

The Corporation of the County of Northumberland
Corporate Support Committee
Agenda

Tuesday, February 4, 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/81798075418?pwd=vow8oXTYQdKKFZ3vOukCrUZufRPG2f.1>

Meeting ID: 817 9807 5418

Passcode: 634859

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 February 4, 2025 Corporate Support Committee be approved."

4. Disclosures of Interest

5. Delegations

5.a Delegation, 'Northumberland Pride'

Jacqueline Pennington

Jason Schmidt

- [Link to Video Presentation](#)

Recommended Motion:

"**That** the Corporate Support Committee receive the delegation from Jacqueline Pennington and Jason Schmidt regarding 'Northumberland Pride' for information; and

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

6. Business Arising from Last Meeting

7. Communications

7.a Correspondence, Ministry of Municipal Affairs and Housing 'Municipal Accountability Act, 2024'

5 - 6

Recommended Motion:

"**That** the Corporate Support Committee receive the correspondence from the Honourable Paul Calandra (Minister of Municipal Affairs and Housing) regarding 'Municipal Accountability Act, 2024' for information; and

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

8. Staff Reports

8.a Report 2025-025, Communications 'Grant Activity Biannual Report - Year End 2024' 7 - 13

Jennifer Hardy-Parr, Grant Writer

Recommended Motion:

"That the Corporate Support Committee receive Report 2025-025 'Grant Activity Biannual Report – Year End 2024' for information; and

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

8.b Report 2025-026, Corporate Services 'Unfinished Council Business Update' 14 - 29

Jennifer Moore, CAO

Maddison Mather, Manager Legislative Services / Clerk

Recommended Motion:

"That the Corporate Support Committee receive Report 2025-026 'Unfinished Council Business Update' for information; and

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

9. Other Matters Considered by Committee

9.a Northumberland Accessibility Advisory Committee - Meeting Minutes 30 - 34

Recommended Motion:

"That the Corporate Support Committee receive the minutes from the November 14, 2024 and December 19, 2024 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

Recommended Motion:

"That this Committee proceed with the next portion of the meeting being closed to the public at _____ p.m.; and

Further That the meeting is closed to the public as permitted under the Municipal Act Section 239.(f) in order to address matters pertaining to advice that is subject to solicitor client-privilege, including communications necessary for that purpose (External Legal Opinion regarding Personal Liability), and that Jennifer Moore, Darrell Mast, Maddison Mather, and Cheryl Sanders remain present."

12. Motion to Rise and Results from Closed Session

Recommended Motion:

"That this Committee rise from Closed Session at _____ p.m.; and

Further That the confidential resolution moved in Closed Session regarding matters pertaining to advice that is subject to solicitor client-privilege, including communications necessary for that purpose (External Legal Opinion regarding Personal Liability), is hereby referred to the Open Session of the Corporate Support Committee, which refers it to County Council for adoption."

13. Next Meeting - Tuesday, March 4, 2025 at 2:00 p.m.

14. Adjournment

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

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234-2024-5801

December 12, 2024

Dear Head of Council,

I am pleased to inform you of the introduction of the proposed Municipal Accountability Act, 2024 on December 12, 2024, which, if passed, would make changes to the *Municipal Act, 2001* and *City of Toronto Act, 2006* to strengthen the municipal code of conduct and integrity commissioner framework.

I appreciate the valuable feedback we have received from municipalities and share your commitment to safe and respectful workplaces. The proposed changes, if passed, would:

- enable the creation of a standard municipal code of conduct and standard municipal integrity commissioner investigation processes to help ensure consistency across all Ontario municipalities;
- create a role for the Integrity Commissioner of Ontario in municipal code of conduct and integrity commissioner matters, including providing training to municipal integrity commissioners; and
- establish a mechanism to remove and disqualify members of council and certain local boards for a period of four years for the most serious code of conduct violations following a recommendation from the local integrity commissioner, a concurring report from the Integrity Commissioner of Ontario, and a unanimous vote of council.

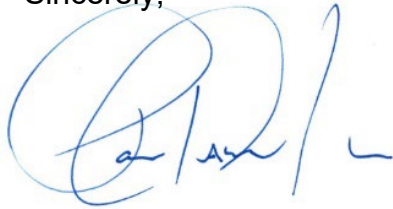
In the coming months, I will want to hear your feedback on the Bill as well as other matters regarding local accountability regimes. I look forward to seeing many of you at the upcoming Rural Ontario Municipal Association conference, where we will have the opportunity to discuss these changes and other matters of importance to your communities.

If passed, important work to develop the regulations to support this new framework would lie ahead, and I remain committed to engaging with you throughout that process. Our intention is to have these changes in effect for the new term of councils beginning in Fall 2026 to ensure there is adequate opportunity for local implementation.

For more information on these amendments, please see the [news release](#). To share your comments on the proposed legislation, please see a posting on the [Regulatory Registry](#) that will be open for comments for 60 days.

If you have any questions regarding these new provisions, please contact your local [Municipal Services Office](#) with the Ministry of Municipal Affairs and Housing.

