

Policies and Priorities Committee Meeting
Minutes

Date: Tuesday, May 28, 2024
Time: 4:30 pm
Location: Tecumseh Town Hall - Council Chambers
917 Lesperance Road
Tecumseh, Ontario N8N 1W9

Present: Mayor, Gary McNamara
Deputy Mayor, Joe Bachetti
Councillor, James Dorner
Councillor, Alicia Higgison
Councillor, Brian Houston
Councillor, Tania Jobin

Absent: Councillor, Rick Tonial

Also Present: Chief Administrative Officer, Margaret Misek-Evans
Director Legislative Services & Clerk, Robert Auger
Director Public Works & Engineering Services, Phil Bartnik
Michelle Drouillard
Director Technology & Client Services, Shaun Fuerth
Director Community & Recreation Services, Beth Gignac
Director Development Services, Brian Hillman
Director Financial Services & Chief Financial Officer, Tom Kitsos
Deputy Clerk & Manager Legislative Services, Jennifer Alexander
Manager Customer Service, Amanda Circelli

A. Roll Call

B. Call to Order

The Mayor calls the meeting to order at 4:37 pm.

C. Land Acknowledgement

We acknowledge that we are on land and surrounded by water, originally inhabited by Indigenous Peoples who have travelled this area since time immemorial. This territory is within the lands honoured by the Wampum Treaties; agreements between the Anishinaabe, Haudenosaunee, Leni Lenape and allied Nations to peacefully share and care for the resources around the Great Lakes. Specifically, we would like to acknowledge the presence of the Three Fires

Confederacy Ojibwe, Odawa, Potawatomi and Huron/Wendat Peoples. We are dedicated to honouring Indigenous history and culture while remaining committed to moving forward respectfully with all First Nations, Inuit and Métis.

D. Disclosure of Pecuniary Interest

There is no Disclosure of Pecuniary Interest declared by a Committee member.

E. Delegations

There are no Delegations presented to the Committee.

F. Communications

There are no Communication items presented to the Committee.

G. Reports

1. FS-2024-08 Travel Policy No 14 - Municipal Employees and Members of Local Boards

The Director Financial Services provides highlights the revisions to the Travel Policy No. 14 as appended on the agenda. He advises that upon the initial review of the policy and municipal best practices, it was determined that there should be two policies: one for members of Council and the other relating to staff and members of local boards. Policy No. 127 Travel Policy - Council was approved at the Regular Council Meeting on April 9, 2024. The revised Policy No. 14 will only pertain to staff and members of local boards.

He outlines the new provisions of the policy which provide greater clarification of approved travel expenses, including definitions of travel expenses and reimbursement rates. It is also noted in the policy, the addition of an expense review officer which will review travel expenses submitted to correspond to annual department budgets.

Motion: PPC - 09/24

Moved By Councillor Alicia Higgison

Seconded By Councillor Brian Houston

That Report FS-2024-08 entitled "Travel Policy – Municipal Employees and Members of Local Boards" **be received**;

And that the Travel Policy – Municipal Employees and Members of Local Boards in Attachment 1 **be recommended** by the Policies and Priorities Committee for approval and adoption at the June 25, 2024, Regular Council Meeting.

Carried

2. **LCS-2024-09 Administrative Monetary Penalties System Program Update**

Supplementary Item

The Director Legislative Services highlights the report as appended on the agenda. The Administrative Monetary Penalty System (AMPS) is an alternative system to the lengthy and costly provincial courts process that is currently in place. If approved, AMPS will move the dispute mechanism for minor violations of the Town's designated by-laws from a court-based system to an administrative review model. He adds that a draft by-law has been included in the report to officially establish AMPS for the Town. The by-law outlines the process for penalty notices and identifies designated by-laws for participating in AMPS. There are three by-laws requested for consideration to participate in the program: Open Burning, Noise and Fireworks. He notes that staff are currently reviewing additional by-laws designated for the inclusion into AMPS such as Property Standards, Parks and Traffic By-laws, however, revisions to these by-laws are required and will be forthcoming for Council's consideration at a later date. The AMPS program is anticipated to begin in January 2025.

The Director outlines the Policies appended on the report and reviews each policy and the respective roles of Screening and Hearing Officers. These policies are legislatively required when establishing AMPS.

Councillor Jobin joins the meeting at 5:10 pm. The Mayor opens the floor to questions from the Members.

A Member inquires of the process of receiving a resident complaint outlined in the Public Complaint policy for AMPS. The Director advises that the policy provides general guidelines and that standard procedures will be developed and communicated to staff on what to do when a complaint is received. The CAO advises that the process would be similar to receiving a complaint under the Provincial Offences Act.

In response to funding AMPS, the Director recommends a two-year pilot project which would provide data on the level of public engagement, the desired level of service for by-law enforcement in the Town and budgetary allocations. He adds AMPS is designed to be more efficient with by-law enforcement and dealing with matters within 6 weeks with minor offences.

Motion: PPC - 10/24

Moved By Deputy Mayor Joe Bachetti
Seconded By Councillor Brian Houston

That Report LCS-2024-09 entitled "Administrative Monetary Penalties System Update" be received;

And that draft By-Law 2024-048 in Attachment 1 establishing an Administrative Monetary Penalty System for the Town of Tecumseh be

recommended for first, second, third and final reading at the June 25, 2024 Regular Council Meeting;

And further, that the attached draft Administrative Monetary Penalty System Policies relating to Political Interference, Conflict of Interest, Public Complaints and Financial Management **be considered for approval** at the June 25, 2024 Regular Council Meeting;

And further, that the Mayor and Clerk **be authorized** to sign and execute any necessary agreements with the Ministry of Transportation or any other government agency to administer the Administrative Monetary Penalties System (AMPS), subject to the approval of the Town's Solicitor;

And further, that the Clerk **be authorized** to initiate a Request for Proposal in Q4 for the services of an independent Hearing Officer to conduct all hearing reviews under AMPS for the duration of the two-year AMPS pilot program starting January 1, 2025.

