence "If the Warden provides advance notice of their absence from a Committee meeting, the Deputy Warden shall attend in their place" be updated to clarify that when the Deputy Warden attends a Committee meeting in the Warden's place,

that the Deputy Warden has voting privileges. This has always been the practice at Standing Committee meetings; however, it is important to clarify this in the Terms of Reference documents.

Chair

The 'Chair' section of the Terms of Reference documents outlines that "if the Chair is absent the other member shall chair the meeting. The Warden shall not chair Committee meetings".

However, staff are recommending updating this section to clarify that if the Chair is absent or participating electronically, the other member shall chair the meeting. Staff also recommend updating this section to indicate that the Warden may Chair Committee meetings in instances where the other Committee member is participating electronically. This change reflects current practices, and it is important to note that electronic participation must adhere to the requirements outlined in the Council Procedural By-law.

Delegations

The 'Delegation' section of the Terms of Reference documents outlines that "Delegations will be heard when that business item is dealt with, as set out in the agenda, or at a time as determined by a majority of the Committee Members."

Staff recommend updating this section to clarify that delegations requested by members of the public / organizations in advance of agenda publication that do not relate to an item on the Committee agenda, will be heard under the 'Delegation' section of the agenda. However, delegations related to an agenda item will still be heard when that business item is set out in the agenda. For example, if a member of the public wishes to make a delegation regarding a staff report, their delegation will take place after the staff overview / presentation of the staff report, but prior to Committee deliberation on the item.

In addition, staff are recommending adding to the Terms of Reference documents that delegations that do not relate to an agenda item, must be requested six business days in advance of the scheduled meeting date, including the submission of any delegation material(s), such as a PowerPoint presentation. This recommended update aligns with current practices.

Proclamations

In the 'Proclamations' section of the Terms of Reference documents, staff recommend including reference to the County's 'Commemorative Observances, Proclamations, and Flag' policy, which outlines proclamation criteria and the application process.

Petitions

In the 'Petitions' section of the Terms of Reference documents, staff recommend including reference to the County's 'Petition to County Council' policy.

Financial Impact

N/A

Member Municipality Impacts

N/A

Conclusion / Outcomes

Staff recommend that County Council adopt the revised Standing Committee Terms of Reference documents for Northumberland County's 6 Standing Committees at the April 16, 2025 County Council meeting."

Attachments

- 1) Report 2025-063 ATTACH 1 'Report 2025-046 'Standing Committee Correspondence'
- 2) Report 2025-063 ATTACH 2 'Generic Terms of Reference Document – Redline Version'
- 3) Report 2025-063 ATTACH 3 'Public Works Committee Terms of Reference'
- 4) Report 2025-063 ATTACH 4 'Community Health Committee Terms of Reference'
- 5) Report 2025-063 ATTACH 5 'Finance & Audit Committee Terms of Reference'
- 6) Report 2025-063 ATTACH 6 'Corporate Support Committee Terms of Reference'
- 7) Report 2025-063 ATTACH 7 'Social Services Committee Terms of Reference'
- 8) Report 2025-063 ATTACH 8 'Economic Development, Tourism, and Land Use Planning Committee Terms of Reference'

If you require this information in an alternate format, please contact the Accessibility Coordinator at accessibility@northumberland.ca or 1-800-354-7050 ext. 2327



Report 2025-046

Report Title: Standing Committee Correspondence

Committee Name: Corporate Support

Committee Meeting Date: March 4, 2025

Prepared by: Maddison Mather
Manager Legislative Services / Clerk
Corporate Services

Reviewed by: Lisa Ainsworth
Director of Corporate Services
Corporate Services

Approved by: Jennifer Moore, CAO

Council Meeting Date: March 19, 2025

Strategic Plan Priorities: Innovate for Service Excellence
 Ignite Economic Opportunity
 Foster a Thriving Community
 Propel Sustainable Growth
 Champion a Vibrant Future

Recommendation

“**That** the Corporate Support Committee, having considered Report 2025-046 ‘Standing Committee Correspondence’, recommend that County Council adopt option #2 as outlined in this report and direct staff to update Standing Committee Terms of Reference documents in order to reflect this new process.”

Purpose

The purpose of this report is to recommend options to streamline correspondence procedures for Standing Committee agendas.

Background

In Ontario, there are 444 municipalities. It is a common practice for municipalities and municipal associations to circulate correspondence to all Ontario municipalities, in the form of resolutions or letters, as a way to highlight important municipal issues. When such correspondence is received, it is added to the appropriate Standing Committee agenda for Committee / Council consideration. Due to the large number of Ontario municipalities, Committee / Council often receive similar correspondence on the same subject matter from multiple municipalities.

Northumberland County's Terms of Reference documents for Standing Committees outlines that when a Standing Committee receives correspondence from a municipality, subsequent correspondence on the same subject matter received from other municipalities will be included on Standing Committee agendas for information only, with a notation that it was previously considered. This procedure has been historically used by Northumberland County, as it indicates to Standing Committee / Council Members the momentum that is building regarding various municipal issues and the advocacy that is taking place by other municipalities.

It is important to note that Northumberland County also receives correspondence from community members and businesses that relate to a County program or services, or a matter of shared interest to the Northumberland County community. Standing Committee Terms of Reference documents and the Council Procedural By-law outlines a process for these types of correspondence. It is important to note that staff are not recommending changes to the processes for correspondence from community members / businesses at this time.

Consultations

Standing Committee Members have informally provided feedback to staff regarding the need to streamline correspondence processes.

Legislative Authority / Risk Considerations

- Council Procedural By-law
- Standing Committee Terms of Reference

Discussion / Options

Option #1 – Maintain Status Quo

Council may wish to maintain the current correspondence procedures, which is to include similar correspondence of the same subject matter that has been previously considered by Council on Standing Committee agendas, as a way to highlight municipal advocacy issues.

Option #2 – Streamline Correspondence Procedures – Staff Recommended Option

After correspondence regarding a subject matter is initially considered by Standing Committee / Council, all correspondence regarding the same subject matter will not be included on subsequent Standing Committee agendas. However, correspondence of the same subject matter will be emailed to the Standing Committee Chair on a monthly basis, in advance of agenda publication. If the Standing Committee Chair wishes to bring forward similar correspondence that has been previously considered in order to highlight the momentum that is taking place on an area of municipal importance, then the Chair shall advise the Clerk/Deputy Clerk. Staff will continue to file correspondence received from other municipalities and municipal

associations and maintain these records in accordance with the County's records retention by-law.

This process is the recommended staff option, as it would streamline correspondence procedures with minimal impact to staff resources. In addition, it keeps the Standing Committee Chair informed of advocacy taking place from other municipalities and provides the Chair with authority to determine if similar correspondence that has previously been considered should be included on an agenda.

Option #3

Some municipalities prepare and distribute Council Information Packages to Members of Council, where all correspondence received in a certain timeframe is included in these packages. Although processes may vary based on the municipality, the typical process is for Members of Council to review the Council Information Package and advise staff on the correspondence they want included on Committee / Council agendas, otherwise the correspondence will not be included on the agenda and instead filed with the Clerk.

Northumberland County historically used this process when using a past meeting management software and prior to the implementation of the County's Standing Committee structure. However, this process was more labour intensive for staff and Members of Council and does not provide autonomy to the Standing Committee Chair.

Financial Impact

N/A

Member Municipality Impacts

N/A

Conclusion / Outcomes

Staff recommend that County Council adopt option #2 as outlined in this report and direct staff to update Standing Committee Terms of Reference documents in order to reflect this new process. Updated Standing Committee Terms of Reference documents would then be brought back to Committee / Council for approval.

Attachments

N/A



Unique Committee Terms of Reference details
Staff edits

Northumberland County **Name** Committee Terms of Reference (*generic*)

1. Primary Mandate

The **Name** Committee will provide recommendations to County Council directly, regarding priorities, strategies, needs, policies, and programs relating to:

- Department(s)
- Service / Program areas
- Advisory Committees, Boards, Working Groups (legislated, or members include County Councillors):
 - List of Advisory / Ad-Hoc Committees

In addition to its core function of making recommendations to Council, the Committee is empowered to make decisions regarding the following matters:

- a. Add items to its agenda pursuant to the **Council** Procedural By-law;
- b. Defer matters for the purpose of receiving additional information from staff, or for additional public input;
- c. Refer a matter to another standing committee in the rare circumstance additional recommendations are required from that standing committee as the matter proceeds to Council;
- d. Hear and receive deputations regarding agenda items;
- e. Consider correspondence and make recommendations to Council;
- f. Conduct statutory hearings when that authority is delegated by Council;
- g. Information requests pursuant to Section 10 - Business Items;
- h. In consultation with the Director(s) and Clerk, and with the unanimous consent of the members of the committee, the Chair may reschedule a meeting of the Committee, and the required notice shall be provided;
- i. Other procedural matters, as recognized by the Procedure By-law.

Financial information relating to the above departments including budget considerations, quarterly variance analyses, and budget Issue Papers shall be reviewed by the Committee.

Only County Council may recommend the adoption of the annual budget, the long-term financial plan, and recommend amendments to the approved budget. The Committee may receive recommendations from staff within its jurisdiction where funds have not yet been allocated; however, the Committee's recommendation must explicitly indicate that it is subject to budget approval.

2. Membership

The Committee shall be comprised of three (3) County Council members, being the current Warden and two (2) members appointed by Council.

If the Warden provides advance notice of their absence from a Committee meeting **to the Clerk / Deputy Clerk, the Warden may request that** the Deputy Warden **shall** attend in their place, **and the Deputy Warden shall have voting privileges.**

If the Warden is unable to attend a Committee meeting, and the Deputy Warden is already a Committee member, the Warden may select another member of County Council to attend the Committee meeting in their place, and this member of County Council will have voting privileges. Advance notice shall be provided to the Clerk / Deputy Clerk.

Appointments to the Committee will be made by Northumberland County Council at its first business meeting following the Inaugural Council meeting, following a municipal election, and as required thereafter.

Committee members shall hold office for the term of Council or until their successors are appointed. Council may rescind a member's appointment to the Committee by majority vote.

The County's Alternate Councillors (e.g. lower-tier Deputy Mayors or lower-tier Councillors appointed to the role) shall not be Committee members and shall not stand in for Committee members who are absent.

3. Chair

The Committee Chair will be appointed by County Council.

If the Chair is absent **(or participating in the Committee meeting electronically)**, the other member shall chair the meeting. The Warden shall not chair Committee meetings, **unless the other Committee member is participating electronically.**

The Committee Chair shall hold office until their successor is appointed.

In the event that the Committee Chair position is declared vacant by Council, Council may appoint a replacement Chair to hold office for the remainder of the term.

4. Quorum / Voting

A quorum in any Committee is a majority of the voting members of the Committee. A quorum is required for a meeting to proceed. If there is no quorum present 15 minutes after the meeting start time, the meeting will be cancelled.

Committee recommendations to Council shall be done by consensus. Recorded votes are not permitted.

5. Remuneration

Committee members will receive their standard per diem and mileage allowance for attending meetings. Other Councillors who are not Committee members may attend its meetings but will not receive per diems or mileage allowances.

6. Council Participation

~~County Councillors~~ **Council members** who are not Committee members may attend its meetings and may participate in its discussions after all Committee members who wish to speak have been heard. Council members who are not Committee members shall have no vote, nor be counted in calculating quorum, and may be excluded from attendance in closed meetings of the Committee if the Committee so directs.

7. Committee Support

The **Director Position(s)**, and the Chief Administrative Officer (or their respective delegate(s)), will attend all meetings. Department managers and staff, and other Directors, will attend as required.

The Clerk or Deputy Clerk will provide procedural guidance, administrative resources, and support. The Clerk or Deputy Clerk will prepare Committee Minutes for Council's consideration; these Minutes will be included in Council meeting agendas.

8. Meeting Notification, Time, Location and Format

Committee meeting notification shall be provided as per the **Council** Procedural By-law, and the Provision of Notice Policy By-law.

Committee meetings will be held on a set day and time as per the schedule adopted by County Council in December of each year, for the following calendar year.

The location of the meetings will generally be held at the County of Northumberland administration building (**555 Courthouse Road, Cobourg**) ~~in the Town of Cobourg~~, or, as may be determined by the Chair in consultation with the Department Director(s).

