

UNITED COUNTIES OF LEEDS AND GRENVILLE

CORPORATE SERVICES AND FINANCE COMMITTEE REPORT

To the Warden and Members of Council of the 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 April 15, 2026 at 10:00 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: Kim Little, Director of Corporate Services
Katie Clarke, Deputy Treasurer
Margaret Pitcher, Human Resources Supervisor
Krystin Still, Project Management Specialist
Andrea Bolton, Deputy Clerk (Recording Secretary)

1. Call to Order

Recording Timestamp: 00:00:01

The Chair called the meeting to order at 10:00 a.m.

2. Adoption of the Agenda

Recording Timestamp: 00:00:02

Resolution No. CSF-025-2026

Moved by Robin Jones

Seconded by Brant Burrow

THAT the Agenda for the April 15, 2026 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: 00:00:25

4. Adoption of the Minutes of the Previous Meeting

4.1 Meeting Minutes Dated March 11, 2026

Recording Timestamp: 00:00:34

Resolution No. CSF-026-2026

Moved by Roger Haley

Seconded by Robin Jones

THAT the Minutes of the Corporate Services and Finance Committee Meeting held on March 11, 2026 be adopted as circulated.

CARRIED

5. Delegations/Presentations – Nil

Recording Timestamp: 00:01:00

6. Staff Reports

6.1 Corporate Administration

**6.1.1 Report No. CSF-014-2026: Lease Agreement - Southeast Public Health
375 William Street South – Gananoque**

Recording Timestamp: 0:01:01

Resolution No. CSF-027-2026

Moved by Brant Burrow

Seconded by Robin Jones

THAT the Corporate Services and Finance Committee recommends Counties Council enter into a lease agreement with Southeast Public Health to lease

**rooms 126, 127, 128, 130, and 131 at 375 William Street South, Gananoque;
and
THAT the term of the agreement be effective May 1, 2026, to April 30, 2027;
and
THAT the necessary by-law be prepared.**

CARRIED

6.2 Information Technology – Nil

Recording Timestamp: 00:04:54

6.3 Human Resources – Nil

Recording Timestamp: 00:04:59

6.4 Finance – Nil

Recording Timestamp: 00:05:03

7. Notices of By-law/Notices of Motion

Recording Timestamp: 00:05:26

**7.1 A By-law to Enter Into a Lease Agreement Between the UCLG and
Southeast Public Health to Lease Space at 375 William Street South,
Gananoque**

8. Questions from the Media

Recording Timestamp: 00:05:40

There were no questions from the media.

9. Questions from the Public

Recording Timestamp: 00:05:41

There were no questions from the public.

10. Closed Meeting

Recording Timestamp: 00:05:46

Resolution No. CSF-028-2026

Moved by Roger Haley

Seconded by Brant Burrow

THAT 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 10:06 a.m. to address matters pertaining to:

- 10.1 labour relations or employee negotiations; specifically, 10.1 Closed Report No. CSF-016-2026: Labour Relations Strategy – ONA; and**
- 10.2 personal matters about an identifiable individual, including municipal or local board employees and labour relations or employee negotiations; specifically, 10.2 Closed Report No. CSF-015-2026: HR Updates - Standing Item.**

CARRIED

10.1 Closed Report No. CSF-016-2026: Labour Relations Strategy – ONA

Ms. Peckford joined the meeting at 10:15 a.m.

Ms. Clarke left the meeting at 10:24 a.m.

10.2 Closed Report No. CSF-015-2026: HR Updates - Standing Item

Resolution No. CSF-029-2026

Moved by Robin Jones

Seconded by Roger Haley

THAT the closed meeting adjourn and the open meeting of the Corporate Services and Finance Committee resume at 10:29 a.m.

CARRIED

10.3 Reporting Out from Closed Meeting

Recording Timestamp: 00:06:37

With respect to Item 10.1, Warden Smith-Gatcke reported the Committee met in closed session to discuss matters pertaining to labour relations or employee negotiations; specifically, 10.1 Closed Report No. CSF-016-2026: Labour Relations Strategy – ONA and the Committee provided instruction to staff.

With respect to Item 10.2, Warden Smith-Gatcke reported 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, 10.2 Closed Report No. CSF-015-2026: HR Updates - Standing Item and the Committee took no action beyond receiving the information.

11. Adjournment

Recording Timestamp: 00:07:24

Resolution No. CSF-030-2026

Moved by Roger Haley

Seconded by Nancy Peckford

THAT the meeting of the Corporate Services and Finance Committee adjourn at 10:30 a.m.

CARRIED

All of which is respectfully submitted this 23rd day of April, 2026.