

UNITED COUNTIES OF LEEDS AND GRENVILLE

CORPORATE SERVICES AND FINANCE COMMITTEE REPORT

To the Chair and Members of the Committee of the Whole of United Counties of Leeds and Grenville

Members, We, your Corporate Services and Finance Committee, beg leave to report as follows:

The Corporate Services and Finance Committee met June 18, 2025 at 9:00 a.m. in the Council Chambers, 25 Central Avenue West, Brockville.

Members Present: Corinna Smith-Gatcke, Chair
Brant Burrow, Roger Haley, Robin Jones, Nancy Peckford

Staff Present: Al Horsman, Chief Administrative Officer
Pat Huffman, Treasurer
Rick Purdy, Human Resources Manager
Andrea Bolton, Deputy Clerk (Recording Secretary)

1. Call to Order

Recording Timestamp 00:00:01

Ms. Smith-Gatcke called the meeting to order at 9:01 a.m.

2. Adoption of the Agenda

Recording Timestamp 00:00:08

Resolution No. CSF-009-2025

Moved by Brant Burrow

Seconded by Roger Haley

THAT the Agenda for the June 18, 2025 meeting of the Corporate Services and Finance Committee 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 Meeting Minutes Dated May 21, 2025

Recording Timestamp 00:00:44

Resolution No. CSF-010-2025

Moved by Robin Jones

Seconded by Brant Burrow

THAT the Minutes of the Corporate Services and Finance Committee Meeting held on May 21, 2025 be adopted as circulated.

CARRIED

5. Delegations/Presentations – Nil

Recording Timestamp 00:01:14

6. Staff Reports

6.1 Corporate Administration

6.1.1 Report No. CSF-010-2025: Lease Agreement - 375 William Street South, Gananoque

Recording Timestamp 00:01:17

Resolution No. CSF-011-2025

Moved by Brant Burrow

Seconded by Roger Haley

THAT the Corporate Services and Finance Committee recommends the United Counties of Leeds and Grenville enter into a renewed lease agreement with the Kingston Employment and Youth Services to lease

rooms 111, 122, 124, 137, 139, 140, 141, 142 at 375 William Street South, Gananoque; and

THAT the term of the agreement be effective September 1, 2025 and be on a month-to-month basis up to and including August 31, 2028; and

THAT the necessary by-law be prepared.

CARRIED

6.2 Information Technology – Nil

Recording Timestamp 00:02:33

6.3 Human Resources

6.3.1 Report No. CSF-007-2025: Remote Work Policy

Recording Timestamp 00:12:29

Ms. Jones discussed the policy's language, noting it could be interpreted as applying to all employees who have completed their probationary period. She suggested this wording may be overstated, potentially leading to grievances, and recommended a revision. Ms. Jones recommended the CAO have final approval for out-of-province remote work requests.

Recording Timestamp 00:15:00

Ms. Jones suggested developing a more prescriptive procedure for check-ins with remote employees and a training program for supervisors that provides clear expectations and a structured approach to ensure that both supervisors and employees are set up for success.

Recording Timestamp 00:23:09

Resolution No. CSF-012-2025

Moved by Robin Jones

Seconded by Roger Haley

THAT the Remote Work Policy be deferred to the July Committee of the Whole meeting.

CARRIED

Resolution No. CSF-013-2025

Moved by Roger Haley

Seconded by Robin Jones

**THAT the Corporate Services and Finance Committee recommends the adoption of the Remote Work Policy as attached to Report No. CSF-007-2025 to take effect August 1, 2025; and
THAT the necessary by-law be prepared.**

DEFERRED

6.3.2 Report No. CSF-008-2025: Pregnancy and Parental Leave Policy

Recording Timestamp 00:24:30

Resolution No. CSF-014-2025

Moved by Brant Burrow

Seconded by Roger Haley

**THAT the Corporate Services and Finance Committee recommends the adoption of the updated Pregnancy and Parental Leave Policy; and
THAT the necessary by-law be prepared; and
THAT By-law 10-92 be revised to remove and retire Policy E-6 Pregnancy Leave and Parental Leave and Policy E-6.1 Supplementary Pregnancy Benefit; and
THAT By-law 24-18 be amended to rescind Article #3.**

CARRIED

6.3.3 Consultancy Services for Human Resources - Verbal Update

Recording Timestamp 00:25:54

6.4 Finance

6.4.1 Report No. CSF-011-2025: Procurement Policy Schedule of Exclusions

Recording Timestamp 00:31:38

The Committee requested the Procurement Policy Schedule of Exclusions report be provided to the Committee of the Whole as an information item.

7. Notices of By-law/Notices of Motion

Recording Timestamp 00:33:03

7.1 A By-law to Adopt the Remote Work Policy

7.2 A By-law to Adopt a Pregnancy and Parental Leave Policy and to Amend By-law 10-92 to Remove and Retire Policy E-6 and Policy E-6.1 and to Amend By-law 24-18 to Rescind Section 3

7.3 A By-law to Enter into a Renewed Lease Agreement with Kingston Employment and Youth Services for Space at 375 William Street South, Gananoque

8. Questions from the Media

Recording Timestamp 00:36:47

9. Questions from the Public

Recording Timestamp 00:36:47

10. Closed Meeting

Recording Timestamp 00:36:55

Ms. Huffman left the meeting.

Resolution No. CSF-015-2025

Moved by Robin Jones

Seconded by Brant Burrow

THAT the the Corporate Services and Finance Committee, as provided in Section 239 (2) of the Municipal Act, 2001 S.O. 2001, Chapter 25, move into a closed meeting at 9:38 a.m. to address matters pertaining to:

10.1 personal matters about an identifiable individual, including municipal or local board employees and labour relations or employee

- negotiations; specifically, Closed Report No. CSF-009-2025: Consultancy Services for Paramedic Service; and**
- 10.2 a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization; specifically, Employee Engagement Survey Results 2025.**

CARRIED

10.1 Closed Report No. CSF-009-2025: Consultancy Services for Paramedic

10.2 Employee Engagement Survey Results 2025

Ms. Peckford joined the meeting at 10:17 a.m.

Mr. Purdy left the meeting at 10:35 a.m.

Resolution No. CSF-016-2025

Moved by Brant Burrow

Seconded by Robin Jones

THAT the closed meeting adjourn and the open meeting of the Committee of the Whole resume at 11:02 a.m.

CARRIED

10.3 Reporting Out from Closed Meeting

Recording Timestamp 00:38:06

Under Item 10.1 the Committee met in closed session to discuss matters pertaining to personal matters about an identifiable individual, including municipal or local board employees and labour relations or employee negotiations; specifically, Closed Report No. CSF-009-2025: Consultancy Services for Paramedic Service and will consider a resolution in open session.

Resolution No. CSF-017-2025

Moved by Brant Burrow

Seconded by Robin Jones

THAT the Corporate Services and Finance Committee directs staff to proceed with the process to procure consultancy services for the Paramedic Service Division as outlined in Closed Report No. CSF-009-2025.

CARRIED

Under Item 10.2 the Committee met in closed session to discuss matters pertaining to a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization; specifically, Employee Engagement Survey Results 2025. The Committee took no action beyond receiving the information from staff.

11. Adjournment

Recording Timestamp 00:39:32

Resolution No. CSF-018-2025

Moved by Roger Haley

Seconded by Brant Burrow

THAT the meeting of the Corporate Services and Finance Committee adjourn at 11:04 a.m.

CARRIED

All of which is respectfully submitted this 9th day of July, 2025.