All meetings shall be held in person or as per the **Council** Procedural By-law regarding electronic participation.

In consultation with the Clerk, and with the unanimous consent of the members of the committee, the Chair may reschedule a meeting of the Committee, and shall provide the required notice. If not required due to a lack of urgent business, a meeting may be cancelled by staff, in consultation with the Committee Chair.

9. Meeting Agendas and Minutes

Agendas for each Committee meeting will be prepared in accordance with the Procedural By-law.

The Committee Chair shall be briefed on the Agenda business by the CAO, Director(s), and Clerk prior to a meeting.

Agendas will be provided to Council four (4) business days prior to the Committee meeting date. Agendas will be published on the County's website three (3) business days prior to the Committee meeting date.

An item on a published agenda may be appended with additional information prior to a meeting, and will be noted as such.

An item that is not included on a published agenda but needs to be considered due to urgent or timing issues shall be approved by a majority of Committee members, by amending the Agenda.

The Committee shall issue Minutes after each meeting in the form established by the Clerk in conformity with the **County's Council** Procedural By-law.

Committee Minutes will be published on the County website and included on the next Regular Council Meeting Agenda.

The items in the Committee Minutes shall align with the Committee Agenda, and may be amended by the Committee, and shall set out the recommendations to Council, and procedural decisions.

10. Business Items

All business considered by County Council shall first be considered by a Standing Committee, except as noted below.

Reports

Staff shall bring business to the Committee by preparing a report for each item of consideration. Each report shall recommend either receipt for information, or a specific action or series of actions.

A Committee member may request information from staff which shall be prepared in a report for inclusion on the next regularly scheduled Committee meeting agenda, or, as mutually agreed upon with staff, so long as in doing so the effort involved does not require the expenditure of unbudgeted funds or a change in departmental workplan.

If staff deem an item to be urgent and/or time-sensitive, and/or it is not possible to include the item on an upcoming Committee agenda, the CAO will consult with the Warden, and may request that the item be included on the next Council meeting agenda, for consideration and action.

If the Committee makes a recommendation to Council that differs significantly from the staff recommendation, the CAO may consult with the Warden and request that the item be held for separate consideration at an upcoming Council meeting.

Correspondence

Correspondence received from the public (residents, businesses, associations, etc.) that is addressed to one or more members of County Council shall be considered by the most relevant Committee.

Correspondence received from the public (residents, businesses, associations, etc.) that is addressed to County staff (or not addressed, i.e. 'To Whom It May Concern') will be reviewed by staff and may, or may not, be included on a Committee meeting agenda.

Staff may redact personal information contained in correspondence (including municipal address, phone number, email), per applicable legislation.

~~Resolutions~~ **Correspondence** from other municipalities / **municipal associations** shall be considered by the most relevant Committee and may include a staff recommendation. **Once correspondence from other municipalities / municipal associations regarding a subject matter is initially considered by Committee, all correspondence regarding the same subject matter will not be included on subsequent Committee agendas. Correspondence from other municipalities / municipal associations of the same subject matter will be emailed to the Committee Chair on a monthly basis by the Clerk / Deputy Clerk, in advance of agenda publication. If the Committee Chair wishes to bring forward similar correspondence that has been previously considered by Committee, then the Chair shall advise the Clerk/Deputy Clerk prior to agenda publication. Staff will continue to file correspondence received from other municipalities / municipal associations and maintain these records in accordance with the County's records retention by-law.**

Correspondence that relates to the business of more than one Committee may be included on other Committee agenda(s), for information only.

~~When Council receives a resolution from a municipality for information purposes only, subsequent similar resolutions from other municipalities will be included on Committee agendas for information only, with a notation that it was previously considered.~~

11. Delegations

Delegations from the public shall be heard at the relevant Standing Committee, and shall relate to an agenda item. Delegations from the public shall not be heard at

Council meetings. The exception to this is a Statutory Public Meeting being held in conjunction with a Council meeting; in that case the public may address Council.

Delegations from organizations, associations, boards, etc. shall be heard at the relevant Standing Committee, and shall relate to the Primary Mandate of the Committee.

Members of the public may request to make a delegation to the Committee regarding an item on an upcoming meeting agenda. Delegation requests shall be made to the Clerk at least 1 full business day prior to the Committee meeting, and as prescribed within the **Council** Procedural By-law. It is also permissible for members of the public to make delegations at Committee meetings without submitting an advance request, if their delegation relates to an agenda item.

Delegations regarding an agenda item will be heard when that business item is dealt with, as set out in the agenda, or at a time as determined by a majority of the Committee Members. **Delegations will take place after the staff overview / presentation but prior to Committee deliberation on the item.**

The CAO in consultation with the Committee Chair may approve delegation requests from the public that do not relate to an agenda item if an advance request is submitted **to the Clerk / Deputy Clerk six business days in advance of a scheduled Committee meeting, including the submission of any delegation material(s), such as a PowerPoint presentation prior to the agenda publication.** Delegations that do not relate to an agenda item will be heard under the agenda heading 'Delegations'.

At a Committee meeting, a delegation from the public, that does not relate to an agenda item shall be heard if a majority of the Committee Members vote to permit the delegation. The Committee may choose to permit the delegation at that meeting, or, at a future meeting.

12. Proclamations

Proclamations shall adhere to the Northumberland County 'Commemorative Observances, Proclamations, and Flag' policy. An organization or community group may request that the Committee recommend that Council make a Proclamation to bring awareness to an event or issue. A Proclamation request must be submitted each year for annual events.

13. Petitions

A Committee shall consider petitions relevant to its mandate, so long as the petition meets all the conditions as set out in the **Council** Procedural By-law and **'Petition to County Council' policy.**

14. Meeting Attendance

Committee meetings shall be open and transparent. Members of the public and media may attend in person, or may participate electronically, as set out in the agenda.

Members of the public and media may attend Committee meetings with the understanding that there may be times when a portion of the meeting is closed to the public as permitted by the *Municipal Act, 2001*, Section 239.

15. Procedures

The rules governing the procedure of the Council and the conduct of members of Council shall be observed in a meeting of the Committee insofar as they are applicable.

The **Council** Procedural By-law, the County's Code of Conduct **for Members of County Council**, the *Municipal Act, 2001*, the *Municipal Conflict of Interest Act*, and other relevant Acts as applicable, shall govern Committee meetings.



Northumberland County Community Health Committee Terms of Reference

1. Primary Mandate

The Community Health Committee will provide recommendations to County Council directly, regarding priorities, strategies, needs, policies, and programs relating to:

- Paramedics
- Community Paramedicine
- Long-Term Care Home
- Community Health
- Advisory Committees, Boards, Working Groups (legislated, or members include County Councillors):
 - Haliburton, Kawartha, Northumberland, Peterborough Board of Health
 - Ontario Health Team of Northumberland - Governance Advisory Committee

In addition to its core function of making recommendations to Council, the Committee is empowered to make decisions regarding the following matters:

- a. Add items to its agenda pursuant to the Council Procedural By-law;
- b. Defer matters for the purpose of receiving additional information from staff, or for additional public input;
- c. Refer a matter to another standing committee in the rare circumstance additional recommendations are required from that standing committee as the matter proceeds to Council;
- d. Hear and receive deputations regarding agenda items;
- e. Consider correspondence and make recommendations to Council;
- f. Conduct statutory hearings when that authority is delegated by Council;
- g. Information requests pursuant to Section 10 - Business Items;
- h. In consultation with the Director(s) and Clerk, and with the unanimous consent of the members of the committee, the Chair may reschedule a meeting of the Committee, and the required notice shall be provided;
- i. Other procedural matters, as recognized by the Procedure By-law.

Financial information relating to the above departments including budget considerations, quarterly variance analyses, and budget Issue Papers shall be reviewed by the Committee.

Only County Council may recommend the adoption of the annual budget, the long-term financial plan, and recommend amendments to the approved budget. The Committee may receive recommendations from staff within its jurisdiction where funds have not yet been allocated; however, the Committee's recommendation must explicitly indicate that it is subject to budget approval.

2. Membership

The Committee shall be comprised of three (3) County Council members, being the current Warden and two (2) members appointed by Council.

If the Warden provides advance notice of their absence from a Committee meeting to the Clerk / Deputy Clerk, the Warden may request that the Deputy Warden attend in their place, and the Deputy Warden shall have voting privileges.

If the Warden is unable to attend a Committee meeting, and the Deputy Warden is already a Committee member, the Warden may select another member of County Council to attend the Committee meeting in their place, and this member of County Council will have voting privileges. Advance notice shall be provided to the Clerk / Deputy Clerk.

Appointments to the Committee will be made by Northumberland County Council at its first business meeting following the Inaugural Council meeting, following a municipal election, and as required thereafter.

Committee members shall hold office for the term of Council or until their successors are appointed. Council may rescind a member's appointment to the Committee by majority vote.

The County's Alternate Councillors (e.g. lower-tier Deputy Mayors or lower-tier Councillors appointed to the role) shall not be Committee members and shall not stand in for Committee members who are absent.

3. Chair

The Committee Chair will be appointed by County Council.

If the Chair is absent (or participating in the Committee meeting electronically), the other member shall chair the meeting. The Warden shall not chair Committee meetings, unless the other Committee member is participating electronically.

The Committee Chair shall hold office until their successor is appointed.

In the event that the Committee Chair position is declared vacant by Council, Council may appoint a replacement Chair to hold office for the remainder of the term.

4. Quorum / Voting

A quorum in any Committee is a majority of the voting members of the Committee. A quorum is required for a meeting to proceed. If there is no quorum present 15 minutes after the meeting start time, the meeting will be cancelled.

Committee recommendations to Council shall be done by consensus. Recorded votes are not permitted.

5. Remuneration

Committee members will receive their standard per diem and mileage allowance for attending meetings. Other Councillors who are not Committee members may attend its meetings but will not receive per diems or mileage allowances.

6. Council Participation

County members who are not Committee members may attend its meetings and may participate in its discussions after all Committee members who wish to speak have been heard. Council members who are not Committee members shall have no vote, nor be counted in calculating quorum, and may be excluded from attendance in closed meetings of the Committee if the Committee so directs.

7. Committee Support

The Northumberland Paramedics Chief, Director of Health & Human Services, and the Chief Administrative Officer (or their respective delegate(s)), will attend all meetings. Department managers and staff, and other Directors, will attend as required.

The Clerk or Deputy Clerk will provide procedural guidance, administrative resources, and support. The Clerk or Deputy Clerk will prepare Committee Minutes for Council's consideration; these Minutes will be included in Council meeting agendas.

8. Meeting Notification, Time, Location and Format

Committee meeting notification shall be provided as per the Council Procedural By-law, and the Provision of Notice Policy By-law.

Committee meetings will be held on a set day and time as per the schedule adopted by County Council in December of each year, for the following calendar year.

The location of the meetings will generally be held at the County of Northumberland administration building (555 Courthouse Road, Cobourg) or, as may be determined by the Chair in consultation with the Department Director(s).

All meetings shall be held in person or as per the Council Procedural By-law regarding electronic participation.

In consultation with the Clerk, and with the unanimous consent of the members of the committee, the Chair may reschedule a meeting of the Committee, and shall provide the required notice. If not required due to a lack of urgent business, a meeting may be cancelled by staff, in consultation with the Committee Chair.

9. Meeting Agendas and Minutes

Agendas for each Committee meeting will be prepared in accordance with the Procedural By-law.

The Committee Chair shall be briefed on the Agenda business by the CAO, Director(s), and Clerk prior to a meeting.

Agendas will be provided to Council four (4) business days prior to the Committee meeting date. Agendas will be published on the County's website three (3) business days prior to the Committee meeting date.

An item on a published agenda may be appended with additional information prior to a meeting, and will be noted as such.

An item that is not included on a published agenda but needs to be considered due to urgent or timing issues shall be approved by a majority of Committee members, by amending the Agenda.

The Committee shall issue Minutes after each meeting in the form established by the Clerk in conformity with the Council Procedural By-law.

Committee Minutes will be published on the County website and included on the next Regular Council Meeting Agenda.

