

**United Counties of Leeds and Grenville
Committee of the Whole
Minutes**

Wednesday, March 5, 2025

11:03 a.m.

Council Chambers

25 Central Avenue West, Brockville, Ontario

Members Present: Tory Deschamps, Chair
Corinna Smith-Gatcke, Warden, Brant Burrow,
Michael Cameron, Roger Haley, Arie Hoogenboom, Robin Jones,
Nancy Peckford, Herb Scott, Jeff Shaver

Staff Present: Alison Tutak, Interim Chief Administrative Officer
Shanna Culhane, Director of Community & Social Services
Bill Guy, Interim Director of Public Works
Pat Huffman, Treasurer
Jeff Carss, Paramedic Service Deputy Chief
Cherie Mills, Planning Services Manager
Rick Purdy, Human Resources Manager
Krystin Stitt, Project Manager Specialist
Amrit Kaur, Municipal Climate Intern
Andrea Bolton, Interim County Clerk (Recording Secretary)

Others Present: John Lawless

1. Call to Order

Recording Timestamp 00:00:01

The Chair called the meeting to order at 11:03 a.m.

2. Adoption of the Agenda

Recording Timestamp 00:00:12

**Resolution No. CW-030-2025
Moved by Roger Haley**

Seconded by Robin Jones

THAT the Agenda for the March 5, 2025 meeting of the Committee of the Whole be adopted as circulated.

CARRIED

3. Disclosure of Pecuniary Interest and General Nature Thereof – Nil

Recording Timestamp 00:00:32

4. Adoption of the Minutes of the Previous Meeting

4.1 Special Meeting Minutes Dated January 23, 2025 and Regular Meeting Minutes Dated February 5, 2025

Recording Timestamp 00:00:40

Resolution No. CW-031-2025

Moved by Brant Burrow

Seconded by Corinna Smith-Gatcke

THAT the Minutes of the Committee of the Whole Special Meeting held on January 23, 2025 and Regular Meeting held on February 5, 2025 be adopted as circulated.

CARRIED

5. Delegations/Presentations - Nil

Recording Timestamp 00:01:13

6. Staff Reports - Action Reports

6.1 Administration

6.1.1 Report No. CW-021-2025: Healthcare Resource Funding Sharing

Recording Timestamp 00:01:18

Resolution No. CW-032-2025

Moved by Jeff Shaver

Seconded by Nancy Peckford

**THAT the Committee of the Whole recommends to Counties Council that the United Counties of Leeds and Grenville enter into a Joint Party Agreement for Healthcare Recruitment with the City of Brockville, Town of Prescott and Town of Gananoque for the recruitment of healthcare professionals; and
THAT the necessary by-law be prepared.**

CARRIED

6.1.2 Report No. CW-019-2025: 2024 Statement of Remuneration and Expenses

Recording Timestamp 00:03:33

Resolution No. CW-033-2025

Moved by Arie Hoogenboom

Seconded by Herb Scott

THAT the Committee of the Whole recommends that the 2024 Statement of Remuneration and Expenses for Counties Councillors and Appointees to Local Boards as attached to Report No. CW-019-2025 be received.

CARRIED

6.2 Corporate Services

6.2.1 Report No. CW-020-2025: Discrimination, Harassment and Violence in the Workplace Policy and Program

Recording Timestamp 00:04:08

Recording Timestamp 00:09:16

Ms. Jones expressed concern regarding the removal of the option for review/appeal of the investigation process and outcome and suggested there needs to be a better solution than approaching the Manager of Human Resources or the Chief Administrative Officer. Ms. Tutak said staff can re-examine the policy, noting legal has reviewed this issue and provided feedback.

She indicated staff would revisit the advice given by legal counsel and bring the matter back following this further examination.

Recording Timestamp 00:12:06

Warden Smith-Gatcke moved that the matter be deferred pending a further update from staff regarding legal advice surrounding the changes to the policy. Ms. Jones seconded the motion and specified she would like to see further clarification on the legal advice surrounding the non-union appeal process.

Resolution No. CW-034-2025

Moved by Corinna Smith-Gatcke

Seconded by Robin Jones

THAT Report No. CW-020-2025 be deferred pending a further update from staff regarding legal advice on the changes to the policy, including advice regarding the non-union appeal process.

CARRIED

Resolution No. CW-035-2025

Moved by Michael Cameron

Seconded by Roger Haley

THAT Committee of Whole recommends the adoption of the new Discrimination Harassment and Violence in the Workplace Policy and Program; and

THAT By-law 97-20 be revised to removed and retire the policy A-8 Respect in the Workplace; and

THAT By-law 09-88 be revised to remove and retire policies A-9 Misconduct/Violence in the Workplace and A-10 Ontario Human Rights Code Violations; and

THAT the necessary by-law be prepared.

