

Municipality of Lakeshore - Report to Council

Legislative & Legal Services

Legislative Services



To: Mayor & Members of Council
From: Brianna Coughlin, Division Leader – Legislative Services
Date: December 14, 2023
Subject: 2023 Council & Closed Meeting Annual Report

Recommendation

This report is for information only.

Background

The Municipality of Lakeshore is committed to conducting meetings in an open and transparent manner. All meetings of Council are advertised on the municipal website and are video-recorded in order to allow residents to watch the proceedings from their homes or other locations.

Despite this commitment to openness, there are times where Council must deliberate confidentially in order to protect the privacy of an individual or the position of the corporation.

Section 239(2) of the *Municipal Act, 2001* allows municipalities to go into closed session to consider matters for the following reasons:

- 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.

Council may also go into closed session pursuant to Section 239(3.1) of the Act to undertake education or training, as long as no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council.

Comments

Open Meetings

At the November 29, 2022 meeting, Council approved the schedule of meetings for 2023, including 2 dates for the 2023 budget deliberations and 3 dates for the 2024 budget deliberations. These are considered “regular” meetings.

Due to unforeseen circumstances relating to the budget preparation process, the 2024 Budget deliberations were rescheduled for February 2024. In total, Council held 20 regular meetings in 2023.

In addition to these regular meetings, Council held an additional 5 special meetings in 2023. These include:

- 2 meetings dedicated to the Strategic Plan (March 31 and May 11);
- 1 meeting dedicated to a joint education session with Council and the Police Services Board regarding the OPP Municipal Billing Model (June 13);

- 1 meeting for a closed session only to hold an education session relating to the *Safe Drinking Water Act* and the Code of Conduct/role of the Integrity Commissioner (June 23);
- 1 meeting for a closed session item only regarding Hydro One Networks Inc. (July 25).

The following table outlines the dates of the meetings, the time spent in open session, the types of items on the agenda and the number of items deferred to subsequent meetings. Approximately 58 hours were spent in open session throughout these meetings. Please note that the June 23 and July 25 meetings are not shown on this table, as they were closed sessions only.

Note: the times in the table represent the time spent in open session on a particular date; closed session times are explained further in the report. To compare total meeting times for each date, it will require adding the open and closed session times together. For example, 2 hours in open session + 1 hour in closed session = 3 hours total.

2023 Meeting Date	Time Spent in Open Session	Public Meetings	Presentations and Delegations	Agenda Items for Direction**	Notices of Motion	Direction Items Deferred
January 10	1h 26		10	4		
January 30 2023 Budget	5h 54			3	1	
February 14	4h	3		10		
February 28	1h 14	1		7	1	
March 7	0h 11		1		1	1
March 21	1h 47	2	1	6		
March 31 Special Meeting	5h 34		1			
April 4	1h 21	2		6		

2023 Meeting Date	Time Spent in Open Session	Public Meetings	Presentations and Delegations	Agenda Items for Direction**	Notices of Motion	Direction Items Deferred
May 2	1h 5		1	7	1	
May 11 Special Meeting	5h 6		1			
May 30	3h 46	6	1	14	1	
June 13 Special Meeting	0h 55		1			
June 13	1h 22	2		9	1	
June 27	1h 58	1	3	7		
July 18	3h 4		4	11	3	1
August 15	3h 59		1	12	2	2
September 12	0h 53		1	5	1	
September 26	2h 41	1	1	8	2	1
October 10	2h 43	1		8		
October 24	1h 19		1	5	2	
November 7	2h 12		4	6	1	
November 21	2h 6	1	1	7	2	
December 12	3h 35		4	13	1	

**Does not include presentation and reading of by-laws.

Closed Meetings

In 2023, Council held 19 closed session meetings in order to consider 54 items. Approximately 23 hours were spent in closed session throughout these meetings.

The following table outlines the dates of the meetings, the subject matter discussed, the reasons the items were discussed during a closed session meeting and the outcome of the discussion.