The items in the Committee Minutes shall align with the Committee Agenda, and may be amended by the Committee, and shall set out the recommendations to Council, and procedural decisions.

10. Business Items

All business considered by County Council shall first be considered by a Standing Committee, except as noted below.

Reports

Staff shall bring business to the Committee by preparing a report for each item of consideration. Each report shall recommend either receipt for information, or a specific action or series of actions.

A Committee member may request information from staff which shall be prepared in a report for inclusion on the next regularly scheduled Committee meeting agenda, or, as mutually agreed upon with staff, so long as in doing so the effort involved does not require the expenditure of unbudgeted funds or a change in departmental workplan.

If staff deem an item to be urgent and/or time-sensitive, and/or it is not possible to include the item on an upcoming Committee agenda, the CAO will consult with the Warden, and may request that the item be included on the next Council meeting agenda, for consideration and action.

If the Committee makes a recommendation to Council that differs significantly from the staff recommendation, the CAO may consult with the Warden and request that the item be held for separate consideration at an upcoming Council meeting.

Correspondence

Correspondence received from the public (residents, businesses, associations, etc.) that is addressed to one or more members of County Council shall be considered by the most relevant Committee.

Correspondence received from the public (residents, businesses, associations, etc.) that is addressed to County staff (or not addressed, i.e. 'To Whom It May Concern') will be reviewed by staff and may, or may not, be included on a Committee meeting agenda.

Staff may redact personal information contained in correspondence (including municipal address, phone number, email), per applicable legislation.

Correspondence from other municipalities / municipal associations shall be considered by the most relevant Committee and may include a staff recommendation. Once correspondence from other municipalities / municipal associations regarding a subject matter is initially considered by Committee, all correspondence regarding the same subject matter will not be included on subsequent Committee agendas.

Correspondence from other municipalities / municipal associations of the same subject matter will be emailed to the Committee Chair on a monthly basis by the Clerk / Deputy Clerk, in advance of agenda publication. If the Committee Chair wishes to bring forward similar correspondence that has been previously considered by Committee, then the Chair shall advise the Clerk/Deputy Clerk prior to agenda publication. Staff will continue to file correspondence received from other municipalities / municipal associations and maintain these records in accordance with the County's records retention by-law.

Correspondence that relates to the business of more than one Committee may be included on other Committee agenda(s), for information only.

11. Delegations

Delegations from the public shall be heard at the relevant Standing Committee, and shall relate to an agenda item. Delegations from the public shall not be heard at Council meetings. The exception to this is a Statutory Public Meeting being held in conjunction with a Council meeting; in that case the public may address Council.

Delegations from organizations, associations, boards, etc. shall be heard at the relevant Standing Committee, and shall relate to the Primary Mandate of the Committee.

Members of the public may request to make a delegation to the Committee regarding an item on an upcoming meeting agenda. Delegation requests shall be made to the Clerk at least 1 full business day prior to the Committee meeting, and as prescribed within the Council Procedural By-law. It is also permissible for members of the public to make delegations at Committee meetings without submitting an advance request, if their delegation relates to an agenda item.

Delegations regarding an agenda item will be heard when that business item is dealt with, as set out in the agenda, or at a time as determined by a majority of the Committee Members. Delegations will take place after the staff overview / presentation but prior to Committee deliberation on the item.

The CAO in consultation with the Committee Chair may approve delegation requests from the public that do not relate to an agenda item if an advance request is submitted to the Clerk / Deputy Clerk six business days in advance of a scheduled Committee meeting, including the submission of any delegation material(s), such as a PowerPoint presentation. Delegations that do not relate to an agenda item will be heard under the agenda heading 'Delegations'.

At a Committee meeting, a delegation from the public, that does not relate to an agenda item shall be heard if a majority of the Committee Members vote to permit the delegation. The Committee may choose to permit the delegation at that meeting, or, at a future meeting.

12. Proclamations

Proclamations shall adhere to the Northumberland County 'Commemorative Observances, Proclamations, and Flag' policy. An organization or community group may request that the Committee recommend that Council make a Proclamation to bring awareness to an event or issue. A Proclamation request must be submitted each year for annual events.

13. Petitions

A Committee shall consider petitions relevant to its mandate, so long as the petition meets all the conditions as set out in the Council Procedural By-law and 'Petition to County Council' policy.

14. Meeting Attendance

Committee meetings shall be open and transparent. Members of the public and media may attend in person, or may participate electronically, as set out in the agenda.

Members of the public and media may attend Committee meetings with the understanding that there may be times when a portion of the meeting is closed to the public as permitted by the *Municipal Act, 2001*, Section 239.

15. Procedures

The rules governing the procedure of the Council and the conduct of members of Council shall be observed in a meeting of the Committee insofar as they are applicable.

The Council Procedural By-law, the County's Code of Conduct for Members of County Council, the *Municipal Act, 2001*, the *Municipal Conflict of Interest Act*, and other relevant Acts as applicable, shall govern Committee meetings.



Northumberland County Corporate Support Committee Terms of Reference

1. Primary Mandate

The Corporate Support Committee will provide recommendations to County Council directly, regarding priorities, strategies, needs, policies, and programs relating to:

- Archives & Museum
- Chief Administrative Officer
- Clerk / Legislative Services
- Communications and Grant Writing
- Health, Safety & Emergency Planning
- Human Resources
- Information Technology & Records Management
- Legal (general / corporate matters)
- Natural Heritage / County Forest
- Provincial Offences
- Advisory Committees, Boards, Working Groups (legislated, or members include County Councillors):
 - Northumberland Accessibility Advisory Committee
 - Northumberland Forest Advisory Committee

In addition to its core function of making recommendations to Council, the Committee is empowered to make decisions regarding the following matters:

- a. Add items to its agenda pursuant to the Council Procedural By-law;
- b. Defer matters for the purpose of receiving additional information from staff, or for additional public input;
- c. Refer a matter to another standing committee in the rare circumstance additional recommendations are required from that standing committee as the matter proceeds to Council;
- d. Hear and receive deputations regarding agenda items;
- e. Consider correspondence and make recommendations to Council;
- f. Conduct statutory hearings when that authority is delegated by Council;
- g. Information requests pursuant to Section 10 - Business Items;
- h. In consultation with the Director(s) and Clerk, and with the unanimous consent of the members of the committee, the Chair may reschedule a meeting of the Committee, and the required notice shall be provided;
- i. Other procedural matters, as recognized by the Procedure By-law.

Financial information relating to the above departments including budget considerations, quarterly variance analyses, and budget Issue Papers shall be reviewed by the

Committee.

Only County Council may recommend the adoption of the annual budget, the long-term financial plan, and recommend amendments to the approved budget. The Committee may receive recommendations from staff within its jurisdiction where funds have not yet been allocated; however, the Committee's recommendation must explicitly indicate that it is subject to budget approval.

2. Membership

The Committee shall be comprised of three (3) County Council members, being the current Warden and two (2) members appointed by Council.

If the Warden provides advance notice of their absence from a Committee meeting to the Clerk / Deputy Clerk, the Warden may request that the Deputy Warden attend in their place, and the Deputy Warden shall have voting privileges.

If the Warden is unable to attend a Committee meeting, and the Deputy Warden is already a Committee member, the Warden may select another member of County Council to attend the Committee meeting in their place, and this member of County Council will have voting privileges. Advance notice shall be provided to the Clerk / Deputy Clerk.

Appointments to the Committee will be made by Northumberland County Council at its first business meeting following the Inaugural Council meeting, following a municipal election, and as required thereafter.

Committee members shall hold office for the term of Council or until their successors are appointed. Council may rescind a member's appointment to the Committee by majority vote.

The County's Alternate Councillors (e.g. lower-tier Deputy Mayors or lower-tier Councillors appointed to the role) shall not be Committee members and shall not stand in for Committee members who are absent.

3. Chair

The Committee Chair will be appointed by County Council.

If the Chair is absent (or participating in the Committee meeting electronically), the other member shall chair the meeting. The Warden shall not chair Committee meetings, unless the other Committee member is participating electronically.

The Committee Chair shall hold office until their successor is appointed.

In the event that the Committee Chair position is declared vacant by Council, Council may appoint a replacement Chair to hold office for the remainder of the term.

4. Quorum / Voting

A quorum in any Committee is a majority of the voting members of the Committee. A quorum is required for a meeting to proceed. If there is no quorum present 15 minutes after the meeting start time, the meeting will be cancelled.

Committee recommendations to Council shall be done by consensus. Recorded votes are not permitted.

5. Remuneration

Committee members will receive their standard per diem and mileage allowance for attending meetings. Other Councillors who are not Committee members may attend its meetings but will not receive per diems or mileage allowances.

6. Council Participation

Council members who are not Committee members may attend its meetings and may participate in its discussions after all Committee members who wish to speak have been heard. Council members who are not Committee members shall have no vote, nor be counted in calculating quorum, and may be excluded from attendance in closed meetings of the Committee if the Committee so directs.

7. Committee Support

The Communications and Information Technology Director, the Corporate Services Director, the Municipal Solicitor, and the Chief Administrative Officer (or their respective delegate(s)), will attend all meetings. Department managers and staff, and other Directors, will attend as required.

The Clerk or Deputy Clerk will provide procedural guidance, administrative resources, and support. The Clerk or Deputy Clerk will prepare Committee Minutes for Council's consideration; these Minutes will be included in Council meeting agendas.

8. Meeting Notification, Time, Location and Format

Committee meeting notification shall be provided as per the Council Procedural By-law, and the Provision of Notice Policy By-law.

Committee meetings will be held on a set day and time as per the schedule adopted by County Council in December of each year, for the following calendar year.

The location of the meetings will generally be held at the County of Northumberland administration building (555 Courthouse Road, Cobourg) or, as may be determined by the Chair in consultation with the Department Director(s).

All meetings shall be held in person or as per the Council Procedural By-law regarding electronic participation.

In consultation with the Clerk, and with the unanimous consent of the members of the committee, the Chair may reschedule a meeting of the Committee, and shall provide the required notice. If not required due to a lack of urgent business, a meeting may be cancelled by staff, in consultation with the Committee Chair.

9. Meeting Agendas and Minutes

Agendas for each Committee meeting will be prepared in accordance with the Procedural By-law.

The Committee Chair shall be briefed on the Agenda business by the CAO, Director(s), and Clerk prior to a meeting.

Agendas will be provided to Council four (4) business days prior to the Committee meeting date. Agendas will be published on the County's website three (3) business days prior to the Committee meeting date.

An item on a published agenda may be appended with additional information prior to a meeting, and will be noted as such.

An item that is not included on a published agenda but needs to be considered due to urgent or timing issues shall be approved by a majority of Committee members, by amending the Agenda.

The Committee shall issue Minutes after each meeting in the form established by the Clerk in conformity with the Council Procedural By-law.

Committee Minutes will be published on the County website and included on the next Regular Council Meeting Agenda.

The items in the Committee Minutes shall align with the Committee Agenda, and may be amended by the Committee, and shall set out the recommendations to Council, and procedural decisions.

10. Business Items

All business considered by County Council shall first be considered by a Standing Committee, except as noted below.

Reports

Staff shall bring business to the Committee by preparing a report for each item of consideration. Each report shall recommend either receipt for information, or a specific action or series of actions.

A Committee member may request information from staff which shall be prepared in a report for inclusion on the next regularly scheduled Committee meeting agenda, or, as mutually agreed upon with staff, so long as in doing so the effort involved does not require the expenditure of unbudgeted funds or a change in departmental workplan.

If staff deem an item to be urgent and/or time-sensitive, and/or it is not possible to include the item on an upcoming Committee agenda, the CAO will consult with the Warden, and may request that the item be included on the next Council meeting agenda, for consideration and action.

If the Committee make a recommendation to Council that differs significantly from the staff recommendation, the CAO may consult with the Warden and request that the item be held for separate consideration at an upcoming Council meeting.

Correspondence

Correspondence received from the public (residents, businesses, associations, etc.) that is addressed to one or more members of County Council shall be considered by the most relevant Committee.

Correspondence received from the public (residents, businesses, associations, etc.) that is addressed to County staff (or not addressed, i.e. 'To Whom It May Concern') will be reviewed by staff and may, or may not, be included on a Committee meeting agenda.