DEFERRED

6.3 Public Works – Nil

Recording Timestamp 00:13:02

7. Staff Reports - Information Reports

7.1 Report No. CW-017-2025: Employee Engagement Survey Timeline

Recording Timestamp 00:13:05

Recording Timestamp 00:13:25

In response to a question by Mr. Haley, Mr. Purdy confirmed the results would be available in May or June.

Recording Timestamp 00:14:40

Ms. Peckford stated gender is an important variable in the survey as well as anonymity and encouraged assurances to that end be provided to staff. Mr. Purdy confirmed the anonymous nature of the survey is included in the survey's opening statement and will also be included in the message he will be sending.

7.2 Report No. CW-016-2024: Summary of 2024 Planning Applications

Recording Timestamp 00:18:04

Resolution No. CW-036-2025

Moved by Corinna Smith-Gatcke

Seconded by Brant Burrow

THAT the Information Reports listed on the Committee of the Whole Agenda dated March 5, 2025 be received and filed.

CARRIED

8. Sub-Committee, Ad Hoc Committee, and Member Reports

8.1 Eastern Ontario Wardens' Caucus Update - Warden Smith-Gatcke

Recording Timestamp 00:19:19

Recording Timestamp 00:19:27

Warden Smith-Gatcke reported the Eastern Ontario Wardens' Caucus (EOWC) has been preoccupied by the economic change related to the tariffs being imposed between Canada and the United States. She said they have been actively working

and making connections with leaders in the United States, noting the uncertainty surrounding the implementation timeline has caused discomfort. She reported the EOWC will meet at the end of March in Kingston.

8.2 AMO Board Update - Robin Jones

Recording Timestamp 00:21:11

Recording Timestamp 00:21:17

Ms. Jones noted members received an update yesterday outlining some of the items the Association of Municipalities of Ontario (AMO) is working on. She noted AMO sent a letter to the Premier on behalf of Ontario's 444 municipalities highlighting municipal procurement, economic development, and infrastructure development issues as they try to position municipalities to receive stimulus funds coming from the Province. She noted she is available for questions and suggestions at any time.

8.3 South East Health Unit Update - Robin Jones

Recording Timestamp 00:22:24

Recording Timestamp 00:22:41

Ms. Jones reported the amalgamated Health Unit as approved its first budget. She noted not a lot of policies have been presented as of yet, as the new Health Unit is evolving. She said she is hoping to return to the one-page summaries of the Board of Health meetings for the benefit of the Committee. She reported a case of measles has been found in the Hastings area and urged people to be mindful. She noted the need to report to the public schools whether or not students are vaccinated.

9. Information Items

9.1 Information Items List Dated March 5, 2025

Recording Timestamp 00:24:01

This information item list was received and filed.

10. Unfinished Business

10.1 CAO's Report - Policy and Action Requests

Recording Timestamp 00:24:13

11. Announcements

Recording Timestamp 00:24:27

Recording Timestamp 00:23:34

Mr. Hoogenboom announced that March 4th a member of the Township of Rideau Lakes Council resigned, as did a member of the senior staff. He stated the Township will discuss how to fill the vacancies.

Recording Timestamp 00:25:04

Warden Smith-Gatcke noted there will be a meeting on March 18th with respect to the Regional Economic Development through Immigration (REDI) Program. She noted the employer information sessions, with one session specific to the healthcare sector, are being offered to assist employers to become part of the program. She noted elected officials are asked to pass along the information and reach out to Ann Weir, Manager of Economic Development at the Counties to secure a slot. Ms. Jones requested an invitation be circulated to the Committee with information that can be handed out to businesses. Mr. Deschamps indicated he would circulate information created by the Township of Edwardsburgh Cardinal's Economic Development Department.

Recording Timestamp 00:27:16

Mr. Haley stated the Township of Front of Yonge will host a business breakfast at the Legion on April 11, 2025, noting invitations have been sent.

12. Notices of By-law/Notices of Motion

Recording Timestamp 00:27:46

12.1 A By-law to Enter Into a Healthcare Resource Funding Sharing Agreement with the City of Brockville, Town of Prescott, and Town of Gananoque

12.2 A By-law to Adopt a Discrimination, Harassment and Violence in the Workplace Policy and Program and to Amend By-laws 97-20 and By-law 09-88

As Item 6.2.1 was deferred, Notice of By-law Item 12.2 was similarly postponed.

12.3 A By-law to Establish Terms and Conditions of Employment in the Year 2025 for County Officers and Staff Under and Subject to the Provisions of This By-law for the UCLG Excepting Those Staff in a Collective Bargaining Unit

12.4 Notice of Motion - Creation of a Corporate Services Standing Committee - R. Jones

Recording Timestamp 00:26:37

Recording Timestamp 00:30:09

Ms. Jones noted most municipalities have standing committees of this type to provide support and oversight in the achievement of Council's goals. She recommended the Committee be formed to bring about the policies and ensure the implementation of strategies Council has sought over the past number of years.