Sincerely,



Hon. Paul Calandra
Minister of Municipal Affairs and Housing

c: Jessica Lippert, Chief of Staff
Owen Macri, Deputy Chief of Staff
Martha Greenberg, Deputy Minister
Caspar Hall, Assistant Deputy Minister, Local Government Division
Sean Fraser, Assistant Deputy Minister, Municipal Services Division
Municipal Clerks and CAOs

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Report 2025-025

Report Title: Grant Activity Biannual Report – Year End 2024

Committee Name: Corporate Support

Committee Meeting Date: February 4, 2025

Prepared by: Jennifer Hardy-Parr
Senior Advisor of Grant Development & Special Projects
Communications

Reviewed by: Kate Campbell
Director of Communications & Information Technology
Communications

Approved by: Jennifer Moore, CAO

Council Meeting Date: February 19, 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 2025-025 ‘Grant Activity Biannual Report – Year End 2024’ for information; and

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

Purpose

To provide a summary of grant activity between January 1, 2024, and December 31, 2024.

Background

The Communications Department plays an essential role in supporting Northumberland County's 2023-2027 Community Strategic Plan and priorities across all departments. A key part of this work involves managing corporate communications in a coordinated and strategic way, including providing centralized grant writing services.

The Senior Advisor, Grant Development & Special Projects helps Northumberland County secure funding from federal and provincial governments, as well as private sources, to support projects, programs, and services. Responsibilities include:

- Building and maintaining strong relationships with funding organizations and staying informed about available opportunities from government and industry sources to support community initiatives.
- Offering clear advice and guidance to staff and community partners about funding options, requirements, and application procedures.
- Working with County staff and community partners to create well-designed projects that meet the needs and expectations of funders.
- Researching and writing convincing proposals that align with the County's mission and goals.
- Managing the submission process to ensure proposals are completed and submitted on time.
- Assisting departments, as needed, in meeting reporting requirements for successful funding applications.
- Strengthening the community's ability to attract funding for local investments.

This role helps the County access resources needed to support vital initiatives and enhance quality of life for residents.

Between January 1, 2024, and December 31, 2024, seven funding applications led by the Senior Advisor, Grant Development & Special Projects were confirmed as successful, generating a total of \$373,291.82 in investments in Northumberland. Six applications were confirmed as unsuccessful.

The successful applications included:

1. \$2,500 from Farm Credit Canada's Community Funding program to support the purchase/installation of two natural gas-powered standby generators capable of automatic switching on during grid power failures at the Northumberland County Works Yard (60 Elgin St. W., Cobourg, ON).
2. \$77,500 from the Ontario Trillium Foundation's Community Investments Capital Grant for Transition House Coalition to purchase equipment supporting the creation of a 24/7 Hub for on-site wrap-around services for people experiencing homelessness, at 310 Division Street, Cobourg. This includes a dishwasher for the commercial kitchen, and furniture for 10 Transitional Housing units. These units will provide people experiencing homelessness, who are ready for more permanent housing, with affordable and centrally located short-term rentals, and the necessary support for a successful transition.

3. \$163,800 from the Ministry of Health's Dedicated Offload Nurses Program for hiring dedicated staff at Northumberland Hills Hospital and Campbellford Memorial Hospital who manage patient offloads, assisting with timely transition and freeing up paramedics for emergency response.
4. \$12,732.82 from Yamaha Stay Outdoors fund for the purpose of installing 121.92 m of fencing, two gates, and 20 regulatory signs to protect environmentally sensitive areas and enhance rider safety. This project will also fund the planting of 160 native species to restore damaged ecosystems and a social media campaign to promote environmental stewardship among trail users.
5. \$100,000 from Employment and Social Development Canada's Enabling Accessibility Fund for a safe, fully accessible outdoor area at 800 Division Street in Cobourg. This space will support children's treatment and recreation, along with cultural awareness and outdoor education programs. This project represents a collaboration between Five Counties Children's Centre, Northumberland County's EarlyON Child and Family Centre, Nogojiwanong Friendship Centre, and YMCA Northumberland.
6. \$11,327 from the Rotary Club of Cobourg to launch an Agri-Therapy Program in the greenhouse within the new Golden Plough Lodge long-term care home, opening in 2025. This program will allow residents and their families to enjoy the physical and mental health benefits of the greenhouse and gardening; present a fresh environment to engage the community with more volunteer opportunities; and provide staff with a greenspace to breathe, center themselves, and boost overall resilience.
7. 76 hours of support (\$5,432 approx. value) from the Ontario Resource Centre for Climate Adaptation's Community Outreach and Engagement Program. Over the course of 12 months, Northumberland County staff will collaborate with the Ontario Resource Centre for Climate Adaptation team to develop and implement a community engagement strategy aimed at creating our first Climate Change Adaptation and Resiliency Plan.

Additionally, the Senior Advisor, Grant Development & Special Projects led the submission of an assessment – through the Intelligent Community Forum – of the County's use of technology and its innovation and engagement practices, to enhance quality of life, economic opportunities, and sustainability. This initial assessment benchmarked County practices against best practice municipal leaders. This will support development of a structured path forward for leveraging broadband connectivity, technology, and 3-P partnerships to foster community development, improve service delivery, and drive sustainable growth, while ensuring equitable access to resources and opportunities for all residents.

