



The Corporation of the Town of Tecumseh

Corporate Services & Clerk

To: Mayor and Members of Council

From: Laura Moy, Director Corporate Services & Clerk

Date to Council: January 14, 2020

Report Number: CS-2020-01

Subject: 2019 Open and Closed Meetings

Recommendations

It is recommended:

That Report CS-2020-01 regarding 2019 Open and Closed Council Meetings, **be received.**

Background

The purpose of this report is to provide information on the number and length of open and closed meetings Council holds annually and to ensure the Town's actions are transparent to the public. In accordance with Section 270 of the *Municipal Act, 2001* (Act) and the Town's Transparency and Accountability Policy No. 61, Council is to be accountable to the public for its actions and to ensure that the manner in which the Town operates is transparent.

With respect to the transparency of Council meetings, Section 239 of the Act states that all meetings shall be open to the public. A meeting, or part of a meeting, may be closed to the public if the subject matter being considered is:

- a) the security of the property of the municipality or local board;
- b) personal matters about an identifiable individual, including municipal or local board employees;
- c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- d) labour relations or employee negotiations;

- e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
- h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

Section 239 of the Act also allows for closed meetings when the subject matter being considered is a request under the *Municipal Freedom of Information and Protection of Privacy Act*; or when the meeting is being held for the purpose of educating or training the Members and no discussion is held on matters that in any way materially advances the business or decision-making of the Council.

The Town's Council Procedural By-law No. 2017-62 (Procedural By-law) also confirms that closed meeting obligations are met. The Procedural By-law was last updated in 2017 to be consistent with and in compliance with the Act, at that time, and for housekeeping matters.

A person may request an investigation be undertaken by the Ombudsman of whether the Town has complied with section 239 or its Procedural By-law in respect of a meeting, or part of a meeting, that was closed to the public.

Comments

The following information has been compiled on open and closed Council meetings for 2019. The meetings are presented in three open categories:

1. Regular Council Meetings (RCM)
2. Public Council Meetings (PCM), and
3. Special Council Meetings (SCM)

The meetings held in closed sessions (In-Camera Council Meetings) are also shown.

Table A - 2019 Council Meetings

Table A below provides a summary of the number of meetings, number of agenda items, total duration of meetings and average duration of meetings for each type of meeting held in 2019.

The agenda items include: delegations, communication motions, reports, one item representing all by-laws, and motions passed under unfinished business, new business and motions.

Meeting Type	# of Meetings	# of Agenda Items	Total Duration	Average Duration
RCM	20	312	25 hrs. 48 min.	1 hr. 17 min.
PCM	18	128	13 hrs. 9 min.	0 hr. 43 min.
SCM	10	34	20 hrs. 57 min.	2 hrs. 5 min.
In-Camera	9	28	6 hrs. 14 min.	0 hr. 41 min.

Table B - 2018 Council Meetings

Table B gives a summary of the 2018 meetings, including the number of meetings, number of agenda items, total duration of meetings and average duration of meetings for each type of meeting.

Meeting Type	# of Meetings	# of Agenda Items	Total Duration	Average Duration
RCM	18	274	30 hrs. 21 min.	1 hr. 41 min.
PCM	7	50	6 hrs. 21 min.	0 hr. 54 min.
SCM	7	9	14 hrs. 11 min.	2 hrs. 1 min.
In-Camera	16	36	11 hrs. 17 min.	0 hr. 52 min.

Table C – 2018 to 2019 Council Meeting Averages

Table C shows the average number of meetings, number of agenda items, total duration of meetings and average duration of meetings held in 2018 and 2019.

Meeting Type	# of Meetings	# of Agenda Items	Total Duration	Average Duration
RCM	19.0	293.0	28 hrs. 4 min.	1 hr. 29 min.
PCM	12.5	89.0	9 hrs. 45 min.	0 hr. 49 min.
SCM	8.5	21.5	17 hrs. 34 min.	2 hrs. 3 min.
In-Camera	11.0	32.0	8 hrs. 45 min.	0 hr. 46 min.

Table D – 2015 to 2018 Council Meeting Averages – Term of Council

Table D shows the average number of meetings, number of agenda items, total duration of meetings and average duration of meetings held during the 2015-2018 term of Council.

Meeting Type	# of Meetings	# of Agenda Items	Total Duration	Average Duration
RCM	20	317	32 hrs. 9 min.	1 hr. 39 min.
PCM	13	62.5	8 hrs. 28 min.	0 hr. 39 min.
SCM	9	21	18 hrs. 51 min.	2 hrs. 0 min.
In-Camera	10	26	7 hrs. 43min.	0 hr. 45 min.

Analysis

The number of 2019 RCMs and the number of agenda items are slightly more than 2018 and fairly consistent with the 2015 – 2018 term of Council. The average duration of 2019 RCMs is slightly less than the average of the last term of Council.

Council normally meets on the second and fourth Tuesday of each month. This schedule is amended annually by eliminating two (2) meetings during the summer. The number of meetings will also vary each year as meetings may be cancelled due to conflicts with annual holidays or other municipal business, events and activities. In 2018, the second meeting in October was not held due to the Municipal Elections.

The number of PCMs in 2019 was higher than the number of meetings in 2018 and the average for the prior term of Council. PCMs are generally held to receive public comment on drainage and planning matters, as required under the *Drainage Act* and *Planning Act*. The duration of meetings and agenda items will vary depending on the level of public interest and engagement on the subject meeting matters.

SCMs typically include annual recurring meetings for the purposes of strategic planning and priority setting, annual capital projects road tour, awards and committee appointments; and draft budget reviews for the following year.

There were more SCMs held in 2019 than 2018 and more than the average for the prior term of Council. In 2019, two SCMs were held; one to consider the 2019 Budget in early January due to the timing of the Municipal Election in October 2018 and the second in November 2019 to consider the 2020 Budget as is the normal practice in a non-election year. There were also SCMs held to educate Council on communications following the election and on the Multi-use Sportsplex. In addition, significant studies, such as the Development Charges Study, Brighton Road Traffic Study, Storm Drainage Master Plan and the OPP Billing Model were presented at SCMs.

In 2019, the most common reasons for meetings to be called In-Camera were to consider matters regarding litigation and solicitor-client privilege, the disposition of land and labour relations. The number of closed meetings will fluctuate each year depending on current issues

and events. There were nine meetings held in closed session in 2019, slightly less than 2018 and the average for the prior term of Council.

Consultations

None

Financial Implications

There are no financial implications relating to this report.

Link to Strategic Priorities

Applicable	2019-22 Strategic Priorities
<input type="checkbox"/>	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.
<input type="checkbox"/>	Ensure that Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.
<input type="checkbox"/>	Integrate the principles of health and wellness into all of Tecumseh's plans and priorities.
<input checked="" type="checkbox"/>	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.
<input checked="" type="checkbox"/>	Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.

Communications

Not applicable ☒

Website ☐ Social Media ☐ News Release ☐ Local Newspaper ☐

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Sue White
Administrative Assistant to Director Corporate
Services & Clerk

Reviewed by:

Laura Moy, Dipl. M.M., CMMIII HR Professional
Director Corporate Services & Clerk

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

**Attachment
Number**

None

**Attachment
Name**

None