Minutes of a Special Meeting of Council for
The Corporation of the Township of North Frontenac
Held October 28, 2021 in the Council Chambers, 6648 Road 506, Plevna, Ontario

Present:	Mayor Ron Higgins; Councillor Wayne Good – Ward 1 (Electronic Participation); Deputy Mayor Martin and Councillor Vernon Hermer – Ward 2; Councillor John Inglis (Electronic Participation) and Councillor Fred Fowler – Ward 3
Absent with Regret:	Councillor Fred Perry - Ward 1
Also Present:	Cheryl Robson, Chief Administrative Officer (CAO); and Tara Mieske, Clerk/ Planning Manager (CPM)

1. Call to Order and Purpose of Meeting

The Mayor called the meeting to order at 3:47 p.m.

2. Chair's Opening Remarks

The Mayor advised the meeting was call to discuss Succession Planning.

3. Approval of Agenda

a) October 28, 2021 Special Meeting re: Succession Planning

Resolution #: 480-21 Moved By: Deputy Mayor Martin
Seconded By: Councillor Fowler

Be It Resolved That Council approves the Agenda for the Special Meeting of Council dated October 28, 2021, as circulated.
Carried

4. Disclosure of Pecuniary Interest and General Nature Thereof

None declared.

5. Closed Session

a) Closed Meeting of Council

Resolution #: 481-21 Moved By: Councillor Fowler
Seconded By: Deputy Mayor Martin

Be It Resolved That Council retires to Closed Session at 3:48 p.m. to consider:

a. Personal Matters about an Identifiable Individual, including Municipal or Local Board Employees, more specifically Succession Planning.

Carried

Return to Open Session

Resolution #: 482-21 Moved By: Deputy Mayor Martin
Seconded By: Councillor Fowler

Be It Resolved That Council returns to open session at 4:16 p.m.
Carried

6. Rise and Report (Overview of the Closed Session by the Presiding Officer)

The Mayor advised that Council considered:

a. Personal Matters about an Identifiable Individual, including Municipal or Local Board Employees, more specifically Succession Planning.

Retirement of Chief Administrative Officer

Resolution #: 483-21 Moved By: Councillor Hermer
Seconded By: Councillor Good

Be It Resolved That the Council instructs the Chief Administrative Officer (CAO) to not advertise the CAO's vacant position when the CAO retires from her full-time position on December 31, 2021;

And That commencing in January 2022 Cheryl Robson be retained at 4 days (32 hours) per week, on a term contract basis, to mentor & train Corey Klatt, Manager of Community Development (MCD), and CAO Back-up for the last ten years, for the CAO's position effective approximately the end of July / first of August 2022;

And That to provide for a smooth transition and time for recruitment, Council instructs the Treasurer to transfer the additional funds for a maximum of six months for mentoring and training (overlapping position(s)) and future CAO mentoring/assistance from the Contingency Reserve Fund;

And That Council appoints Deputy Mayor Gerry Martin, as the Personnel-Audit Committee Chair to the Interview Panel for the MCD's replacement, along with the current CAO and MCD.

Carried

6. Confirmatory By-law

a) Confirming By-law #61-21

Resolution #: 484-21 Moved By: Councillor Fowler
Seconded By: Deputy Mayor Martin

Be It Resolved That By-law #61-21, being a By-law to confirm all actions and proceedings of Council for its Special Meeting held October 28, 2021 be read a first, second, and third time and finally passed.

Carried

7. Adjournment

a) Adjournment of Council Meeting

Resolution #: 485-21 Moved By: Deputy Mayor Martin
Seconded By: Councillor Fowler

Be It Resolved That Council adjourns the Meeting at 4:19 p.m. until November 19, 2021 or at the call of the Chair.

Carried

Ron Higgins
Mayor

Tara Meeke
Clerk