At the time of this report, 11 applications are awaiting funder decisions, valued at \$40,252,786.51.

Consultations

When at capacity, the Senior Advisor/Grant Development & Special Projects provides support to departments working on their own grant applications rather than leading the process. This support includes:

- Prefilling applications with basic information.
- Sharing pre-written content for use in submissions.

- Reviewing draft applications and appendices.
- Offering recommendations on how to strengthen the application's strategy.

This role also provides advice and assistance to Member Municipalities and community partners when requested.

Between January 1, 2024, and December 31, 2024, one pre-application and one full application supported by the Senior Advisor, Grant Development & Special Projects were confirmed as successful. Five were confirmed as unsuccessful.

The successful pre- and full applications resulted in:

- \$98,610 from the Greenbelt Foundation's Resilient Greenbelt Fund to support the Rice Lake Plains Seed Co-op in building climate resilience and combating biodiversity loss in the eastern Oak Ridges Moraine/Greenbelt. The project aims to restore tallgrass ecosystems in oak savanna and tallgrass prairie sites by collecting, growing, and tracking native seeds, with active involvement from local communities and landowners. This initiative is a collaboration between Nature Conservancy Canada, Northumberland County Forest, Alderville First Nation, Rice Lake Plains Partnership, and Lower Trent Conservation. Of the total \$98,610 in funding secured, \$23,510 will be used to implement the project within the Northumberland County Forest. The remaining \$75,100 will support the community partners.

At the time of this report, two supported applications are awaiting a funder decision, valued at \$26,442,618.

Legislative Authority / Risk Considerations

Grant writing activities are conducted in compliance with all relevant legislation.

Discussion / Options

N/A

Financial Impact

Between January 1, 2024, and December 31, 2024, funding was secured for investment in County initiatives, including:

- \$163,800 from the Provincial Government
- \$55,501.82 from Foundations/Corporations/Private Organizations

Funding was also secured for community partners for initiatives aligned with County priorities, including:

- \$100,000 from the Federal Government
- \$77,500 from the Provincial Government
- \$75,100 from Foundations/Corporations/Private Organizations

TOTAL: \$471,901.82

Since 2018, Northumberland County has secured \$83.6M in grant funding. To review additional details regarding application-based grant funds secured between 2018 to present, please visit [Northumberland County's Performance Dashboard](#).

Member Municipality Impacts

A grant proposal submitted by a group of partners is often more likely to secure funding than one from a single applicant. To align with the County's mission to position Northumberland as a leader in best practices, Northumberland County encourages collaborative partnerships. We promote joint applications and consult with Member Municipalities, Alderville First Nation, and community partners whenever possible. From January 1, 2024, to December 31, 2024, capacity-building activities have included:

- Growing the Weekly Funding Opportunities E-blast distribution list by over 37%, ensuring that Northumberland County Directors and Managers, Alderville First Nation, the seven Member Municipalities, and non-profit organizations within Northumberland receive timely notification and information regarding available funding opportunities. Presently, 83 Northumberland County staff and staff from 130 member municipalities and community partners receive the Weekly Funding Opportunities E-blast.
- Refreshing the Weekly Funding Opportunities E-blast to make it easier to read on different devices and more engaging. A stylized newsletter version launched on May 13, 2024, and staff are using detailed analytics to track its effectiveness. Specifically:
 - **Open Rate:** measures the percentage of recipients who open the email out of the total sent. A higher open rate shows more interest in the content. Currently, the open rate for County staff is 43%, and for member municipalities/community partners, it is 41%. A good open rate typically ranges from 40% to 46%.
 - **Click Through Rate:** measures the percentage of recipients who click on one or more links in the email, out of the total emails delivered. A higher click through rate indicates that the recipients find the content interesting and are motivated to take action. The average click through rate for County staff is 19%, and for member municipalities/community partners, it is 16%. A good click through rate typically falls between 2% and 5%.
 - The **unsubscribe rate** is less than 1% for County staff, Member Municipalities, and community partners.
- Enhancing the County's outcomes measurement practices – imperative for successful funding applications – by leading a cross-organization project to refresh the [Northumberland County's Performance Dashboard](#) with a focus on improving user experience and navigation. This update included the integration of 12 new metrics related to Corporate Financial Wellbeing, Court Services, Housing & Shelter, Paramedic Services, and Talent Attraction & Retention.
- Scanning the funding landscape for specific opportunities, as requested by internal and external stakeholders, and providing timely advice and information on funding opportunities, requirements, and procedures. As of December 31, 2024, 14 Funding Opportunity Scans were completed for specific initiatives and provided to Northumberland County staff, Member Municipalities, and/or community partners.

- Delivering guidance to external stakeholders to generate value for the community through increased funding to the community overall. Grant writing support via the review of draft applications and related appendices, as well as recommendations on application positioning strategy, are provided to member municipalities and community partners on an ad hoc basis, as capacity permits.
- Engaging in speaking opportunities at pertinent community events and training sessions to elevate the quality of grant submissions – and the likelihood of success – from the community of Northumberland. Three workshops focusing on an Outcomes Measurement approach to grant writing were delivered to community members and Northumberland County staff during this period. 100% of participants either agreed or strongly agreed that they felt better equipped to create high-impact, outcomes-focused funding applications after attending the workshop.