Recording Timestamp 00:31:07

Warden Smith-Gatcke noted the Counties recently formed a Finance Committee and pointed out in most instances finance falls under the oversight of a Corporate Services Committee. She moved an amendment that the Finance be added to the Corporate Services Committee in the interest of efficiency and the Finance Committee be dissolved. Mr. Hoogenboom seconded the motion.

Resolution No. CW-037-2025

Moved by Corinna Smith-Gatcke

Seconded by Arie Hoogenboom

THAT finance be included under the purview of the Corporate Services Committee; and

THAT the existing Finance Committee be dissolved.

CARRIED

Resolution No. CW-038-2025

Moved by Robin Jones

Seconded by Roger Haley

THAT the Committee of the Whole recommends the formation of a Corporate Services Standing Committee to provide oversight of Corporate Administration, Information Technology, Legal, and Human Resources; and THAT finance be included under the purview of the Corporate Services Committee; and

THAT the existing Finance Committee be dissolved; and

THAT staff be instructed to bring forward a report setting out the composition of the Corporate Services Committee and the Terms of Reference.

CARRIED

13. Questions from the Media

Recording Timestamp 00:37:01

There were no questions from the media.

14. Questions from the Public

Recording Timestamp 00:37:05

There were no questions from the public.

15. Closed Meeting

Recording Timestamp 00:37:08

Resolution No. CW-039-2025

Moved by Nancy Peckford

Seconded by Jeff Shaver

THAT the Committee of the Whole, as provided in Section 239 (2) of the Municipal Act, 2001 S.O. 2001, Chapter 25, move into a closed meeting at 11:41 a.m. to address matters pertaining to:

15.1 a proposed or pending acquisition or disposition of land by the municipality or local board; specifically Closed Report CW-022-2025 Property Acquisition of Two Parcels of Property Located on County Road 44 Near Equinelle Drive

15.2 labour relations or employee negotiations; specifically Closed Report No. CW-018-2025: 2025 Non-Union By-law

CARRIED

15.1 Closed Report No. CW-022-2025 Property Acquisition of Two Parcels of Property Located on County Road 44 Near Equinelle Drive

Ms. Culhane, Chief Carss, Ms. Mills, Ms. Stitt, and Ms. Kaur left the meeting at 11:41 a.m.

15.2 Closed Report No. CW-018-2025: 2025 Non-Union By-law

Mr. Guy left the meeting at 11:48

15.3 Adoption of Closed Meeting Minutes Dated September 4, 2024, November 6, 2024 and December 4, 2024

Resolution No. CW-040-2025

Moved by Roger Haley

Seconded by Michael Cameron

THAT the closed meeting adjourn and the open meeting of the Committee of the Whole resume at 11:50 a.m.

CARRIED

15.4 Reporting Out from Closed Meeting

Recording Timestamp 00:38:10

Mr. Deschamps reported the Committee met in closed session under 15.1 to discuss a proposed or pending acquisition or disposition of land by the municipality or local board; specifically Closed Report CW-022-2025 Property Acquisition of Two Parcels of Property Located on County Road 44 Near Equinelle Drive. The Committee will now consider a resolution in open session.

Resolution No. CW-041-2025

Moved by Robin Jones

Seconded by Brant Burrow

THAT the Committee of the Whole recommends staff be directed to purchase 448 square feet of the property identified as Part Block 9 Plan 15M4 Part 4 on 15 R-12506-Part of PIN 681151283 fronting on County Road 44 in the town of Kemptville, and

THAT the Committee of the Whole recommends staff be directed to purchase 12,000 square feet of the property identified as Part Lot 27 Con 1; Oxford Part of PIN 68115-0971 fronting on County Road 44 in the town of Kemptville; and

THAT the necessary by-laws be prepared.

CARRIED

Recording Timestamp 00:39:53

Mr. Deschamps reported the Committee met in closed session under 15.2 to discuss labour relations or employee negotiations; specifically Closed Report No. CW-018-2025: 2025 Non-Union By-law. The Committee will now consider a resolution in open session.

Resolution No. CW-042-2025

Moved by Corinna Smith-Gatcke

Seconded by Jeff Shaver

THAT the Committee of the Whole recommends that non-union wages be increased by 3.0% for 2025 effective January 1, 2025; and

THAT the eye exam benefit for fulltime non-union employees be increased to \$150 per 24 months; and

THAT the necessary by-law be prepared.

CARRIED

16. Adjournment

Recording Timestamp 00:40:42

Resolution No. CW-043-2025

Moved by Nancy Peckford

Seconded by Arie Hoogenboom

THAT the meeting of the Committee of the Whole adjourn at 11:53 a.m.

CARRIED

Chair

Andrea Bolton, County Clerk