Staff may redact personal information contained in correspondence (including municipal address, phone number, email), per applicable legislation.

Correspondence from other municipalities / municipal associations shall be considered by the most relevant Committee and may include a staff recommendation. Once correspondence from other municipalities / municipal associations regarding a subject matter is initially considered by Committee, all correspondence regarding the same subject matter will not be included on subsequent Committee agendas.

Correspondence from other municipalities / municipal associations of the same subject matter will be emailed to the Committee Chair on a monthly basis by the Clerk / Deputy Clerk, in advance of agenda publication. If the Committee Chair wishes to bring forward similar correspondence that has been previously considered by Committee, then the Chair shall advise the Clerk/Deputy Clerk prior to agenda publication. Staff will continue to file correspondence received from other municipalities / municipal associations and maintain these records in accordance with the County's records retention by-law.

Correspondence that relates to the business of more than one Committee may be included on other Committee agenda(s), for information only.

11. Delegations

Delegations from the public shall be heard at the relevant Standing Committee, and shall relate to an agenda item. Delegations from the public shall not be heard at Council meetings. The exception to this is a Statutory Public Meeting being held in conjunction with a Council meeting; in that case the public may address Council.

Delegations from organizations, associations, boards, etc. shall be heard at the relevant Standing Committee, and shall relate to the Primary Mandate of the Committee.

Members of the public may request to make a delegation to the Committee regarding an item on an upcoming meeting agenda. Delegation requests shall be made to the Clerk at least 1 full business day prior to the Committee meeting, and as prescribed within the Council Procedural By-law. It is also permissible for members of the public to make delegations at Committee meetings without submitting an advance request, if their delegation relates to an agenda item.

Delegations regarding an agenda item will be heard when that business item is dealt with, as set out in the agenda, or at a time as determined by a majority of the Committee Members. Delegations will take place after the staff overview / presentation but prior to Committee deliberation on the item.

The CAO in consultation with the Committee Chair may approve delegation requests from the public that do not relate to an agenda item if an advance request is submitted to the Clerk / Deputy Clerk six business days in advance of a scheduled Committee meeting, including the submission of any delegation material(s), such as a PowerPoint presentation. Delegations that do not relate to an agenda item will be heard under the agenda heading 'Delegations'.

At a Committee meeting, a delegation from the public, that does not relate to an agenda item shall be heard if a majority of the Committee Members vote to permit the delegation. The Committee may choose to permit the delegation at that meeting, or, at a future meeting.

12. Proclamations

Proclamations shall adhere to the Northumberland County 'Commemorative Observances, Proclamations, and Flag' policy. An organization or community group may request that the Committee recommend that Council make a Proclamation to bring awareness to an event or issue. A Proclamation request must be submitted each year for annual events.

13. Petitions

A Committee shall consider petitions relevant to its mandate, so long as the petition meets all the conditions as set out in the Council Procedural By-law and 'Petition to County Council' policy.

14. Meeting Attendance

Committee meetings shall be open and transparent. Members of the public and media may attend in person, or may participate electronically, as set out in the agenda.

Members of the public and media may attend Committee meetings with the understanding that there may be times when a portion of the meeting is closed to the public as permitted by the *Municipal Act, 2001*, Section 239.

15. Procedures

The rules governing the procedure of the Council and the conduct of members of Council shall be observed in a meeting of the Committee insofar as they are applicable.

The Council Procedural By-law, the County's Code of Conduct for Members of County Council, the *Municipal Act, 2001*, the *Municipal Conflict of Interest Act*, and other relevant Acts as applicable, shall govern Committee meetings.



Northumberland County Economic Development, Tourism and Land Use Planning Committee Terms of Reference

1. Primary Mandate

The Economic Development, Tourism and Land Planning Committee will provide recommendations to County Council directly, regarding priorities, strategies, needs, policies, and programs relating to:

- Agriculture Services
- Business Entrepreneurship
- Economic Development
- Immigration and Settlement Services
- Investment Development
- Land Use Planning
- Plumbing & Septic Inspections
- Tourism
- Advisory Committees, Boards, Working Groups (legislated, or members include County Councillors):
 - Canadian Association of Nuclear Host Communities

In addition to its core function of making recommendations to Council, the Committee is empowered to make decisions regarding the following matters:

- a. Add items to its agenda pursuant to the Council Procedural By-law;
- b. Defer matters for the purpose of receiving additional information from staff, or for additional public input;
- c. Refer a matter to another standing committee in the rare circumstance additional recommendations are required from that standing committee as the matter proceeds to Council;
- d. Hear and receive deputations regarding agenda items;
- e. Consider correspondence and make recommendations to Council;
- f. Conduct statutory hearings when that authority is delegated by Council;
- g. Information requests pursuant to Section 10 - Business Items;
- h. In consultation with the Director(s) and Clerk, and with the unanimous consent of the members of the committee, the Chair may reschedule a meeting of the Committee, and the required notice shall be provided;
- i. Other procedural matters, as recognized by the Procedure By-law.

Financial information relating to the above departments including budget considerations, quarterly variance analyses, and budget Issue Papers shall be reviewed by the Committee.

Only County Council may recommend the adoption of the annual budget, the long-term financial plan, and recommend amendments to the approved budget. The Committee may receive recommendations from staff within its jurisdiction where funds have not yet been allocated; however, the Committee's recommendation must explicitly indicate that it is subject to budget approval.

2. Membership

The Committee shall be comprised of three (3) County Council members, being the current Warden and two (2) members appointed by Council.

If the Warden provides advance notice of their absence from a Committee meeting to the Clerk / Deputy Clerk, the Warden may request that the Deputy Warden shall attend in their place, and the Deputy Warden shall have voting privileges.

If the Warden is unable to attend a Committee meeting, and the Deputy Warden is already a Committee member, the Warden may select another member of County Council to attend the Committee meeting in their place, and this member of County Council will have voting privileges. Advance notice shall be provided to the Clerk / Deputy Clerk.

Appointments to the Committee will be made by Northumberland County Council at its first business meeting following the Inaugural Council meeting, following a municipal election, and as required thereafter.

Committee members shall hold office for the term of Council or until their successors are appointed. Council may rescind a member's appointment to the Committee by majority vote.

The County's Alternate Councillors (e.g. lower-tier Deputy Mayors or lower-tier Councillors appointed to the role) shall not be Committee members and shall not stand in for Committee members who are absent.

3. Chair

The Committee Chair will be appointed by County Council.

If the Chair is absent (or participating in the Committee meeting electronically), the other member shall chair the meeting. The Warden shall not chair Committee meetings, unless the other Committee member is participating electronically.

The Committee Chair shall hold office until their successor is appointed.

In the event that the Committee Chair position is declared vacant by Council, Council may appoint a replacement Chair to hold office for the remainder of the term.

4. Quorum / Voting

A quorum in any Committee is a majority of the voting members of the Committee. A quorum is required for a meeting to proceed. If there is no quorum present 15 minutes after the meeting start time, the meeting will be cancelled.

Committee recommendations to Council shall be done by consensus. Recorded votes are not permitted.

5. Remuneration

Committee members will receive their standard per diem and mileage allowance for attending meetings. Other Councillors who are not Committee members may attend its meetings but will not receive per diems or mileage allowances.

6. Council Participation

Council members who are not Committee members may attend its meetings and may participate in its discussions after all Committee members who wish to speak have been heard. Council members who are not Committee members shall have no vote, nor be counted in calculating quorum, and may be excluded from attendance in closed meetings of the Committee if the Committee so directs.

7. Committee Support

The Planning, Development and Strategic Initiatives Director and the Chief Administrative Officer (or their respective delegate(s)), will attend all meetings. Department managers and staff, and other Directors, will attend as required.

The Clerk or Deputy Clerk will provide procedural guidance, administrative resources, and support. The Clerk or Deputy Clerk will prepare Committee Minutes for Council's consideration; these Minutes will be included in Council meeting agendas.

8. Meeting Notification, Time, Location and Format

Committee meeting notification shall be provided as per the Council Procedural By-law, and the Provision of Notice Policy By-law.

Committee meetings will be held on a set day and time as per the schedule adopted by County Council in December of each year, for the following calendar year.

The location of the meetings will generally be held at the County of Northumberland administration building (555 Courthouse Road, Cobourg) or, as may be determined by the Chair in consultation with the Department Director(s).

All meetings shall be held in person or as per the Council Procedural By-law regarding electronic participation.

In consultation with the Clerk, and with the unanimous consent of the members of the committee, the Chair may reschedule a meeting of the Committee, and shall provide the

required notice. If not required due to a lack of urgent business, a meeting may be cancelled by staff, in consultation with the Committee Chair.

9. Meeting Agendas and Minutes

Agendas for each Committee meeting will be prepared in accordance with the Procedural By-law.

The Committee Chair shall be briefed on the Agenda business by the CAO, Director(s), and Clerk prior to a meeting.

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At a Committee meeting, a delegation from the public, that does not relate to an agenda item shall be heard if a majority of the Committee Members vote to permit the delegation. The Committee may choose to permit the delegation at that meeting, or, at a future meeting.

12. Proclamations

Proclamations shall adhere to the Northumberland County 'Commemorative Observances, Proclamations, and Flag' policy. An organization or community group may request that the Committee recommend that Council make a Proclamation to bring awareness to an event or issue. A Proclamation request must be submitted each year for annual events.

13. Petitions

A Committee shall consider petitions relevant to its mandate, so long as the petition meets all the conditions as set out in the Council Procedural By-law and 'Petition to County Council' policy.

14. Meeting Attendance

Committee meetings shall be open and transparent. Members of the public and media may attend in person, or may participate electronically, as set out in the agenda.

Members of the public and media may attend Committee meetings with the understanding that there may be times when a portion of the meeting is closed to the public as permitted by the *Municipal Act, 2001*, Section 239.

15. Procedures

The rules governing the procedure of the Council and the conduct of members of Council shall be observed in a meeting of the Committee insofar as they are applicable.

The Council Procedural By-law, the County's Code of Conduct for Members of County Council, the *Municipal Act, 2001*, the *Municipal Conflict of Interest Act*, and other relevant Acts as applicable, shall govern Committee meetings.



Northumberland County Finance and Audit Committee Terms of Reference

1. Primary Mandate

The Finance and Audit Committee will provide recommendations to County Council directly, regarding priorities, strategies, needs, policies, and programs relating to:

- Asset Management
- Financial Audits
- Financial Planning and Reporting
- Investments
- Procurement
- Risk Management & Insurance
- Statutory Compliance
- Advisory Committees, Boards, Working Groups (legislated, or members include County Councillors):
 - N/A

In addition to its core function of making recommendations to Council, the Committee is empowered to make decisions regarding the following matters:

- a. Add items to its agenda pursuant to the Council Procedural By-law;
- b. Defer matters for the purpose of receiving additional information from staff, or for additional public input;
- c. Refer a matter to another standing committee in the rare circumstance additional recommendations are required from that standing committee as the matter proceeds to Council;
- d. Hear and receive deputations regarding agenda items;
- e. Consider correspondence and make recommendations to Council;
- f. Conduct statutory hearings when that authority is delegated by Council;
- g. Information requests pursuant to Section 10 - Business Items;
- h. In consultation with the Director(s) and Clerk, and with the unanimous consent of the members of the committee, the Chair may reschedule a meeting of the Committee, and the required notice shall be provided;
- i. Other procedural matters, as recognized by the Procedure By-law.

Financial information relating to the above departments including budget considerations, quarterly variance analyses, and budget Issue Papers shall be reviewed by the Committee.

Only County Council may recommend the adoption of the annual budget, the long-term financial plan, and recommend amendments to the approved budget. The Committee may receive recommendations from staff within its jurisdiction where funds have not yet been allocated; however, the Committee's recommendation must explicitly indicate that it is subject to budget approval.

2. Membership

The Committee shall be comprised of three (3) County Council members, being the current Warden and two (2) members appointed by Council.

If the Warden provides advance notice of their absence from a Committee meeting to the Clerk / Deputy Clerk, the Warden may request that the Deputy Warden attend in their place, and the Deputy Warden shall have voting privileges.