Conclusion / Outcomes

In 2024, Northumberland County made significant progress in securing funding for vital community projects, totaling \$471,901.82 in successful grants. This achievement is the result of a proactive approach to grant writing, supported by strong partnerships and well-targeted application strategies.

Looking ahead, global issues such as the cost of living, international conflicts, trade tensions, environmental concerns, and the ongoing impacts of the pandemic will continue to influence fiscal policies. This will affect both the availability of grant funding, and the types of projects considered eligible for funding.

As core inflation slows and modest growth is expected, economic forecasts suggest that Canada and Ontario may avoid a recession ([Bank of Canada reduces policy rate by 50 basis points to 3.25%, Dec 11, 2024](#); [Business Development Bank of Canada economic outlook for 2025, Dec 16, 2024](#)). This could positively impact grant writing.

The 2024 Federal and Provincial budgets prioritize grant opportunities focusing on housing, homelessness, education, the green economy, high living costs, public health care, infrastructure, economic renewal, and labour shortages. With both provincial and federal elections in 2025, any potential shifts in funding priorities will be closely monitored.

At the same time, the Federation of Canadian Municipalities is urging the federal government to modernize municipal funding, highlighting that small, rural, and remote municipalities often face barriers in the grant application process due to limited staff resources ([Making Canada's Growth a Success: The case for a Municipal Growth Framework, Jun 2024, p. 43](#)).

On the other hand, generative Artificial Intelligence tools are transforming grant writing, and as a result, funders are receiving more applications than ever before. This is increasing the competition for available funds.

There are many changes and developments in the field of grant writing at the moment.

To stay competitive, Northumberland County will continue to leverage best practices and use the 'Outcomes Measurement Logic Model' to design projects that outshine the competition ensuring our initiatives align with funding priorities and reflect community needs.

Attachments

N/A

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Report 2025-026

Report Title: Unfinished Council Business Update

Committee Name: Corporate Support

Committee Meeting Date: February 4, 2025

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

Reviewed by: Lisa Ainsworth
Director Corporate Services
Corporate Services

Approved by: Jennifer Moore, CAO

Council Meeting Date: February 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 receive Report 2025-026 ‘Unfinished Council Business Update’ for information; and

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

Purpose

The purpose of this report is to update Committee / Council on the progress of unfinished Council business items.

Background

Staff update Committee / Council on the progress of unfinished Council business items quarterly. The unfinished business tracking document is updated by Legislative Services staff

after each monthly County Council meeting. The tracking document is organized so that items from the most recent Committee / Council meeting that have unfinished business components are at the start of the document. It is important to note that the tracking document captures items starting from December 2022 (start of the 2022-2026 Term of Council) to present date and items are removed once the unfinished business item has been “completed” (i.e. brought back to Committee / Council) or are no longer relevant. The tracking document includes the due date assigned by Council, however, in cases where a due date was not specified, staff have assigned the last Committee meeting of the year as the due date.

The County Clerk maintains a detailed Closed Session unfinished business tracking document. This document will not be attached to quarterly updates; however, Council Members may arrange a meeting with the Clerk to review in-person upon request. After meeting with the Clerk, a Council Member may request an update on the progress of a Closed Session unfinished business item at Committee / Council, and upon approval by the Committee Chair/ Warden, the Closed Session unfinished business item will be added to an upcoming Committee / Council meeting in Closed Session for discussion, in compliance with statutory requirements to provide public notice of Closed Session meetings under the Municipal Act, 2001, and in compliance Northumberland County’s Closed Meeting Policy, and the Council Procedural By-law.

Consultations

The unfinished Council business tracking document is reviewed monthly with the County’s Management Operating Committee (MOC).

Legislative Authority / Risk Considerations

The unfinished business tracking document demonstrates accountability and transparency and helps ensure that no items are inadvertently missed being brought back to Committee / Council.

Discussion / Options

The most current version of the unfinished Council business tracking document is attached as an appendix to this report. In addition, the body of this report specifically highlights completed items from the last quarter (quarter 4, 2024), newly added items, and also showcases upcoming unfinished business items due in the next quarter (quarter 1, 2025).

Completed (Q4, 2024)				
Agenda Item	Department	Resolution Summary	Due Date	Comments/Notes
County Council meeting (November 20, 2024), Item 11.a (7), Finance and Audit Committee Meeting (November 5, 2024), Item 8.e, 'Report 2024-145 '2025 Budget Update'	Office of the CAO, Finance, Corporate Services, Public Works	-Direct staff to provide a report at the December 18, 2024 Council meeting regarding: <ul style="list-style-type: none"> Freezing Council remuneration increases for the 2025 budget year; Operations of the Public Work's Department; Costs the County spends on bridges; Salary freeze to CAO and Director level positions for the 2025 year; Prepare options for reducing the levy impact for Council's consideration; Hiring freeze in the 2025 year for staff positions that are non-legislated and non-essential services; and Undertaking an upper-tier / lower-tier organizational restructuring 	2024-12-18	<i>Items were considered at the December 18, 2024 County Council meeting</i>
County Council meeting (November 20, 2024), Item 11.b(1), Finance & Audit Committee, Item 5.a 'Delegation 'Art Gallery of Northumberland'	Finance	-Defer the consideration of this item, specifically Committee Resolution 2024-11-05-778, to the December 18, 2024 County Council meeting, where Council will consider the readoption of the multi-year budget	2024-12-18	<i>Item was considered at the December 18, 2024 County Council meeting</i>