Carried

3. **LCS-2024-10 Closed Meeting Protocol**

The Director presents a PowerPoint on the Closed Meeting Protocol. He advises that the Municipal Act, section 239 states all Council meeting shall be open. There are a number of exceptions which are permissible under the Act and are reviewed. The Closed Meeting Protocol is drafted as a guide to the public and staff to provide transparency on when a matter can be discussed in closed session. In the report, Appendix 2 provides examples of what is permitted for closed session.

The Mayor opens the floor to questions from the Members.

In response to the inquiry on who is the gatekeeper of closed session records, the Director advises that the Clerk retains the records of proceedings, provides meeting notice in consultation with the CAO and Mayor. He clarifies that there is no voting in closed session, only administrative direction can be noted in the minutes.

Motion: PPC - 11/24

Moved By Councillor Alicia Higgison
Seconded By Councillor Brian Houston

That Report LCS-2024-10 entitled "Closed Meeting Protocol" with respect to Council and Committee/Local Board Meetings be **received**;

And that the Closed Meeting Protocol in Attachment 1 of Report LCS-2024-10 **be recommended** for Council approval at the June 25, 2024 Regular Council Meeting.

Carried

Motion: PPC - 12/24

Moved By Councillor Brian Houston
Seconded By Councillor James Dorner

That the Policies & Priorities Committee meeting recess at 5:52 pm **be approved**.

Carried

4. PWES-2024-30 Policy 36-02 Winter Control Policy Review

The meeting reconvenes at 6:25 pm.

The Director Public Works & Engineering Services highlights the report as appended on the agenda. He advises that the Winter Control Policy (Policy) was adopted by Council in 2001 and the Policy is outdated with the guidance and standards regarding winter control measures. He advises that Council adopted the Minimum Maintenance Standards for winter control in 2020 which are more current.

The Mayor opens the floor to questions from the Members.

In response to an inquiry on the level of service on clearing snow on sidewalks, the Director responds that the regulations provided under the Minimum Maintenance Standards for snow removal are used for sidewalks and roads.

Motion: PPC - 13/24

Moved By Councillor Brian Houston
Seconded By Deputy Mayor Joe Bachetti

That Report PWES-2024-30 entitled "Policy 36-02 Winter Control" **be received**;

And that Policy No. 36-02 Winter Control **be recommended** by the Policies and Priorities Committee **to be repealed by Council** at the June 25, 2024, Regular Council Meeting.

Carried

5. TCS-2024-02 Technology Acceptable Use Policy

The Director Technology & Client Services presents a PowerPoint on the Technology Acceptable Use Policy outlining the revisions to the current Policy. He highlights the revisions including to security, risk management, productivity, compliance, resource management, and liability protection.

Motion: PPC - 14/24

Moved By Councillor Brian Houston
Seconded By Councillor Alicia Higgison

That Report TCS 2024-02 entitled “Technology Acceptable Use Policy” be received;

And that Attachment 1 to Report TCS 2024-02, Technology Acceptable Use Policy No. 09 be approved;

And further that Council delegate authority to the Director Technology & Client Services and Chief Administrative Officer to annually review and, if applicable, revise the Technology Acceptable Use Policy to meet legislative compliance and that, if any significant changes to this policy occur upon review, Administration will prepare and bring an information report to Council outlining the amendments.

Carried

6. TCS-2024-03 Customer Service Policy

The Manager Customer Service provides a review of the revisions to the Customer Service Policy as appended on the agenda. The Policy was adopted by Council in 2019. She highlights the revisions including defined regular business hours, accessibility, live answer options regarding to in person and telephone communications, social media, service expectations regarding abusive behaviour and setting limits.

The Mayor opens the floor to questions from the Members.

A Member comments on the Policy's anonymous complaints procedure and inquired on if there is a whistleblowing procedure if such complaints are received anonymously. The Manager advises that this Policy currently does not have a procedure in place and will review to determine if a separate policy is needed.

Motion: PPC - 15/24

Moved By Councillor Brian Houston
Seconded By Councillor Alicia Higgison

That Report TCS-2024-03 entitled “Customer Service Policy” be received;

And that Attachment 1 to Report TCS-2024-03, Policy 097 –Customer Service Policy, **be recommended** by the Policies and Priorities Committee for **approval and adoption** at the June 25, 2024, Regular Meeting of Council;

And further that Council **delegate authority** to the Director Technology & Client Services and Chief Administrative Officer to annually review (by June 30th of each year) and, if applicable, revise the Customer Service Policy to meet legislative compliance and that, if any significant changes to this policy occur upon review, Administration will prepare and bring an information report to Council outlining the amendments.

Carried

H. Unfinished Business

There is no unfinished business presented to Council.

I. New Business

There are no new business items presented to the Committee.

J. Next Meeting

The next meeting will be scheduled at the call of the chair.

K. Adjournment

Motion: PPC - 16/24

Moved By Councillor James Dorner
Seconded By Councillor Alicia Higgison

That there being no further business, the Tuesday May 28, 2024 meeting of the Policies and Priorities Committee **be adjourned** at 6:57 pm.

Carried

Gary McNamara, Mayor

Robert Auger, Clerk