If the Warden is unable to attend a Committee meeting, and the Deputy Warden is already a Committee member, the Warden may select another member of County Council to attend the Committee meeting in their place, and this member of County Council will have voting privileges. Advance notice shall be provided to the Clerk / Deputy Clerk.

Appointments to the Committee will be made by Northumberland County Council at its first business meeting following the Inaugural Council meeting, following a municipal election, and as required thereafter.

Committee members shall hold office for the term of Council or until their successors are appointed. Council may rescind a member's appointment to the Committee by majority vote.

The County's Alternate Councillors (e.g. lower-tier Deputy Mayors or lower-tier Councillors appointed to the role) shall not be Committee members and shall not stand in for Committee members who are absent.

3. Chair

The Committee Chair will be appointed by County Council.

If the Chair is absent (or participating in the Committee meeting electronically), the other member shall chair the meeting. The Warden shall not chair Committee meetings, unless the other Committee member is participating electronically.

The Committee Chair shall hold office until their successor is appointed.

In the event that the Committee Chair position is declared vacant by Council, Council may appoint a replacement Chair to hold office for the remainder of the term.

4. Quorum / Voting

A quorum in any Committee is a majority of the voting members of the Committee. A quorum is required for a meeting to proceed. If there is no quorum present 15 minutes after the meeting start time, the meeting will be cancelled.

Committee recommendations to Council shall be done by consensus. Recorded votes are not permitted.

5. Remuneration

Committee members will receive their standard per diem and mileage allowance for attending meetings. Other Councillors who are not Committee members may attend its meetings but will not receive per diems or mileage allowances.

6. Council Participation

Council members who are not Committee members may attend its meetings and may participate in its discussions after all Committee members who wish to speak have been heard. Council members who are not Committee members shall have no vote, nor be counted in calculating quorum, and may be excluded from attendance in closed meetings of the Committee if the Committee so directs.

7. Committee Support

The Director of Finance/Treasurer and the Chief Administrative Officer (or their respective delegate(s)), will attend all meetings. Department managers and staff, and other Directors, will attend as required.

The Clerk or Deputy Clerk will provide procedural guidance, administrative resources, and support. The Clerk or Deputy Clerk will prepare Committee Minutes for Council's consideration; these Minutes will be included in Council meeting agendas.

8. Meeting Notification, Time, Location and Format

Committee meeting notification shall be provided as per the Council Procedural By-law, and the Provision of Notice Policy By-law.

Committee meetings will be held on a set day and time as per the schedule adopted by County Council in December of each year, for the following calendar year.

The location of the meetings will generally be held at the County of Northumberland administration building (555 Courthouse Road, Cobourg) or, as may be determined by the Chair in consultation with the Department Director(s).

All meetings shall be held in person or as per the Council Procedural By-law regarding electronic participation.

In consultation with the Clerk, and with the unanimous consent of the members of the committee, the Chair may reschedule a meeting of the Committee, and shall provide the required notice. If not required due to a lack of urgent business, a meeting may be cancelled by staff, in consultation with the Committee Chair.

9. Meeting Agendas and Minutes

Agendas for each Committee meeting will be prepared in accordance with the Procedural By-law.

The Committee Chair shall be briefed on the Agenda business by the CAO, Director(s), and Clerk prior to a meeting.

Agendas will be provided to Council four (4) business days prior to the Committee meeting date. Agendas will be published on the County's website three (3) business days prior to the Committee meeting date.

An item on a published agenda may be appended with additional information prior to a meeting, and will be noted as such.

An item that is not included on a published agenda but needs to be considered due to urgent or timing issues shall be approved by a majority of Committee members, by amending the Agenda.

The Committee shall issue Minutes after each meeting in the form established by the Clerk in conformity with the Council Procedural By-law.

Committee Minutes will be published on the County website and included on the next Regular Council Meeting Agenda.

The items in the Committee Minutes shall align with the Committee Agenda, and may be amended by the Committee, and shall set out the recommendations to Council, and procedural decisions.

10. Business Items

All business considered by County Council shall first be considered by a Standing Committee, except as noted below.

Reports

Staff shall bring business to the Committee by preparing a report for each item of consideration. Each report shall recommend either receipt for information, or a specific action or series of actions.

A Committee member may request information from staff which shall be prepared in a report for inclusion on the next regularly scheduled Committee meeting agenda, or, as mutually agreed upon with staff, so long as in doing so the effort involved does not require the expenditure of unbudgeted funds or a change in departmental workplan.

If staff deem an item to be urgent and/or time-sensitive, and/or it is not possible to include the item on an upcoming Committee agenda, the CAO will consult with the Warden, and may request that the item be included on the next Council meeting agenda, for consideration and action.

If the Committee makes a recommendation to Council that differs significantly from the staff recommendation, the CAO may consult with the Warden and request that the item be held for separate consideration at an upcoming Council meeting.

Correspondence

Correspondence received from the public (residents, businesses, associations, etc.) that is addressed to one or more members of County Council shall be considered by the most relevant Committee.

Correspondence received from the public (residents, businesses, associations, etc.) that is addressed to County staff (or not addressed, i.e. 'To Whom It May Concern') will be reviewed by staff and may, or may not, be included on a Committee meeting agenda.

Staff may redact personal information contained in correspondence (including municipal address, phone number, email), per applicable legislation.

Correspondence from other municipalities / municipal associations shall be considered by the most relevant Committee and may include a staff recommendation. Once correspondence from other municipalities / municipal associations regarding a subject matter is initially considered by Committee, all correspondence regarding the same subject matter will not be included on subsequent Committee agendas.

Correspondence from other municipalities / municipal associations of the same subject matter will be emailed to the Committee Chair on a monthly basis by the Clerk / Deputy Clerk, in advance of agenda publication. If the Committee Chair wishes to bring forward similar correspondence that has been previously considered by Committee, then the Chair shall advise the Clerk/Deputy Clerk prior to agenda publication. Staff will continue to file correspondence received from other municipalities / municipal associations and maintain these records in accordance with the County's records retention by-law.

Correspondence that relates to the business of more than one Committee may be included on other Committee agenda(s), for information only.

11. Delegations

Delegations from the public shall be heard at the relevant Standing Committee, and shall relate to an agenda item. Delegations from the public shall not be heard at Council meetings. The exception to this is a Statutory Public Meeting being held in conjunction with a Council meeting; in that case the public may address Council.

Delegations from organizations, associations, boards, etc. shall be heard at the relevant Standing Committee, and shall relate to the Primary Mandate of the Committee.

Members of the public may request to make a delegation to the Committee regarding an item on an upcoming meeting agenda. Delegation requests shall be made to the Clerk at least 1 full business day prior to the Committee meeting, and as prescribed within the Council Procedural By-law. It is also permissible for members of the public to make delegations at Committee meetings without submitting an advance request, if their delegation relates to an agenda item.

Delegations regarding an agenda item will be heard when that business item is dealt with, as set out in the agenda, or at a time as determined by a majority of the Committee Members. Delegations will take place after the staff overview / presentation but prior to Committee deliberation on the item.

The CAO in consultation with the Committee Chair may approve delegation requests from the public that do not relate to an agenda item if an advance request is submitted to the Clerk / Deputy Clerk six business days in advance of a scheduled Committee meeting, including the submission of any delegation material(s), such as a PowerPoint presentation. Delegations that do not relate to an agenda item will be heard under the agenda heading 'Delegations'.

At a Committee meeting, a delegation from the public, that does not relate to an agenda item shall be heard if a majority of the Committee Members vote to permit the delegation. The Committee may choose to permit the delegation at that meeting, or, at a future meeting.

12. Proclamations

Proclamations shall adhere to the Northumberland County 'Commemorative Observances, Proclamations, and Flag' policy. An organization or community group may request that the Committee recommend that Council make a Proclamation to bring awareness to an event or issue. A Proclamation request must be submitted each year for annual events.

13. Petitions

A Committee shall consider petitions relevant to its mandate, so long as the petition meets all the conditions as set out in the Council Procedural By-law and 'Petition to County Council' policy.

14. Meeting Attendance

Committee meetings shall be open and transparent. Members of the public and media may attend in person, or may participate electronically, as set out in the agenda.

Members of the public and media may attend Committee meetings with the understanding that there may be times when a portion of the meeting is closed to the public as permitted by the *Municipal Act, 2001*, Section 239.

15. Procedures

The rules governing the procedure of the Council and the conduct of members of Council shall be observed in a meeting of the Committee insofar as they are applicable.

The Council Procedural By-law, the County's Code of Conduct for Members of County Council, the *Municipal Act, 2001*, the *Municipal Conflict of Interest Act*, and other relevant Acts as applicable, shall govern Committee meetings.



Northumberland County Public Works Committee Terms of Reference

1. Primary Mandate

The Public Works Committee will provide recommendations to County Council directly, regarding priorities, strategies, needs, policies, and programs relating to:

- County Infrastructure
- Facilities Management
- Fleet Management
- Geographic Information System
- Major Capital Projects
- Major Roads/Transportation Operations
- Waste Management
- Advisory Committees, Boards, Working Groups (legislated, or members include County Councillors):
 - Brighton Landfill Liaison Committee
 - Northumberland County Agriculture Advisory Group

In addition to its core function of making recommendations to Council, the Committee is empowered to make decisions regarding the following matters:

- a. Add items to its agenda pursuant to the Council Procedural By-law;
- b. Defer matters for the purpose of receiving additional information from staff, or for additional public input;
- c. Refer a matter to another standing committee in the rare circumstance additional recommendations are required from that standing committee as the matter proceeds to Council;
- d. Hear and receive deputations regarding agenda items;
- e. Consider correspondence and make recommendations to Council;
- f. Conduct statutory hearings when that authority is delegated by Council;
- g. Information requests pursuant to Section 10 - Business Items;
- h. In consultation with the Director(s) and Clerk, and with the unanimous consent of the members of the committee, the Chair may reschedule a meeting of the Committee, and the required notice shall be provided;
- i. Other procedural matters, as recognized by the Procedure By-law.

Financial information relating to the above departments including budget considerations, quarterly variance analyses, and budget Issue Papers shall be reviewed by the Committee.

Only County Council may recommend the adoption of the annual budget, the long-term financial plan, and recommend amendments to the approved budget. The Committee may receive recommendations from staff within its jurisdiction where funds have not yet been allocated; however, the Committee's recommendation must explicitly indicate that it is subject to budget approval.

2. Membership

The Committee shall be comprised of three (3) County Council members, being the current Warden and two (2) members appointed by Council.

If the Warden provides advance notice of their absence from a Committee meeting to the Clerk / Deputy Clerk, the Warden may request that the Deputy Warden attend in their place, and the Deputy Warden shall have voting privileges.

If the Warden is unable to attend a Committee meeting, and the Deputy Warden is already a Committee member, the Warden may select another member of County Council to attend the Committee meeting in their place, and this member of County Council will have voting privileges. Advance notice shall be provided to the Clerk / Deputy Clerk.

Appointments to the Committee will be made by Northumberland County Council at its first business meeting following the Inaugural Council meeting, following a municipal election, and as required thereafter.

Committee members shall hold office for the term of Council or until their successors are appointed. Council may rescind a member's appointment to the Committee by majority vote.

The County's Alternate Councillors (e.g. lower-tier Deputy Mayors or lower-tier Councillors appointed to the role) shall not be Committee members and shall not stand in for Committee members who are absent.

3. Chair

The Committee Chair will be appointed by County Council.

If the Chair is absent (or participating in the Committee meeting electronically), the other member shall chair the meeting. The Warden shall not chair Committee meetings, unless the other Committee member is participating electronically.

The Committee Chair shall hold office until their successor is appointed.

In the event that the Committee Chair position is declared vacant by Council, Council may appoint a replacement Chair to hold office for the remainder of the term.

4. Quorum / Voting

A quorum in any Committee is a majority of the voting members of the Committee. A quorum is required for a meeting to proceed. If there is no quorum present 15 minutes after the meeting start time, the meeting will be cancelled.

Committee recommendations to Council shall be done by consensus. Recorded votes are not permitted.

5. Remuneration

Committee members will receive their standard per diem and mileage allowance for attending meetings. Other Councillors who are not Committee members may attend its meetings but will not receive per diems or mileage allowances.