Completed (Q4, 2024)				
Agenda Item	Department	Resolution Summary	Due Date	Comments/Notes
Finance & Audit Committee, (November 20, 2024), Item 9.a, 'Northumberland County Reserves & Reserve Funds'	Finance	-Direct staff to prepare a report to be presented at the December 18, 2024 County Council Budget Deliberations meeting with further information regarding reserves and reserve funds	2024-12-18	<i>Item was considered at the December 18, 2024 County Council meeting</i>
Corporate Support Committee (November 5, 2024), Item 8.i, Report 2024-148, Corporate Services '2025 Draft Calendar-Standing Committees and Council Meetings'	Corporate Services	-2025 Meeting Schedule will be brought forward to the December 18, 2024 County Council meeting for Council's approval	2024-12-18	<i>Item was considered at the December 18, 2024 County Council meeting</i>
Public Works Committee (September 30, 2024), Item 10.a, Cobourg Yard Fuel System – Verbal	Public Works	-Direct staff to bring forward a report to a future Committee / Council meeting	2024-12-04	<i>Item was considered at the November 20, 2024 County Council meeting</i>

Completed (Q4, 2024)				
Agenda Item	Department	Resolution Summary	Due Date	Comments/Notes
Economic Development, Tourism, & Land Use Planning Committee (October 2, 2024), Item 9.b, Correspondence, Ministry of Municipal Affairs and Housing 'Request to Repeal Official Plan Amendments Adopting By-law'	Economic Development, Planning and Strategic Initiatives	-Direct staff to prepare a report outlining the modifications required for Adopted Official Plan Amendment No. 1 for Council's consideration	2024-12-04	<i>Item was considered at the December 18, 2024 County Council meeting</i>
Public Works Committee (July 29, 2024), Item 7.d, Correspondence, City of St. Catharines 'Green Roads Pilot Project'	Public Works	-Refer this item to staff for review and direct staff to provide an update at a future Committee / Council meeting	2024-12-02	<i>Item was considered at the December 18, 2024 County Council meeting</i>
Community Health Committee (June 4, 2024), Item 8.a, 'Golden Plough Lodge - Quarter 1, 2024 Financial Analysis'	Health & Human Services (Golden Plough Lodge)	-Direct staff to bring forward a report to a future Committee meeting regarding staffing challenges in long-term care and the need for flexible staffing models		<i>Item was considered at the December 18, 2024 County Council meeting</i>
Public Works Committee (June 3, 2023), Item 9.a, 'Radio Communications Tower Project'	Public Works	-Direct staff to provide regular project updates at Public Works Committee meetings	Ongoing updates	<i>Item was considered at the October 16, 2024</i>

Completed (Q4, 2024)				
Agenda Item	Department	Resolution Summary	Due Date	Comments/Notes
Finance & Audit Committee (June 4, 2024), Item 9.a, 'Development of Northumberland County Community Grant Policy'	Finance and Communications	-Direct staff to bring forward the draft policy to a future Finance and Audit Committee meeting for consideration	2024-12-03	<i>Item was considered at the November 20, 2024 County Council meeting</i>
Public Works Committee (January 8, 2024), Item 8.b, Report 2024-002, 'Transfer of Thompson Bridge from Northumberland County to the Municipality of Trent Hills	Public Works	-Postpone the consideration of By-law 06-2024 being a By-law to Transfer Ownership of and Jurisdiction over the Thompson Bridge from the County of Northumberland to the Municipality of Trent Hills to fall 2024	Fall 2024	<i>Item was considered at the November 20, 2024 County Council meeting</i>
Public Works Committee (October 30, 2023), Item 8.b, Report 2023-119, Public Works 'Joint Operations Base Feasibility / Needs Study' – Presentation	Public Works	-Refer this matter to staff for further review and direct staff to bring forward a detailed report to a future Committee / Council meeting re: operational savings, value of land, reserve amounts & financial plan, future use of the JOB, and shared services opportunities	2024-12-02	<i>Item was considered at the October 16, 2024 and November 20, 2024 County Council meetings</i>

