



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: February 12, 2019

Report Number: CS-2019-04

Subject: 2018 Open and Closed Meetings

Recommendations

It is recommended:

That Corporate Services & Clerk Report No. CS-2019-04 with respect to Open and Closed Council Meetings held in 2018 be **received** for information.

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.

This report is written in accordance with Section 270 of the Municipal Act, 2001 (Act) and the Transparency and Accountability Policy No. 61, to ensure accountability to the public for Council's actions and to ensure that the manner in which the Town conducts its actions is transparent to the public.

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.

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.

In accordance with Section 239.2 of the Act, the Town has appointed Local Authority Services (LAS) as its Closed Meeting Investigator for a further one-year term ending December 31, 2019.

The Town's Council Proceedings By-law No. 2017-62 (Procedural By-law) also confirms that closed meeting obligations are met. The Procedural By-law was updated in 2017 to be consistent with and in compliance with the Act, which was recently amended under Bill 68 - Modernizing Ontario's Municipal Legislation Act, 2017, and for housekeeping matters.

The Act now also permits meetings to be closed to the public when the subject matter being considered is:

- a) 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;
- b) 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;
- c) 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
- d) 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.

Comments

The following information has been compiled on open and closed Council meetings for 2018. 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 - 2018 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 2018.

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	18	274	30 hrs. 21 min.	1 hr. 41 min.
PCM	11	76	8 hrs. 45 min.	0 hr. 47 min.
SCM	7	9	14 hrs. 11 min.	2 hrs. 1 min.
In-Camera	13	36	11 hrs. 17 min.	0 hr. 52 min.

Table B - 2017 Council Meetings

Table B gives a summary of the 2017 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	20	335	34 hrs. 16 min.	1 hr. 42 min.
PCM	14	53	8 hrs. 9 min.	34 min.
SCM	9	21	16 hrs. 44 min.	1 hr. 51 min.
In-Camera	7	23	5 hrs. 31 min.	0 hr. 47 min.

Table C - 2016 Council Meetings

Table C gives a summary of the 2016 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	20	331	29 hrs. 33 min.	1 hrs. 28 min.
PCM	13	53	7 hrs. 41 min.	0 hrs. 35 min.
SCM	7	19	10 hrs. 40 min.	1 hrs. 31 min.
In-Camera	10	23	6 hrs. 40 min.	0 hrs. 40 min.

Table D - 2015 Council Meetings

Table D gives a summary of the 2015 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	20	329	34 hrs. 28 min.	1 hrs. 43 min.
PCM	14	68	09 hrs. 18 min.	0 hrs. 39 min.
SCM	13	35	33 hrs. 51 min.	2 hrs. 36 min.
In-Camera	10	21	07 hrs. 25 min.	0 hrs. 44 min.

Table E - 2015-2018 Term of Council Meeting Averages

Table E 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 2018 RCMs and the number of agenda items are slightly lower than the average numbers for the term of Council. The average duration of 2018 RCMs is consistent with the average over 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, as well as meetings

which conflict with annual holidays or other municipal business, events and activities. In 2018, there were 18 RCMs compared to 20 in other years, as the first meeting in January immediately following the holidays was not held and there was one meeting in October 2018 that was not held due to the Municipal Elections.

The number of PCMs in 2018 was lower than the number of meetings in 2017 and the average for the 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.

SCMs typically include annual recurring meetings for the purposes of:

- strategic planning and priority;
- a capital projects road tour;
- awards and committee appointments; and
- draft budget reviews for the following year.

There were fewer SCMs held in 2018 than 2017 and the average for the term of Council.

In 2018, the most common reasons for meetings to be called In-Camera (closed to the public) 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, various circumstances and events that have taken place. There were 13 meetings held in closed session in 2018, slightly greater than the average for the current term of Council.

Consultations

None

Financial Implications

There are no financial implications relating to this report.

Link to Strategic Priorities

Applicable	2017-18 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 the Town of 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 the Town 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.

Reviewed by:

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

Recommended by:

Tony Haddad, MSA, CMO, CPFA
Chief Administrative Officer

Attachment Number	Attachment Name
None	None