6. Council Participation

Council members who are not Committee members may attend its meetings and may participate in its discussions after all Committee members who wish to speak have been heard. Council members who are not Committee members shall have no vote, nor be counted in calculating quorum, and may be excluded from attendance in closed meetings of the Committee if the Committee so directs.

7. Committee Support

The Director of Public Works and the Chief Administrative Officer (or their respective delegate(s)), will attend all meetings. Department managers and staff, and other Directors, will attend as required.

The Clerk or Deputy Clerk will provide procedural guidance, administrative resources, and support. The Clerk or Deputy Clerk will prepare Committee Minutes for Council's consideration; these Minutes will be included in Council meeting agendas.

8. Meeting Notification, Time, Location and Format

Committee meeting notification shall be provided as per the Council Procedural By-law, and the Provision of Notice Policy By-law.

Committee meetings will be held on a set day and time as per the schedule adopted by County Council in December of each year, for the following calendar year.

The location of the meetings will generally be held at the County of Northumberland administration building (555 Courthouse Road, Cobourg) or, as may be determined by the Chair in consultation with the Department Director(s).

All meetings shall be held in person or as per the Council Procedural By-law regarding electronic participation.

In consultation with the Clerk, and with the unanimous consent of the members of the committee, the Chair may reschedule a meeting of the Committee, and shall provide the

required notice. If not required due to a lack of urgent business, a meeting may be cancelled by staff, in consultation with the Committee Chair.

9. Meeting Agendas and Minutes

Agendas for each Committee meeting will be prepared in accordance with the Procedural By-law.

The Committee Chair shall be briefed on the Agenda business by the CAO, Director(s), and Clerk prior to a meeting.

Agendas will be provided to Council four (4) business days prior to the Committee meeting date. Agendas will be published on the County's website three (3) business days prior to the Committee meeting date.

An item on a published agenda may be appended with additional information prior to a meeting, and will be noted as such.

An item that is not included on a published agenda but needs to be considered due to urgent or timing issues shall be approved by a majority of Committee members, by amending the Agenda.

The Committee shall issue Minutes after each meeting in the form established by the Clerk in conformity with the Council Procedural By-law.

Committee Minutes will be published on the County website and included on the next Regular Council Meeting Agenda.

The items in the Committee Minutes shall align with the Committee Agenda, and may be amended by the Committee, and shall set out the recommendations to Council, and procedural decisions.

10. Business Items

All business considered by County Council shall first be considered by a Standing Committee, except as noted below.

Reports

Staff shall bring business to the Committee by preparing a report for each item of consideration. Each report shall recommend either receipt for information, or a specific action or series of actions.

A Committee member may request information from staff which shall be prepared in a report for inclusion on the next regularly scheduled Committee meeting agenda, or, as mutually agreed upon with staff, so long as in doing so the effort involved does not require the expenditure of unbudgeted funds or a change in departmental workplan.

If staff deem an item to be urgent and/or time-sensitive, and/or it is not possible to include the item on an upcoming Committee agenda, the CAO will consult with the Warden, and may request that the item be included on the next Council meeting agenda, for consideration and action.

If the Committee makes a recommendation to Council that differs significantly from the staff recommendation, the CAO may consult with the Warden and request that the item be held for separate consideration at an upcoming Council meeting.

Correspondence

Correspondence received from the public (residents, businesses, associations, etc.) that is addressed to one or more members of County Council shall be considered by the most relevant Committee.

Correspondence received from the public (residents, businesses, associations, etc.) that is addressed to County staff (or not addressed, i.e. 'To Whom It May Concern') will be reviewed by staff and may, or may not, be included on a Committee meeting agenda.

Staff may redact personal information contained in correspondence (including municipal address, phone number, email), per applicable legislation.

Correspondence from other municipalities / municipal associations shall be considered by the most relevant Committee and may include a staff recommendation. Once correspondence from other municipalities / municipal associations regarding a subject matter is initially considered by Committee, all correspondence regarding the same subject matter will not be included on subsequent Committee agendas.

Correspondence from other municipalities / municipal associations of the same subject matter will be emailed to the Committee Chair on a monthly basis by the Clerk / Deputy Clerk, in advance of agenda publication. If the Committee Chair wishes to bring forward similar correspondence that has been previously considered by Committee, then the Chair shall advise the Clerk/Deputy Clerk prior to agenda publication. Staff will continue to file correspondence received from other municipalities / municipal associations and maintain these records in accordance with the County's records retention by-law.

Correspondence that relates to the business of more than one Committee may be included on other Committee agenda(s), for information only.

11. Delegations

Delegations from the public shall be heard at the relevant Standing Committee, and shall relate to an agenda item. Delegations from the public shall not be heard at Council meetings. The exception to this is a Statutory Public Meeting being held in conjunction with a Council meeting; in that case the public may address Council.

Delegations from organizations, associations, boards, etc. shall be heard at the relevant Standing Committee, and shall relate to the Primary Mandate of the Committee.

Members of the public may request to make a delegation to the Committee regarding an item on an upcoming meeting agenda. Delegation requests shall be made to the Clerk at least 1 full business day prior to the Committee meeting, and as prescribed within the Council Procedural By-law. It is also permissible for members of the public to make delegations at Committee meetings without submitting an advance request, if their delegation relates to an agenda item.

Delegations regarding an agenda item will be heard when that business item is dealt with, as set out in the agenda, or at a time as determined by a majority of the Committee Members. Delegations will take place after the staff overview / presentation but prior to Committee deliberation on the item.

The CAO in consultation with the Committee Chair may approve delegation requests from the public that do not relate to an agenda item if an advance request is submitted to the Clerk / Deputy Clerk six business days in advance of a scheduled Committee meeting, including the submission of any delegation material(s), such as a PowerPoint presentation. Delegations that do not relate to an agenda item will be heard under the agenda heading 'Delegations'.

At a Committee meeting, a delegation from the public, that does not relate to an agenda item shall be heard if a majority of the Committee Members vote to permit the delegation. The Committee may choose to permit the delegation at that meeting, or, at a future meeting.

12. Proclamations

Proclamations shall adhere to the Northumberland County 'Commemorative Observances, Proclamations, and Flag' policy. An organization or community group may request that the Committee recommend that Council make a Proclamation to bring awareness to an event or issue. A Proclamation request must be submitted each year for annual events.

13. Petitions

A Committee shall consider petitions relevant to its mandate, so long as the petition meets all the conditions as set out in the Council Procedural By-law and 'Petition to County Council' policy.

14. Meeting Attendance

Committee meetings shall be open and transparent. Members of the public and media may attend in person, or may participate electronically, as set out in the agenda.

Members of the public and media may attend Committee meetings with the understanding that there may be times when a portion of the meeting is closed to the public as permitted by the *Municipal Act, 2001*, Section 239.

15. Procedures

The rules governing the procedure of the Council and the conduct of members of Council shall be observed in a meeting of the Committee insofar as they are applicable.

The Council Procedural By-law, the County's Code of Conduct for Members of County Council, the *Municipal Act, 2001*, the *Municipal Conflict of Interest Act*, and other relevant Acts as applicable, shall govern Committee meetings.



Northumberland County Social Services Committee Terms of Reference

1. Primary Mandate

The Social Services Committee will provide recommendations to County Council directly, regarding priorities, strategies, needs, policies, and programs relating to:

- Community Services and Support
- Food Security
- Financial and Employment Support
- Family and Children Support
- Health and Wellness Supports
- Homelessness Support
- Social and Affordable Housing
- Advisory Committees, Boards, Working Groups (legislated, or members include County Councillors):
 - Community Safety and Well-Being Collaborative Committee
 - Northumberland County Housing Corporation

In addition to its core function of making recommendations to Council, the Committee is empowered to make decisions regarding the following matters:

- a. Add items to its agenda pursuant to the Council Procedural By-law;
- b. Defer matters for the purpose of receiving additional information from staff, or for additional public input;
- c. Refer a matter to another standing committee in the rare circumstance additional recommendations are required from that standing committee as the matter proceeds to Council;
- d. Hear and receive deputations regarding agenda items;
- e. Consider correspondence and make recommendations to Council;
- f. Conduct statutory hearings when that authority is delegated by Council;
- g. Information requests pursuant to Section 10 - Business Items;
- h. In consultation with the Director(s) and Clerk, and with the unanimous consent of the members of the committee, the Chair may reschedule a meeting of the Committee, and the required notice shall be provided;
- i. Other procedural matters, as recognized by the Procedure By-law.

Financial information relating to the above departments including budget considerations, quarterly variance analyses, and budget Issue Papers shall be reviewed by the Committee.

Only County Council may recommend the adoption of the annual budget, the long-term financial plan, and recommend amendments to the approved budget. The Committee may receive recommendations from staff within its jurisdiction where funds have not yet been allocated; however, the Committee's recommendation must explicitly indicate that it is subject to budget approval.

2. Membership

The Committee shall be comprised of three (3) County Council members, being the current Warden and two (2) members appointed by Council.

If the Warden provides advance notice of their absence from a Committee meeting to the Clerk / Deputy Clerk, the Warden may request that the Deputy Warden attend in their place, and the Deputy Warden shall have voting privileges.

If the Warden is unable to attend a Committee meeting, and the Deputy Warden is already a Committee member, the Warden may select another member of County Council to attend the Committee meeting in their place, and this member of County Council will have voting privileges. Advance notice shall be provided to the Clerk / Deputy Clerk.

Appointments to the Committee will be made by Northumberland County Council at its first business meeting following the Inaugural Council meeting, following a municipal election, and as required thereafter.

Committee members shall hold office for the term of Council or until their successors are appointed. Council may rescind a member's appointment to the Committee by majority vote.

The County's Alternate Councillors (e.g. lower-tier Deputy Mayors or lower-tier Councillors appointed to the role) shall not be Committee members and shall not stand in for Committee members who are absent.

3. Chair

The Committee Chair will be appointed by County Council.

If the Chair is absent (or participating in the Committee meeting electronically), the other member shall chair the meeting. The Warden shall not chair Committee meetings, unless the other Committee member is participating electronically.

The Committee Chair shall hold office until their successor is appointed.

In the event that the Committee Chair position is declared vacant by Council, Council may appoint a replacement Chair to hold office for the remainder of the term.

4. Quorum / Voting

A quorum in any Committee is a majority of the voting members of the Committee. A quorum is required for a meeting to proceed. If there is no quorum present 15 minutes after the meeting start time, the meeting will be cancelled.

Committee recommendations to Council shall be done by consensus. Recorded votes are not permitted.

5. Remuneration

Committee members will receive their standard per diem and mileage allowance for attending meetings. Other Councillors who are not Committee members may attend its meetings but will not receive per diems or mileage allowances.

6. Council Participation

County members who are not Committee members may attend its meetings and may participate in its discussions after all Committee members who wish to speak have been heard. Council members who are not Committee members shall have no vote, nor be counted in calculating quorum, and may be excluded from attendance in closed meetings of the Committee if the Committee so directs.

7. Committee Support

The Health & Human Services Director and the Chief Administrative Officer (or their respective delegate(s)), will attend all meetings. Department managers and staff, and other Directors, will attend as required.

The Clerk or Deputy Clerk will provide procedural guidance, administrative resources, and support. The Clerk or Deputy Clerk will prepare Committee Minutes for Council's consideration; these Minutes will be included in Council meeting agendas.

8. Meeting Notification, Time, Location and Format

Committee meeting notification shall be provided as per the Council Procedural By-law, and the Provision of Notice Policy By-law.

Committee meetings will be held on a set day and time as per the schedule adopted by County Council in December of each year, for the following calendar year.

The location of the meetings will generally be held at the County of Northumberland administration building (555 Courthouse Road, Cobourg) or, as may be determined by the Chair in consultation with the Department Director(s).

All meetings shall be held in person or as per the Council Procedural By-law regarding electronic participation.

In consultation with the Clerk, and with the unanimous consent of the members of the committee, the Chair may reschedule a meeting of the Committee, and shall provide the

required notice. If not required due to a lack of urgent business, a meeting may be cancelled by staff, in consultation with the Committee Chair.

9. Meeting Agendas and Minutes

Agendas for each Committee meeting will be prepared in accordance with the Procedural By-law.

The Committee Chair shall be briefed on the Agenda business by the CAO, Director(s), and Clerk prior to a meeting.