Completed (Q4, 2024)				
Agenda Item	Department	Resolution Summary	Due Date	Comments/Notes
Community Health Committee (July 31, 2023), Item 7.b, Correspondence, Municipality of Port Hope 'Public Health and Opioid Overdose Crisis - Renewal of a Drug Strategy'	Community & Social Services / Paramedics	-Direct staff to continue to support the Health Unit in the renewal of a drug strategy in developing treatment options and broad community consultation / education, and that any strategy be brought back to a future County Council meeting for discussion and ratification	N/A	<i>Delegation from the Haliburton, Kawartha Lakes, Northumberland (HKLN) Drug Strategy considered at the December 18, 2024 County Council meeting</i>
Public Works Committee Meeting (February 27, 2023), Item 5.b, 'Delegation, Traffic Calming in Garden Hill'	Public Works	-Direct staff to bring forward a report to a future Public Works Committee meeting with an update on traffic calming in hamlets throughout Northumberland County	2024-12-02	<i>Item was considered at the November 20, 2024 County Council meeting</i>

Recently Added				
Agenda Item	Department	Resolution Summary	Due Date	Comments/Notes
Social Services Committee Meeting (January 8, 2025), Item 7.a, 'Correspondence, Municipality of Port Hope 'Development of a County-Led Encampment Management Plan'	Community & Social Services	- Support the correspondence and direct staff to bring forward a report regarding this item to a future Committee/Council meeting	2025-12-03	<i>No specific due date assigned by Council</i>
Social Services Committee (October 2, 2024), Item 8.a(2), Encampment Response and Progress on 310 Division Street, Cobourg Update - Presentation	Community & Social Services	-Direct staff to bring forward a feasibility report to a future Committee / Council meeting re: next steps for sheltering services once 310 Division Street, Cobourg is fully operational, including options and financial resources available for expanding shelter services and other social services across Northumberland County's Member Municipalities, and also include an accounting of the costs incurred by the Town of Cobourg	Once 310 Division Street is fully operational	<i>Staff are working on developing the project scope and are looking to develop an RFP for consultant services</i>

Upcoming (Q1, 2025)				
Agenda Item	Department	Resolution Summary	Due Date	Comments/Notes
Corporate Support Committee (September 3, 2024), Item 8.c, Report 2024-110, Corporate Services 'Warden and Deputy Warden Responsibilities	Office of the CAO / Corporate Services	- Direct staff to arrange a meeting for the 2025 Warden, Deputy Warden and CAO, sometime after December 18, 2024 and prior to the January 2025 Council meeting, to discuss the division of responsibilities between the Warden and Deputy Warden, and to bring forward a report to the January 2025 Council meeting for Council's input / consideration	2025-01-22	<i>Item delayed due to meeting schedules. Report will be coming forward to the February 19, 2025 County Council meeting</i>
Public Works Committee (September 5, 2024), Item 8.b, Report 2024-115 'Consolidated Speed Limit By-law 2024 Update'	Public Works	-Direct staff to report back at a future Public Works Committee meeting regarding County Road 23, between Highway 401 and County Road 22	2024-12-02	<i>Item will be brought forward to Committee / Council in early 2025</i>
County Council Meeting (June 19, 2024), Item 5.c, Delegation, Town of Cobourg 'Impact of Homelessness in the Community'	Community & Social Services	-Direct staff to explore options for Cobourg and Member Municipal staff to participate in a County leadership table regarding homelessness and to report back to Committee / Council at a future meeting date	2024-12-04	<i>Item will be brought forward to Committee / Council in early 2025</i>

Upcoming (Q1, 2025)				
Agenda Item	Department	Resolution Summary	Due Date	Comments/Notes
Community Health Committee (June 4, 2024), Item 7.a, Correspondence, Haliburton Kawartha Pine Ridge District Health Unit and Peterborough Public Health 'Merger Business Case Submission'	Office of the CAO	-Invite Public Health representatives to a future Committee / Council meeting to make a delegation in order to share further information regarding the merger	N/A	<i>County staff are working with Health Unit staff to schedule a delegation in early 2025</i>
County Council meeting (December 12, 2023), Item 19.f, '2024-2026 Budget Deliberations' (6-Month Pilot Addiction Treatment Program with the Canadian Centre for Addictions)	Community & Social Services	-Staff to report back on the outcome of the pilot following the 6-month period, and provide any updates to County Council as necessary	2024-12-04	<i>Item will be brought forward to Committee / Council in early 2025</i>
Economic Development, Tourism, & Planning Committee (November 15, 2023), Item 7.a, Correspondence, Town of Cobourg 'Illegal Land Use Enforcement'	Legal Services/ Economic Development, Planning and Strategic Initiatives	-Refer this matter to staff for further review and direct staff to report back to Committee / County Council at a future meeting date	2024-12-04	<i>Item will be brought forward to Committee / Council in early 2025</i>

Financial Impact

N/A

Member Municipality Impacts

N/A

Conclusion / Outcomes

Staff recommend that Committee / County Council receive this report for information.