2023 Meeting Date	Time Spent in Closed Session	Subject	Reasons to go into Closed session	Vote for Direction
January 10	1h 3	Ontario Land Tribunal Appeal of Zoning By-law Amendment ZBA-30-2021	e), f) and k)	Yes
		Ontario Land Tribunal Appeal of Zoning By-law Amendment ZBA-6-2022	e), f) and k)	Yes
		Recommendations of Administration in relation to board and committee member appointments	b)	Yes
February 14	1h 1	Education/training session – media relations	3.1	No
		Hydro One Chatham to Lakeshore Transmission Corridor	e), f) and k)	No
		Couture Road	f)	Yes
		Infrastructure development in Lighthouse Cove	e), f) and k)	Yes
		Recommendations of Administration in relation to board and committee member appointments	b)	Yes

2023 Meeting Date	Time Spent in Closed Session	Subject	Reasons to go into Closed session	Vote for Direction
February 28	14 min	Disposition of land – Church Street area	c)	Yes
March 21	16 min	Personal matters relating to an employee	b), d) and f)	Yes
April 4	1hr	Education/training session – workplace violence and harassment legislation	3.1	No
		Disposition of land – Sixth and Seventh streets area	c)	Yes
		Hydro One	k)	Yes
May 2	1hr 8	Compensation policy for volunteer firefighters	d)	Yes
		Collective bargaining	d)	Yes
		Disposition of land – lands and drains in Comber	c) and f)	Yes
		River Ridge subdivision agreement and lands transfer	f)	Yes
		Shared fire services	k)	Yes
May 30	52 min	Acquisition of land – Stoney Point Park	c)	Yes
		Infrastructure development in Lighthouse Cove	e), f) and k)	Yes
		Committee of Adjustment application B/11/2023	e) and f)	Yes
		Litigation relating to the Amy Croft area	e) and f)	No
		Chief Administrative Officer performance evaluation	b)	Yes
June 13	1hr 32	Disposition of land – Couture Beach area	c)	Yes

2023 Meeting Date	Time Spent in Closed Session	Subject	Reasons to go into Closed session	Vote for Direction
		Chief Administrative Officer performance evaluation	b)	Yes
		Hydro One Networks Inc.	e), f) and k)	Yes
June 23	5hr 12	Education/training session – <i>Safe Drinking Water Act</i>	3.1	No
		Education/training session – Code of Conduct and the role of the Integrity Commissioner	3.1	No
June 27	1hr 27	Litigation relating to the Amy Croft area	e), f) and k)	No
		Annual economic adjustment rate for non-union positions	b) and d)	Yes
		Couture Road (private road)	f)	Yes
		Council members and employees of the Municipality	b), e) and f)	Yes
		Chief Administrative Officer performance evaluation	b)	Yes
July 18	1hr 10	Education/training session – Community Improvement Plans	3.1	No
		Melody Drive reconstruction contract (note: in-meeting resolution related to open session agenda item)	f)	No
		Potential closure of the Pedestrian Bridge across the 4 th Concession Drain (note: in-meeting resolution related to	f)	Yes

2023 Meeting Date	Time Spent in Closed Session	Subject	Reasons to go into Closed session	Vote for Direction
		open session agenda item)		
July 25	16 min	Hydro One Networks Inc.	e), f) and k)	Yes
August 15	52 min	Disposition of land – Rourke Line area	c)	Yes
		Chief Administrative Officer performance evaluation	b)	Yes
September 12	31 min	Lease agreement in the Stoney Point area	c) and k)	Yes
September 26	1h 4	Litigation relating to the Amy Croft area	e), f) and k)	No
		Recruitment of an employee	b) and d)	Deferred
		Chief Administrative Officer performance evaluation	b)	Deferred
October 10	58 min	Recruitment of an employee	b) and d)	Yes
		Chief Administrative Officer performance evaluation	b)	Yes
		Short-term rental accommodations	f)	No
November 7	1hr 11	Personal matters relating to an employee	b), d) and f)	No
		Hiring Committee	b) and f)	No
		Recommendations of Administration in relation to a board member appointment	d), f) and k)	Yes
		Chief Administrative Officer performance evaluation	b)	No
November 21	1hr 47	Salary review for non-union employees	b) and d)	Yes

2023 Meeting Date	Time Spent in Closed Session	Subject	Reasons to go into Closed session	Vote for Direction
December 12	1h 10	Education/training session – computer software	3.1	No
		Collective bargaining	d), f) and k)	Yes
		Solid waste collection contract negotiations	k)	Yes

Financial Impacts

Printing and courier costs associated with the meetings were included in the 2023 Budget and actual costs are within budget.

Report Approval Details

Document Title:	2023 Council Meetings and Closed Meeting Annual Report.docx
Attachments:	
Final Approval Date:	Jan 2, 2024

This report and all of its attachments were approved and signed as outlined below:

Prepared by Brianna Coughlin

Submitted by Susan Hirota

Approved by Justin Rousseau