



**The Corporation of the County of Northumberland  
Corporate Support Committee  
Minutes**

**June 4, 2024, 2:00 p.m.  
Council Chambers  
555 Courthouse Road, Cobourg, ON K9A 5J6  
Hybrid Meeting (In-Person and Virtual)**

Members Present: Chair Robert Crate  
Warden Brian Ostrander  
Councillor Scott Jibb

Council Members Present (non-voting) Councillor Mandy Martin (*attended virtually*)

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**1. Notices**

**1.a Accessible Format**

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

**1.b Meeting Format**

This Committee Meeting was held using a hybrid meeting model. The public were invited to attend in-person in Council Chambers, view the meeting via the live stream, or join online or by phone using Zoom Conference Technology.

**2. Call to Order**

Chair Robert Crate called the meeting to order at 2:00 p.m.

**2.a Territorial Land Acknowledgement**

**3. Approval of the Agenda**

**Committee Resolution 2024-06-04-390**

**Moved by** Councillor Scott Jibb

**Seconded by** Warden Brian Ostrander

"**That** the agenda for the June 4, 2024 Corporate Support Committee be approved."

**Carried**

**4. Disclosures of Interest**

- No disclosures

**5. Delegations**

N/A

**6. Business Arising from Last Meeting**

N/A

**7. Communications**

**7.a Correspondence, Treasury Board Secretariat (Emergency Management Ontario) 'Northumberland County 2023 Compliance Results'**

**Committee Resolution 2024-06-04-391**

**Moved by** Warden Brian Ostrander

**Seconded by** Councillor Scott Jibb

"**That** the Corporate Support Committee receive the correspondence from Treasury Board Secretariat (Emergency Management Ontario) regarding 'Northumberland County 2023 Compliance Results' for information; and

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

**Carried**

**8. Staff Reports**

**8.a Communications - Quarter 1, 2024 Financial Analysis**

Matthew Nitsch, Director Finance / Treasurer

**8.b Information Technology - Quarter 1, 2024 Financial Analysis**

Matthew Nitsch, Director Finance / Treasurer

**8.c Legal Services - Quarter 1, 2024 Financial Analysis**

Matthew Nitsch, Director Finance / Treasurer

**8.d Corporate Services - Quarter 1, 2024 Financial Analysis**

Matthew Nitsch, Director Finance / Treasurer

**Committee Resolution 2024-06-04-392**

**Moved by** Warden Brian Ostrander

**Seconded by** Councillor Scott Jibb

"**That** the Corporate Support Committee receive the Quarter 1, 2024 Financial Analyses of the Communications, Information Technology, Legal Services and Corporate Services Departments for information; and

**Further That** the Committee recommend that County Council receive the Q1 Financial Analyses for information."

**Carried**

**8.e Corporate Services, 'NCAM 2024 Activity Update' - Presentation**

Lisa Ainsworth, Director Corporate Services

Abigail Miller, Archivist

**Committee Resolution 2024-06-04-393**

**Moved by** Councillor Scott Jibb

**Seconded by** Warden Brian Ostrander

"**That** the Corporate Support Committee receive the 'Northumberland County Archives and Museum (NCAM) 2024 Activity Update' for information; and

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

**Carried**

**8.f Report 2024-076, Corporate Services 'New and Updated Health and Safety Policies'**

Colleen McCabe, Health, Safety, Emergency Risk Manager

**Committee Resolution 2024-06-04-394**

**Moved by** Councillor Scott Jibb

**Seconded by** Warden Brian Ostrander

**“That** the Corporate Support Committee, having considered Report 2024-076, ‘New and Updated Health and Safety Policies’, recommend that County Council adopt the following updated policies at the June 19, 2024 County Council meeting:

- HS 1.4 Health & Safety Program – General Responsibilities;
- HS 12.1 Communicable Illness Infection Control; and

**Further That** the Committee recommend that County Council adopt the following new policy at the June 19, 2024 County Council meeting :

- HS 13.7 Respirator Program; and

**Further That** the Committee recommend that County Council direct staff to update the formal Health and Safety policy and procedure manual.”

**Carried**

**9. Other Matters Considered by Committee**

**9.a Northumberland Accessibility Advisory Committee - Meeting Minutes**

**Committee Resolution 2024-06-04-395**

**Moved by** Warden Brian Ostrander

**Seconded by** Councillor Scott Jibb

**"That** the Corporate Support Committee receive the minutes from the April 11, 2024 meeting of the Northumberland Accessibility Advisory Committee for information; and

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

**Carried**

**10. Media Questions**

**11. Closed Session**

N/A

**12. Motion to Rise and Results from Closed Session**

N/A

**13. Next Meeting - Tuesday, July 30, 2024 at 2:00 p.m.**

- Note: 4 week summer recess taking place from July 1, 2024 - July 26, 2024

**14. Adjournment**

- The meeting adjourned at 2:25 p.m.