Attachments

- 1) Report 2025-026 ATTACH 1 'Unfinished Council Business Tracking Document'

Unfinished Council Business

Update: 2025-01-22

Item Title	Resolution Summary <i>(Only unfinished business portion of resolution highlighted)</i>	Council Meeting Date	Resolution Number	Department(s)	Comments / Notes	Committee / Council Meeting Due Date
Social Services Committee Meeting (January 8, 2025), Item 7.a, 'Correspondence, Municipality of Port Hope 'Development of a County-Led Encampment Management Plan'	- Support the correspondence and direct staff to bring forward a report regarding this item to a future Committee/Council meeting	2025-01-22	Council Resolution 2025-01-22-036	Community & Social Services	<i>No specific due date assigned by Council</i>	2025-12-03
Social Services Committee (October 2, 2024), Item 8.a(2), Encampment Response and Progress on 310 Division Street, Cobourg Update - Presentation	- Direct staff to bring forward a feasibility report to a future Committee / Council meeting re: next steps for sheltering services once 310 Division Street is fully operational, including options and financial resources available for expanding shelter services and other social services across Member Municipalities, and also include an accounting of the costs incurred by the Town of Cobourg	2024-10-16	Council Resolution 2024-10-16-726	Community & Social Services	<i>Staff are working on developing the project scope and are looking to develop an RFP for consultant services</i>	Once 310 Division Street is fully operational

Unfinished Council Business

Update: 2025-01-22

Item Title	Resolution Summary <i>(Only unfinished business portion of resolution highlighted)</i>	Council Meeting Date	Resolution Number	Department(s)	Comments / Notes	Committee / Council Meeting Due Date
Public Works Committee (September 5, 2024), Item 8.b, Report 2024-115 'Consolidated Speed Limit By-law 2024 Update'	- Direct staff to report back at a future Public Works Committee meeting regarding County Road 23, between Highway 401 and County Road 22	2024-09-18	Council Resolution 2024-09-18-612 (Consent)	Public Works	No specific due date assigned by Council <i>Item will be brought forward to Committee / Council in early 2025</i>	2024-12-02
Corporate Support Committee (September 3, 2024), Item 8.c, Report 2024-110, Corporate Services 'Warden and Deputy Warden Responsibilities	- Direct staff to arrange a meeting for the 2025 Warden, Deputy Warden and the County's Chief Administrative Officer, sometime after December 18, 2024 and prior to the January 2025 Council meeting, to discuss the division of responsibilities between the Warden and Deputy Warden, and to bring forward a report to the January 2025 Council meeting regarding the division of responsibilities for Council's input / consideration	2024-09-18	Council Resolution 2024-09-18-616	Office of the CAO / Corporate Services	<i>Item delayed due to meeting schedules. Report will be coming forward to the February 19, 2025 County Council meeting</i>	2025-01-22

Unfinished Council Business

Update: 2025-01-22

Item Title	Resolution Summary <i>(Only unfinished business portion of resolution highlighted)</i>	Council Meeting Date	Resolution Number	Department(s)	Comments / Notes	Committee / Council Meeting Due Date
County Council Meeting (June 19, 2024), Item 5.c, Delegation, Town of Cobourg 'Impact of Homelessness in the Community'	- Direct staff to explore options for Cobourg and Member Municipal staff to participate in a County leadership table regarding homelessness and to report back to Committee / Council at a future meeting date	2024-06-19	Council Resolution 2024-06-19-434	Community & Social Services	<i>Item will be brought forward to Committee / Council in early 2025</i>	2024-12-04
Community Health Committee (June 4, 2024), Item 7.a, Correspondence, Haliburton Kawartha Pine Ridge District Health Unit and Peterborough Public Health 'Merger Business Case Submission'	- Invite Public Health representatives to a future Committee / Council meeting to make a delegation in order to share further information regarding the merger	2024-06-19	Council Resolution 2024-06-19-438	Office of the CAO	<i>County staff are working with Health Unit staff to schedule a delegation in early 2025</i>	N/A

Unfinished Council Business

Update: 2025-01-22

Item Title	Resolution Summary <i>(Only unfinished business portion of resolution highlighted)</i>	Council Meeting Date	Resolution Number	Department(s)	Comments / Notes	Committee / Council Meeting Due Date
Public Works Committee (June 3, 2023), Item 9.a, 'Radio Communications Tower Project'	- Direct staff to provide regular project updates at Public Works Committee meetings	2024-06-19	Council Resolution 2024-06-19-440	Public Works	<i>Next update will take place at the March 3, 2025 Public Works Committee meeting</i>	Ongoing Updates
Social Services Committee (March 6, 2024), Item 8.a, Report 2024-038 '2024 Ontario Works Service Plan'	- Direct staff to report back to Committee / Council at a future meeting date with an advocacy plan	2024-03-20	Council Resolution 2024-03-20-190 (Consent)	Community & Social Services	<i>Staff delegated to Provincial Ministers regarding this item at the 2024 AMO and 2025 ROMA Conferences. Staff will bring forward a report to the Social Services Committee in early 2025</i>	2024-12-04

Unfinished Council Business

Update: 2025-01-22

Item Title	Resolution Summary <i>(Only unfinished business portion of resolution highlighted)</i>	Council Meeting Date	Resolution Number	Department(s)	Comments / Notes	Committee / Council Meeting Due Date
County Council meeting (December 12, 2023), Item 19.f, '2024-2026 Budget Deliberations' (6-Month Pilot Addiction Treatment Program with the Canadian Centre for Addictions)	- Staff to report back on the outcome of the pilot following the 6-month period, and provide any updates to County Council as necessary	2023-12-13	Council Resolution 2023-12-13-885	Community & Social Services	<i>Item will be brought forward to Committee / Council in early 2025</i>	2024-12-04
Economic Development, Tourism, & Planning Committee (November 15, 2023), Item 7.a, Correspondence, Town of Cobourg 'Illegal Land Use Enforcement'	- Refer this matter to staff for further review and direct staff to report back to Committee / County Council at a future meeting date	2023-11-15	Council Resolution 2023-11-15-776	Legal Services/ Economic Development, Planning and Strategic Initiatives	<i>No specific due date assigned by Council</i> <i>Item will be brought forward to Committee / Council in early 2025</i>	2024-12-04

