



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

**March 4, 2025, 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*)

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 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 2025-03-05-186

Moved by Councillor Scott Jibb

Seconded by Warden Brian Ostrander

"**That** the agenda for the March 4, 2025 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, Canadian Union of Postal Workers (CUPW)
'Industrial Inquiry Commission Reviewing Canada Post'**

Committee Resolution 2025-03-05-187

Moved by Warden Brian Ostrander

Seconded by Councillor Scott Jibb

"**That** the Corporate Support Committee receive the correspondence from the Canadian Union of Postal Workers (CUPW) regarding 'Industrial Inquiry Commission Reviewing Canada Post' for information; and

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

Carried

8. Staff Reports

8.a Report 2025-043, Communications 'Donation Policy' – Presentation

Jennifer Hardy-Parr, Senior Advisor of Grant Development & Special Projects

Committee Resolution 2025-03-05-188

Moved by Warden Brian Ostrander

Seconded by Councillor Scott Jibb

"That the Corporate Support Committee, having considered Report 2025-043 'Donation Policy', recommend that County Council adopt this policy at the March 19, 2025, County Council meeting."

Carried

8.b Communications, 'Inclusive Northumberland' - Presentation

Kate Campbell, Director Communications & Information Technology

Committee Resolution 2025-03-05-189

Moved by Councillor Scott Jibb

Seconded by Warden Brian Ostrander

"That the Corporate Support Committee receive the presentation regarding 'Inclusive Northumberland' for information; and

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

Carried

8.c Communications, 'Communications Department Quarter 4, 2024 Update' - Presentation

Kate Campbell, Director Communications & Information Technology
Keagan Phillion, Communications & Digital Media Intern

Committee Resolution 2025-03-05-190

Moved by Warden Brian Ostrander

Seconded by Councillor Scott Jibb

"That the Corporate Support Committee receive the presentation regarding the 'Communications Department Quarter 4 Update' for information; and

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

Carried

8.d Report 2025-044, Corporate Services '2025 - 2026 Organizational Chart Update'

Lisa Ainsworth, Director Corporate Services

Committee Resolution 2025-03-05-191

Moved by Councillor Scott Jibb

Seconded by Warden Brian Ostrander

"That the Corporate Support Committee, having considered Report 2025-044 '2025 Northumberland County Organization Chart', recommend that County Council approve the updated organization chart as presented."

Carried

8.e Report 2025-045, Corporate Services 'By-Law to Authorize the Appointment of Municipal Weed Inspectors'

Todd Farrell, Natural Heritage Manager

Committee Resolution 2025-03-05-192

Moved by Councillor Scott Jibb

Seconded by Warden Brian Ostrander

"That the Corporate Support Committee, having considered Report 2025-045 'A By-law to Authorize the Appointment of Area Weed Inspectors', recommend that County Council enact a by-law to authorize the appointment of area Weed Inspectors at the March 19, 2025 County Council meeting."

Carried

8.f Report 2025-046, Corporate Services 'Standing Committee Correspondence'

Maddison Mather, Clerk / Manager Legislative Services

Committee Resolution 2025-03-05-193

Moved by Councillor Scott Jibb

Seconded by Warden Brian Ostrander

"**That** the Corporate Support Committee, having considered Report 2025-046 'Standing Committee Correspondence', recommend that County Council adopt option #2 as outlined in this report and direct staff to update Standing Committee Terms of Reference documents in order to reflect this new process."

Carried

9. Other Matters Considered by Committee

9.a Proclamation, 'Archives Awareness Week' - April 2-5, 2025

Committee Resolution 2025-03-05-194

Moved by Warden Brian Ostrander

Seconded by Councillor Scott Jibb

"**That** the Corporate Support Committee recommend that County Council proclaim the week of April 2 to 5, 2025 as 'Archives Awareness Week' in Northumberland County, at the March 19, 2025 County Council meeting."

Carried

10. Media Questions

11. Closed Session

N/A

12. Motion to Rise and Results from Closed Session

N/A

13. Next Meeting - Tuesday, April 1, 2025 at 2:00 p.m.

14. Adjournment

- The meeting adjourned at 2:57 p.m.