



**Administration Committee Meeting
Wednesday, June 18, 2025 – 10:30 a.m.
Or immediately following the County Council meeting
County of Frontenac Administration Building,
2069 Battersea Road, Glenburnie, ON**

AGENDA

Page

1. **Call to order**
2. **Election of Officers**
 - a) Election of Chair
 - b) Election of Vice Chair
3. **Adoption of the agenda**
 - a) **That** the agenda for the June 18, 2025 meeting of the Administration Committee be adopted.
4. **Disclosure of pecuniary interest and general nature thereof**
5. **Adoption of Minutes**
 - a) Minutes of Meeting held October 16, 2024
That the minutes of the Administration Committee meeting held October 16, 2024 be adopted.
[Minutes of Meeting held October 16, 2024](#)
6. **Closed Meeting**
 - a) **Resolve into Closed Session**
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 October 16, 2024;
 2. Personal matters about an identifiable individual, including municipal or local board employees - as it relates to the performance appraisal of the Chief Administrative Officer
 - b) **Rise from Closed Session**

3 - 5

That the Administration Committee rise with/without reporting.

- 7. Items of Business**
- 8. Next meeting date**
- 9. Adjournment**



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Minutes of the Administration Committee Meeting October 16, 2024

A meeting of the Administration Committee was held in the Council Chamber of the County Administration Building, 2069 Battersea Road, Glenburnie, on Wednesday, October 16, 2024, at 11:20 am.

Present:

Deputy Warden Smith,
Councillor Lichy,
Councillor Greenwood-Speers
Warden Vandewal

Staff Present:

Jannette Amini, Manager of Legislative Services/Clerk
Barb McCulloch, Manager of Human Resources
Kevin Farrell, 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. Election of Officers

Election of Chair

Moved By: Deputy Warden Vandewal
Seconded By: Warden Smith

That Councillor Gerry Lichy be elected Chair of the Administration Committee for 2024.

Carried

Moved By: Warden Smith
Seconded By: Councillor Lichy

That nominations for the Chair be closed.

Carried

SAC Meeting Minutes
October 16, 2024 -10:30 AM

Councillor Lichty accepted the nomination of Chair.

Election of Vice-Chair

Moved By: Warden Smith
Seconded By: Councillor Lichty

That Deputy Warden Vandewal be elected Vice Chair of the Administration Committee for 2024.

Carried

Moved By: Warden Smith
Seconded By: Councillor Lichty

That nominations for the Vice Chair be closed

Carried

Deputy Warden Vandewal accepted the nomination of Vice Chair.

3. Adoption of the agenda

Moved By: Warden Smith
Seconded By: Councillor Greenwood-Speers

That the agenda for the October 16, 2024 meeting of the Administration Committee be adopted.

Carried

4. Disclosure of pecuniary interest and general nature thereof

There were none.

5. Adoption of Minutes

Minutes of Meeting held October 25, 2023

Moved By: Deputy Warden Vandewal
Seconded By: Warden Smith

That the minutes of the Administration Committee meeting held October 25, 2023 be adopted.

Carried

6. Closed Meeting

Moved By: Warden Smith
Seconded By: Councillor Greenwood-Speers

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 October 25, 2023;
2. Personal matters about an identifiable individual, including municipal or local board employees - as it relates to the 6 months performance appraisal of the Chief Administrative Officer

Carried

Moved By: Warden Smith
Seconded By: Councillor Greenwood-Speers

That the Administration Committee rise without reporting.

Carried

7. Items of Business

8. Next meeting date

9. Adjournment

Moved By: Deputy Warden Vandewal
Seconded By: Councillor Greenwood-Speers

That the meeting hereby adjourn at 11:54 a.m.

Carried