Northumberland Accessibility Advisory Committee Minutes

November 14, 2024

10:00 – 11:30 am

Via Zoom

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

Regrets: Stephanie Ash

Quorum was confirmed and the meeting called to order at 10:02 am

1. Approval of meeting notes from October 10, 2024

Moved by John, seconded by Christine, that the minutes from the October 10, 2024 meeting be approved. **Carried.**

2. Action items and follow-up from October 10, 2024

Action Item 1: Andrea will coordinate training for NAAC regarding County programs, services and facilities as a refresher. **In progress.** 1-2 department representatives will be invited to the NAAC meeting each month and provide an overview.

Action item 2: Andrea will send out information on International Day of Persons with Disabilities and the UN's Sustainable Development Goals. **Complete. Sent out with November agenda.**

3. New Business

i Department Overviews

Andrea provided an overview of the Corporate Services Department - and its divisions: Legislative Services, Northumberland County Archives and Museum, Northumberland County Forest, Health Safety Emergency Planning, Human Resources.

ii International Day of Person with Disabilities (IDPD) Dec 3, 2024 update (Andrea)

Andrea reported that all planned activities are ready to launch and that the proclamation will go to Council at the November 20, 2024 meeting.

iii Proposed 2025 Meeting dates (Bobby-Jo)

The Committee confirmed the meeting schedule will remain the same for 2025. Meetings will be on the 2nd Thursday of the month at 10:00am-11:30am on the following dates.

- January 9
- February 13
- March 13
- April 10
- May 8
- June 12
- September 11
- October 9
- November 13

(no meetings scheduled for July, August, December)

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

iv 2025 NAAC Chair (Bobby Jo)

Bobby-Jo reviewed the section in the Terms of Reference regarding the Chair position and encouraged members to consider the Chair or Vice Chair positions, especially if they have not held the position before. The Committee will make nominations in January after the recruitment period has been completed.

“Annually, and at the first meeting of the Committee after new appointments have been made, the Committee shall select a Chair and Vice-Chair from among its membership for a period of 1 year, which may be repeated. Members of Council and municipal staff supporting the Committee are not eligible to assume the positions of Chair or Vice-Chair.”

“The Chair provides leadership to the Committee, ensures that the Committee carries out its mandate, and acts as the primary liaison between the Committee and Staff. If the chair is temporarily absent, the Vice-Chair will assume the position and responsibilities for the Chair in the interim. If the position of Chair becomes vacant, the Vice-Chair shall assume the responsibilities of the Chair until a new Chair can be elected. If the position of Vice-Chair becomes vacant the Chair may

appoint a member of the committee as interim Vice-Chair until a new Vice-Chair can be elected. Election, when required, will be held at the next meeting of the Committee.”

v Accessibility Coordinator update (Andrea)

Andrea reported the following:

- As a lead-in to International Day of Person with Disabilities, guest speaker John Draper of Together we Rock! will give a presentation to County staff called “Believe in Possibilities” on November 28, 2024. One of the Multi-Year Accessibility Plan goals is to research training options to address attitudinal barriers and stigma associated with disabilities and John’s lived experience and positive message will contribute to this goal.

4. Adjournment

The meeting was terminated at 10:39am

Next Meeting: January 9, 2025 at 10:00am via ZOOM

Northumberland Accessibility Advisory Committee

Minutes (ad hoc)

December 19, 2024

10:00 – 11:30 am

Via Zoom

Members present: Christine Bayer, Hope Bergeron, Rae Deschamps, Selena Forsyth (Vice) Bobby-Jo Preston (Chair), Andrea Nicholson (staff liaison)

Regrets: John Logel (County Councillor), Bob Robertson, Stephanie Ash

Quorum was confirmed and the meeting called to order at 10:02am.

1. **Approval of meeting notes from November 14, 2024**

Postponed to January meeting.

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

Postponed to January meeting.

3. **New Business**

i **Review of NAAC membership applications; determine which applicants will advance in the selection process**

Moved by Rae, seconded by Selena that the following applicants for NAAC membership be advanced to the next step in the selection process and invited to attend the January 9, 2025 NAAC meeting to allow the committee and the applicants to ask further questions.

- Lorraine Kaye Gordon
- Michelle Simson
- Sherrylyn Allison

Up to 2 candidates will be selected for membership at the January meeting.

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

Note post meeting: Michelle and Sherrylyn withdrew their applications on December 29, 2024 and Jan 5, 2025 respectively.

4. Adjournment

The meeting was terminated at 10:51am

Next Meeting: January 9, 2025 at 10:00am via ZOOM