Agendas will be provided to Council four (4) business days prior to the Committee meeting date. Agendas will be published on the County's website three (3) business days prior to the Committee meeting date.

An item on a published agenda may be appended with additional information prior to a meeting, and will be noted as such.

An item that is not included on a published agenda but needs to be considered due to urgent or timing issues shall be approved by a majority of Committee members, by amending the Agenda.

The Committee shall issue Minutes after each meeting in the form established by the Clerk in conformity with the Council Procedural By-law.

Committee Minutes will be published on the County website and included on the next Regular Council Meeting Agenda.

The items in the Committee Minutes shall align with the Committee Agenda, and may be amended by the Committee, and shall set out the recommendations to Council, and procedural decisions.

10. Business Items

All business considered by County Council shall first be considered by a Standing Committee, except as noted below.

Reports

Staff shall bring business to the Committee by preparing a report for each item of consideration. Each report shall recommend either receipt for information, or a specific action or series of actions.

A Committee member may request information from staff which shall be prepared in a report for inclusion on the next regularly scheduled Committee meeting agenda, or, as mutually agreed upon with staff, so long as in doing so the effort involved does not require the expenditure of unbudgeted funds or a change in departmental workplan.

If staff deem an item to be urgent and/or time-sensitive, and/or it is not possible to include the item on an upcoming Committee agenda, the CAO will consult with the Warden, and may request that the item be included on the next Council meeting agenda, for consideration and action.

If the Committee makes a recommendation to Council that differs significantly from the staff recommendation, the CAO may consult with the Warden and request that the item be held for separate consideration at an upcoming Council meeting.

Correspondence

Correspondence received from the public (residents, businesses, associations, etc.) that is addressed to one or more members of County Council shall be considered by the most relevant Committee.

Correspondence received from the public (residents, businesses, associations, etc.) that is addressed to County staff (or not addressed, i.e. 'To Whom It May Concern') will be reviewed by staff and may, or may not, be included on a Committee meeting agenda.

Staff may redact personal information contained in correspondence (including municipal address, phone number, email), per applicable legislation.

Correspondence from other municipalities / municipal associations shall be considered by the most relevant Committee and may include a staff recommendation. Once correspondence from other municipalities / municipal associations regarding a subject matter is initially considered by Committee, all correspondence regarding the same subject matter will not be included on subsequent Committee agendas.

Correspondence from other municipalities / municipal associations of the same subject matter will be emailed to the Committee Chair on a monthly basis by the Clerk / Deputy Clerk, in advance of agenda publication. If the Committee Chair wishes to bring forward similar correspondence that has been previously considered by Committee, then the Chair shall advise the Clerk/Deputy Clerk prior to agenda publication. Staff will continue to file correspondence received from other municipalities / municipal associations and maintain these records in accordance with the County's records retention by-law.

Correspondence that relates to the business of more than one Committee may be included on other Committee agenda(s), for information only.

11. Delegations

Delegations from the public shall be heard at the relevant Standing Committee, and shall relate to an agenda item. Delegations from the public shall not be heard at Council meetings. The exception to this is a Statutory Public Meeting being held in conjunction with a Council meeting; in that case the public may address Council.

Delegations from organizations, associations, boards, etc. shall be heard at the relevant Standing Committee, and shall relate to the Primary Mandate of the Committee.

Members of the public may request to make a delegation to the Committee regarding an item on an upcoming meeting agenda. Delegation requests shall be made to the Clerk at least 1 full business day prior to the Committee meeting, and as prescribed within the Council Procedural By-law. It is also permissible for members of the public to make delegations at Committee meetings without submitting an advance request, if their delegation relates to an agenda item.

Delegations regarding an agenda item will be heard when that business item is dealt with, as set out in the agenda, or at a time as determined by a majority of the Committee Members. Delegations will take place after the staff overview / presentation but prior to Committee deliberation on the item.

The CAO in consultation with the Committee Chair may approve delegation requests from the public that do not relate to an agenda item if an advance request is submitted to the Clerk / Deputy Clerk six business days in advance of a scheduled Committee meeting, including the submission of any delegation material(s), such as a PowerPoint presentation. Delegations that do not relate to an agenda item will be heard under the agenda heading 'Delegations'.

At a Committee meeting, a delegation from the public, that does not relate to an agenda item shall be heard if a majority of the Committee Members vote to permit the delegation. The Committee may choose to permit the delegation at that meeting, or, at a future meeting.

12. Proclamations

Proclamations shall adhere to the Northumberland County 'Commemorative Observances, Proclamations, and Flag' policy. An organization or community group may request that the Committee recommend that Council make a Proclamation to bring awareness to an event or issue. A Proclamation request must be submitted each year for annual events.

13. Petitions

A Committee shall consider petitions relevant to its mandate, so long as the petition meets all the conditions as set out in the Council Procedural By-law and 'Petition to County Council' policy.

14. Meeting Attendance

Committee meetings shall be open and transparent. Members of the public and media may attend in person, or may participate electronically, as set out in the agenda.

Members of the public and media may attend Committee meetings with the understanding that there may be times when a portion of the meeting is closed to the public as permitted by the *Municipal Act, 2001*, Section 239.

15. Procedures

The rules governing the procedure of the Council and the conduct of members of Council shall be observed in a meeting of the Committee insofar as they are applicable.

The Council Procedural By-law, the County's Code of Conduct for Members of County Council, the *Municipal Act, 2001*, the *Municipal Conflict of Interest Act*, and other relevant Acts as applicable, shall govern Committee meetings.

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Report 2025-064

Report Title: 2025 Non-Union Cost of Living Adjustment

Committee Name: Corporate Support

Committee Meeting Date: April 1, 2025

Prepared by: Kirsty Brown
Human Resources/Payroll Manager
Corporate Services

Reviewed by: Lisa Ainsworth
Director, Corporate Services
Corporate Services

Approved by: Jennifer Moore, CAO

Council Meeting Date: April 16, 2025

Strategic Plan Priorities: Innovate for Service Excellence
 Ignite Economic Opportunity
 Foster a Thriving Community
 Propel Sustainable Growth
 Champion a Vibrant Future

Information Report

“**That** the Corporate Support Committee receive Report 2025-064 ‘2025 Non-Union Cost of Living Adjustment’ for information; and

Further That the Committee recommend that County Council receive this report for information.”

Purpose

To provide the Corporate Support Committee and Northumberland County Council with an overview of the 2025 Non-Union Cost of Living adjustment.

Background

The Northumberland County Council approved Human Resources (HR) policy 4.3.7 - Compensation outlines that the non-union cost of living adjustment (COLA) shall be calculated

using an average of increases for the external market comparator group, approved internal unionized increases, and the January Consumer Price Index (CPI). Further, the policy directs that the COLA be granted annually on January 1st, without additional approval from Council, and the salary structure adjusted to reflect the calculated COLA.

The Council approved non-union market comparator group includes:

- Municipality of Clarington
- Town of Pickering
- Hastings County
- City of Quinte West
- Town of Ajax
- County of Lennox & Addington
- City of Peterborough
- City of Brantford
- Town of Whitby
- Durham Region
- Prince Edward County
- Peterborough County

Consultations

The following provides an overview of the approved/recommended increases for the external market comparator group, approved internal unionized increases and January’s CPI.

External Market Comparators	
Municipality 1	3%
Municipality 2	2.8%
Municipality 3	TBD – Based on negotiated rate with internal Union group – Negotiations stated March, 2025
Municipality 4	3%
Municipality 5	3%
Municipality 6	3%
Municipality 7	2.5%
Municipality 8	2.7%
Municipality 9	3%
Municipality 10	2.71%
Municipality 11	TBD – Based on negotiated rate with internal Union group – Negotiations stated March, 2025
Municipality 12	3.25%
Internal Unionized Groups	

Union CUPE Local 1203 (negotiated in 2024)	2%
Union CUPE Local 1748 (in bargaining)	Expired December 31, 2024
Union OPSEU/SEFPO (negotiated in 2024)	3%
Union CUPE Local 3725 (in bargaining)	Expired September 30, 2023
Union ONA (in bargaining)	Expired March 31, 2023
January 2025 CPI	1.7%
2025 Non-Union Cola	2.74%

Legislative Authority / Risk Considerations

HR Policy 4.3.7 - Compensation follows guidelines established in the Pay Equity Act, 1990 and the Employment Standards Act, 2000. One of the main objectives of the policy is to fairly address market competitiveness through annual Cost of Living adjustments.

In a highly competitive labour market, as an Employer, Northumberland County continues to place focus on attraction and retention, inclusive of compensation, in order to ensure its ability to attract, compete for and retain well-qualified talent.

Discussion / Options

By-Law 2020-11, being a By-law to Provide for the Remuneration and Expenses of Council Members, outlines an annual Cost of Living salary adjustment for County Council each year on December 1st based on the December Consumer Price Index (CPI) for Ontario. The increase for County Council effective December 2024 was 1.7%

Not providing an annual cost of living adjustment will result in the County lagging behind CPI, internal unionized groups and external market comparators, thereby compromising the County's ability to attract and retain staff.

Financial Impact

A 2.74% cost of living increase for the non-union group equates to \$542,532.22. A placeholder of 3% (\$594,013.39) was included in the approved 2025 budget.

Member Municipality Impacts

The following provides an overview of the 2025 approved/recommended increases for the County's 7 member municipalities:

Municipality 1	2.5%
Municipality 2	3%
Municipality 3	2.7%

Municipality 4	2%
Municipality 5	4%
Municipality 6	1.035%
Municipality 7	4.75
Average Increase	2.86%

Conclusion / Outcomes

The Corporate Support committee receive the 2025 Non-Union Cost of Living Adjustment report for information.

Attachments

N/A

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Proclamation

Event: Earth Day

Date: April 22, 2025

“Whereas Earth Day is celebrated each year on April 22, serving as a global reminder of the importance of environmental protection and sustainability; and

Whereas environmental challenges and the impacts of climate change are evident on both a global and local scale, requiring collective action to address these critical issues; and

Whereas Northumberland County is committed to protecting and preserving our distinct and stunning natural environments through responsible stewardship and sustainable practices; and

Whereas it is imperative for communities to unite and advocate for a sustainable future, safeguarding our natural landscape and resources for generations to come; and

Whereas Northumberland County aims to be a best practice leader in municipal government that prioritizes goals and initiatives related to ‘Propelling Sustainable Growth’ and the preservation of our environmental resources, as outlined in our 2023 – 2027 Strategic Plan; and

Whereas Northumberland County is a registered municipal partner with Earth Day Canada and will be organizing local community-based initiatives to help make a positive impact on the environment in celebration of Earth Day;

Now Therefore Be It Resolved That I, Warden Brian Ostrander, on behalf of Northumberland County Council do hereby proclaim April 22, 2025 to be ‘Earth Day’ in Northumberland County.”

Dated this 16th day of April, 2025

Brian Ostrander, Warden

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Proclamation

Event: Administrative Professionals' Day

Date: April 23, 2025

“Whereas administrative professionals provide essential support in the operations of government, businesses and organizations; and

Whereas administrative professionals require knowledge and skills in a range of areas handling a variety of responsibilities with professionalism, skill and dedication; and

Whereas Administrative Professionals' Day is observed annually to recognize the important contributions of administrative professionals in achieving organizational goals;

Now Therefore Be It Resolved That I, Warden Brian Ostrander, on behalf of Northumberland County Council do hereby proclaim April 23, 2025 to be 'Administrative Professionals' Day' in Northumberland County.”

Dated this 16th day of April, 2025

Brian Ostrander, Warden

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Proclamation

Event: National Day of Mourning

Date: April 28, 2025

Whereas the Mourning Day Act recognizes April 28 as a day for Canadians to remember workers killed, disabled or injured in the workplace and workers afflicted with industrial disease; and

Whereas the Corporation of the County of Northumberland recognizes the importance of Health and Safety through the Occupational Health & Safety Policy passed by By-Law 01-2025; and

Whereas the Corporate Mission “To be a best practices leader of County government and a collaborative partner with our member municipalities and community partners” includes the commitment to provide a safe and healthy workplace through the elimination of workplace hazards causing injury, illness, harassment, and violence for all its employees, contractors, volunteers, and visitors; and

Whereas the Corporation believes that all services provided are of extreme importance, however, no job is so urgent that time and care cannot be taken to conduct work safely;

Now Therefore Be It Resolved That I, Warden Brian Ostrander, on behalf of Northumberland County Council do hereby proclaim April 28, 2025 to be ‘National Day of Mourning’ in Northumberland County.”

