



**Administration Committee Meeting  
Wednesday, October 25, 2023 – 1:00 p.m.  
Or immediately following the Committee of the Whole  
Budget meeting  
Township of South Frontenac Council Chamber,  
4432 George Street, Sydenham, ON**

---

## **AGENDA**

Page

**1. Call to order**

We begin this gathering by acknowledging and celebrating these traditional lands as a gathering place of the first peoples and their ancestors who are entrusted to care for mother earth since time immemorial. We do so respecting both the land and the Indigenous People who continue to walk with us through this world. Today, the County is committed to working with Indigenous peoples and all residents to pursue a united path of reconciliation.

**2. Adoption of the agenda**

a) **That** the agenda for the October 25, 2023 meeting of the Administration Committee be adopted.

**3. Disclosure of pecuniary interest and general nature thereof**

**4. Adoption of Minutes**

a) Minutes of Meeting held September 20, 2023

**That** the minutes of the Administration Committee meeting held September 20, 2023 be adopted.

b) Minutes of Meeting held October 16, 2023

**That** the minutes of the Administration Committee meeting held October 16, 2023 be adopted.

**5. Closed Meeting**

a) **Resolved That** the Administration Committee resolve itself into closed session as authorized under Section 239 of the Municipal Act, to consider:

1. Adoption of Closed Minutes of the meeting held September 20, 2023;
2. Personal matters about an identifiable individual, including

3 - 4

5 - 6

municipal or local board employees - as it relates to the annual performance appraisal of the Chief Administrative Officer

**That** the Administration Committee rise with/without reporting.

**6. Items of Business**

**7. Next meeting date**

**8. Adjournment**



# FRONTENAC

## Minutes of the Administration Committee Meeting September 20, 2023

---

A meeting of the Administration Committee was held in the Township of South Frontenac Council Chamber, 4432 George Street, Sydenham, on Wednesday, September 20<sup>th</sup>, 2023, at 11:45 a.m.

**Present:**

Deputy Warden Smith, Chair  
Councillor Lichty, Vice Chair  
Warden Vandewal

**Regrets:**

Councillor Greenwood-Speers

**Staff Present:**

Barb McCulloch, Director of Human Resources  
Kelly Pender, Chief Administrative Officer

**1. Call to order**

We begin this gathering by acknowledging and celebrating these traditional lands as a gathering place of the first peoples and their ancestors who are entrusted to care for mother earth since time immemorial. We do so respecting both the land and the Indigenous People who continue to walk with us through this world. Today, the County is committed to working with Indigenous peoples and all residents to pursue a united path of reconciliation.

**2. Adoption of the Agenda**

Moved By: Warden Vandewal  
Seconded By: Councillor Lichty

**That** the agenda for the September 20, 2023, meeting of the Administration Committee be adopted.

**Carried**

**3. Disclosure of pecuniary interest and general nature thereof**

There were none.

**4. Adoption of Minutes**

**Minutes of Meeting held January 11, 2023**

Moved By: Councillor Lichty  
Seconded By: Warden Vandewal

**That** the minutes of the Administration Committee meeting held January 11, 2023, be adopted.

**Carried**

**5. Closed Meeting**

Moved By: Warden Vandewal  
Seconded By: Councillor Lichty

**Resolved That** the Administration Committee resolve itself into closed session as authorized under Section 239 of the Municipal Act, to consider:

1. Adoption of Closed Minutes of the CAO Performance Appraisal Review Committee meeting held October 17, 2022.
2. Personal matters about an identifiable individual, including municipal or local board employees - as it relates to the annual performance appraisal of the Chief Administrative Officer

**Carried**

Moved By: Councillor Lichty  
Seconded By: Warden Vandewal

**That** the Administration Committee rise without reporting.

**Carried**

**6. Reports**

**7. Next meeting date**

**8. Adjournment**

Moved By: Councillor Lichty  
Seconded By: Warden Vandewal

**That** the meeting hereby adjourn at 12:18 p.m.

**Carried**



# FRONTENAC

## Minutes of the Administration Committee Meeting October 16, 2023

---

A meeting of the Administration Committee was held in electronic format, hosted at the County Administrative Office, on Monday, October 16, 2023, at 9:00 AM

**Present:**

Deputy Warden Smith, Chair  
Councillor Lichty, Vice Chair  
Councillor Greenwood-Speers  
Warden Vandewal

**Staff Present:**

Jannette Amini, Manager of Legislative Services/Clerk (Recording Secretary)  
Kelly Pender, Chief Administrative Officer

**1. Call to order**

Deputy Warden Smith called the meeting to order at 9:05 a.m.

**2. Adoption of the agenda**

Moved By: Councillor Lichty  
Seconded By: Councillor Greenwood-Speers

**That** the agenda for the October 16, 2023, meeting of the Administration Committee be adopted.

**Carried**

**3. Disclosure of pecuniary interest and general nature thereof**

There were none.

**4. Adoption of Minutes**

**5. Items of Business**

**Consideration of applications submitted for appointments to the Communal Services Technical Advisory Committee**

[Applications were distributed separately from the agenda.]

Five (5) members with a sufficient level of expertise in financial management, communal servicing engineering, and land development.

Each member of the Committee was permitted 5 votes. Deputy Warden Smith went around the table requesting each members vote.

Moved By: Warden Vandewal  
Seconded By: Councillor Lichty

**That** Roy Huetl, Dan Hulton, Stephen Keeley, Jim McIntosh and Phil Tibble be appointed to the Communal Services Technical Advisory Committee.

**Carried**

**6. Next meeting date**

**7. Adjournment**

Moved By: Councillor Greenwood-Speers  
Seconded By: Councillor Lichty

**That** the meeting hereby adjourn at 9:18 a.m.

**Carried**