Dated this 16th day of April, 2025

Brian Ostrander, Warden

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Proclamation

Event: National Volunteer Week

Date: April 27 – May 3, 2025

“Whereas volunteers are the heart of our communities, generously dedicating their time, energy and skills to make a meaningful impact on the lives of others; and

Whereas Volunteers in Northumberland County mentor children, enhance our green spaces, improve patient and client experiences, support those facing isolation, promote equity and inclusion, and raise funds for charitable organizations; and

Whereas Our community is strengthened by the dedication of volunteers of all walks of life – families, individuals, workers, retirees, and community members of all ages and backgrounds – who help make Northumberland County a more vibrant and welcoming place to live, work, and visit; and

Whereas Northumberland County is fortunate to benefit from the commitment of volunteers who support our County Archives and Museum, our Food 4 All Warehouse, our Waste and Recycling programs, the Golden Plough Lodge, and the Northumberland County Forest; and

Whereas National Volunteer Week is a time to recognize and celebrate the invaluable contributions of volunteers who help build a stronger, more connected community;

Now Therefore Be It Resolved That I, Warden Brian Ostrander, on behalf of Northumberland County Council do hereby proclaim April 27 to May 3, 2025 to be ‘National Volunteer Week’ in Northumberland County.”

Dated this 16 day of April, 2025

Brian Ostrander, Warden

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Proclamation

Event: Emergency Preparedness Week

Date: May 4-10, 2025

Whereas Emergency Preparedness Week is a national awareness initiative supported by Public Safety Canada, working closely with provincial and territorial emergency management organizations, Indigenous organizations, nongovernmental organizations, and private sector who support activities at the local level; and

Whereas the Corporation of the County of Northumberland recognizes the importance of Emergency Management in Ontario; and

Whereas the goal of Emergency Preparedness Week is to increase awareness of individual, family, and community preparedness for the possibility of an emergency; and

Whereas Emergency Preparedness Week encourages everyone to take simple steps to become better prepared and remain safe when facing a range of emergencies: Know the risks; Make a plan; Get an emergency kit; and

Whereas the safety of our community is the responsibility of each and every one of us, we must prepare and practice now and learn how to secure a strong and healthy tomorrow; and

Now Therefore Be It Resolved That I, Warden Brian Ostrander on behalf of Northumberland County Council do hereby proclaim the week of May 4 to 10, 2025 to be Emergency Preparedness Week in Northumberland County, and encourage all citizens to participate in educational activities on emergency preparedness.”

Dated this 16th day of April, 2025

Brian Ostrander, Warden

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Proclamation

Event: Safety and Health Week

Date: May 5-10, 2025

Whereas the Corporation of The County of Northumberland recognizes the importance of Safety and Health across Canada; and

Whereas the goal of Safety and Health Week is to focus employers, employees, partners and the public on the importance of preventing injury and illness in the workplace, at home, and in the community; and

Whereas the Corporate Mission "To be a best practices leader of County government and a collaborative partner with our member municipalities and community partners" includes the commitment to provide a safe and healthy workplace through the elimination of workplace hazards causing injury, harassment, and violence for all its employees, contractors, volunteers, and visitors;

Now Therefore Be It Resolved That I, Warden Brian Ostrander, on behalf of Northumberland County Council do hereby proclaim May 5 to May 10, 2025 to be 'Safety and Health Week' in Northumberland County."

Dated this 16th day of April, 2025

Brian Ostrander, Warden

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Proclamation

Event: Community Living Month

Date: May 2025

“Whereas May is Community Living Month, a province-wide annual awareness campaign created to promote authentic community inclusion for people who have intellectual and developmental disabilities and their families; and

Whereas for more than 60 years Community Living & Respite Northumberland have been committed to providing a range of supports and services, that are individualized as possible and meet the needs of children, youth, adults and families to live inclusive and fulfilling lives in their community; and

Whereas Community Living & Respite Northumberland has been helping families navigate various services and plans, community supports, employment support and supported living throughout Northumberland County; and

Whereas Community Living & Respite Northumberland envisions a society where people who have an intellectual disability belong and have equal rights, respect, acceptance, a sense of self-worth and opportunities for growth;

Now Therefore Be It Resolved That I, Warden Brian Ostrander, on behalf of Northumberland County Council do hereby proclaim May 2025 to be ‘Community Living Month’ in Northumberland County.”

Dated this 16th day of April, 2025

Brian Ostrander, Warden



Community
Living & Respite
Northumberland

January 31, 2025

To Northumberland County,

May is Community Living Month, a province-wide annual awareness campaign created to promote authentic inclusion with people who have an intellectual disability and their families. Community Living & Respite Northumberland supports children, youth, and adults with disabilities, and their families to live inclusive and fulfilling lives in their community. We offer many services, ranging from children and youth services helping families navigate various services and plan, community supports, supported living and employment support throughout the county.

This year, Toronto's CN Tower will help promote Community Living Month by lighting up in blue and green (the official colours of the Community Living movement) on Thursday, May 1st as part of Community Living Ontario's Shine a Light on Community Living initiative.

Community Living Ontario is calling on other communities to join in and invite their local landmarks to participate. As a member of Northumberland County, who believes strongly in the Community Living movement, **Community Living and Respite Northumberland** is inviting **Northumberland County** to shine a light, raise awareness, and celebrate with us. Join us on May 1st — or another date in May — and change your exterior lights to blue and green in support of Community Living Month. Together, we can create a powerful example of inclusion that will shine not only in our community, but throughout many others across the province.

Will you join us this year? We are hoping to “kick off” Community Living Month this May by shining a light!

We thank you in advance for your time and consideration. If you have any questions about this unique campaign, please let me know!

Thank you,

Nikki Suggitt
Executive Assistant
905-372-4455 ext. 227

275 Cottesmore Ave.
Cobourg, ON
K9A 4E3

905-372-4455
info@communitylivingrespite.ca
www.communitylivingrespite.ca

Charitable Registration Number: 11909 6881 RR0001

Northumberland Accessibility Advisory Committee Minutes

January 9, 2025

10:00 – 11:30 am

Via Zoom

Members present: Christine Bayer, Hope Bergeron, Rae Deschamps, Stephanie Ash, Bobby-Jo Preston (Chair), John Logel (County Councillor), Andrea Nicholson (staff liaison)

Regrets: Bob Robertson, Selena Forsyth (Vice Chair)

Guest: Lorraine Gordon (until end of Q&A period)

Quorum was confirmed and the meeting called to order at 10:07 (after resolving technical issues)

1. Approval of meeting notes from November 14, 2024

Moved by John, seconded by Christine that the meeting notes from November 14, 2024, be approved. **Carried.**

2. Action items and follow-up from November 14, 2024

Action Item 1: Andrea will send electronic meeting invitations to members for the 2025 meetings. **Completed.**

3. Approval of meeting notes from December 19, 2024

Moved by Christine, seconded by Rae that the meeting notes from December 19, 2024, be approved. **Carried.**

4. Action items and follow-up from December 19, 2024

Action item: Andrea will contact all applicants and update them on the selection process. **Completed.**

5. New Business

i Q&A with NAAC membership applicants

Bobby-Jo facilitated a question-and-answer period for NAAC membership applicant Lorraine Gordon and committee members.

Moved by Christine seconded by John that Lorraine Gordon be accepted as a member of the NAAC for the remainder of the term.
Carried.

Action item 1: Andrea will contact Lorraine Gordon to inform her that the NAAC has approved her membership.

ii National Access Ability Week (May 25 – June 1, 2025)

Bobby-Jo reported that Andrea will invite Communications to the next meeting to begin discussing an awareness campaign for this year.

Bobby-Jo reviewed the purpose of the Helping Hands Award. Andrea has prepared the 2025 nomination form for county employees to nominate peers. The 3-week nomination period for Feb 5-26, 2025.

Moved by John, seconded by Christine, that the NAAC present a Helping Hands Award for 2025 with a nomination period of Feb 5 to Feb 26, 2025. **Carried.**

Action item 2: Andrea will announce the nomination period (Feb 5 – 26) and distribute the 2025 Helping Hands Award nomination forms to County employees via internal website and email.

iii Accessibility Coordinator update (Andrea)

- **International Day of Person with Disabilities (IDPD)** - All planned activities were carried out. The NAAC membership recruitment campaign was successful. A lunch and learn presentation for staff from John Draper of Together We Rock we well received and feedback indicated that 100% of attendees felt the presentation reduced the stigma of disability and challenged their assumptions about disabilities.
- **Annual Status Update** – The Annual Status Update Report on the Multi-Year Accessibility Plan is in progress.

6. Adjournment

The meeting was terminated at 10:40am.

Next Meeting: February 13, 2025 at 10:00am via ZOOM

Northumberland Accessibility Advisory Committee Minutes

Feb 13, 2025

10:00 – 11:30 am

Via Zoom

Members present: Hope Bergeron, Lorraine Gordon, Rae Deschamps, Selena Forsyth (Vice Chair), Stephanie Ash, Mike Gibson, John Logel (County Councillor), Andrea Nicholson (staff liaison).

Regrets: Bob Robertson, Christine Bayer.

Guests: Cara Timmermans (Digital and Document Accessibility Specialist), Keagan Philion (Communications Intern) until 10:45am.

Quorum was confirmed and the meeting called to order at 10:02am.

1. **Approval of meeting notes from January 9, 2025**

Moved by John, seconded by Rae that the meeting notes from January 9, 2025, be approved. **Carried.**

2. **Action items and follow-up from January 9, 2025**

Action item 1: Andrea will contact Lorraine Gordon to inform her that the NAAC has approved her membership. **Completed.**

Action item 2: Andrea will announce the nomination period (Feb 5 – 26) and distribute the 2025 Helping Hands Award nomination forms to County employees via internal website and email. **Completed.**

3. **New Business**

i **Committee Membership update**

Andrea reported that Bobby-Jo Preston has left Community Care Northumberland and read an email from Bobby-Jo to the Committee. Mike Gibson will represent CCN on the committee in the interim.

ii National Access Ability Week (May 25 – 31, 2025)

- Helping Hands Award update
 - Andrea reported that 3 nominations have been received so far.
- Awareness campaign / theme
 - Andrea reviewed options for awareness campaign theme.
 - Cara reviewed options for 5 awareness scenarios.

Moved by Selena, seconded by John that the NAAC recommend the theme of " Challenge Your Perspective: Rethinking Accessibility" for the 2025 National Access Ability Awareness Week. **Carried.**

Moved by Selena, seconded by Rae that the NAAC recommend using the 5 scenarios as presented for the 2025 National Access Ability Awareness Week. **Carried.**

iii Annual Accessibility Status Report Draft (Andrea)

Andrea presented the draft Annual Accessibility Status Report that will go to the Corporate Support Standing Committee that will serve as the Annual Status update to the 2022-2025 Multi-year Accessibility Plan. Andrea presented updates to the Multi-Year Accessibility Plan that will be attached to the report.

Moved by Selena, seconded by Stephanie, that the NAAC endorse the Annual Status Update Report and recommend that Council accept and approve the 2024 Accessibility Annual Status Update. **Carried.**

iv Selection of 2025 Chair and Vice Chair (all)

Selena invited members to nominate or self-nominate for Chair and Vice Chair of the committee.

Chair:

- Rae Deschamps self-nominated.
- There were no further nominations.

Vice Chair:

- Selena Forsyth self-nominated.
- There were no further nominations.

Moved by Selena and seconded by Stephanie that Rae Deschamps fulfill the role of NAAC Chair for 2025. **Carried.**

Moved by Rae and seconded by Hope that Selena Forsyth fulfill the role of NAAC Vice Chair for 2025. **Carried.**

v Accessibility Coordinators Update

Andrea reported no further updates.

4. Adjournment

The meeting was terminated at 11:21am

Next Meeting: March 13, 2025 at 10:00am via ZOOM