

# Municipality of Lakeshore - Report to Council

## Legislative & Legal Services

### Legislative Services



**To:** Mayor & Members of Council  
**From:** Brianna Coughlin, Manager of Legislative Services  
**Date:** December 16, 2020  
**Subject:** 2020 Council Meeting Annual Report.docx

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### 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 October 8, 2019 meeting, Council approved the schedule of meetings for 2020, including four potential dates for budget deliberations. These are considered “regular” meetings. Council held 20 regular meetings in 2020, including two meetings for the 2021 budget deliberations.

In addition to these regular meetings, Council held an additional 13 special meetings in 2020. These include:

- 2 meetings to facilitate education/training sessions for members of Council;
- 1 meeting for emergency purposes relating to the COVID-19 pandemic;
- 3 meetings dedicated to matters under the *Planning Act*;
- 7 meetings to complete unfinished business from previous meetings.

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 93 hours were spent in open session throughout these meetings.

<b>2020 Meeting Date</b>	<b>Time Spent in Open Session</b>	<b>Public Meetings</b>	<b>Presentations and Delegations</b>	<b>Agenda Items for Direction**</b>	<b>Notices of Motion</b>	<b>Direction Items Deferred</b>
January 14	2h 35		1	4	1	2
January 28	2h 41			5* *1 item added in meeting		
February 11	2h 59m	1		4		
March 10	5h 31	4	3	13		1
March 12 Special	1m		Education session in closed session			
March 19 Special (emergency matters)	1h		1	2		
April 6 Special	1m		Training in closed session			
April 7	3h 6		1	5		
April 28	4h 51		2	5		3
April 29 Special	1h 45			3		

<b>2020 Meeting Date</b>	<b>Time Spent in Open Session</b>	<b>Public Meetings</b>	<b>Presentations and Delegations</b>	<b>Agenda Items for Direction**</b>	<b>Notices of Motion</b>	<b>Direction Items Deferred</b>
May 7 Special	2h 45		1	2		
May 12	3h 1		1	5	2	
May 26	3h 49			2	3	
June 4 Special	cancelled		Training session			
June 9	3h 38		2	6	1	1
June 16 Special	1h 21			1		
June 23	3hr 51	2	3	8	1	6
June 29 Special	2hr 59			6		
July 14	3hr 24	1	2	8	4	2
July 28 Special	3hr 17		1	9	6	7
August 11	3hr 29	3	3	12		2
September 1	3hr 31	2	2	9		
September 22	3hr 23	1	2	6		
September 29 Special	1m		Education session in closed session			

2020 Meeting Date	Time Spent in Open Session	Public Meetings	Presentations and Delegations	Agenda Items for Direction**	Notices of Motion	Direction Items Deferred
October 6	2hr 11		2	7		
October 20 Special	1hr	3	2	1		
October 27	1hr 56	1	1* Presentation made in closed session	3	2	5
November 3 Special	2hr 26			3	2	
November 10	3hr 50		5	8		
November 17 Special	2hr 4	1				
November 23	6hr 28		1	Budget		
November 24	3hr 15			Budget		
December 8	3hr 54		4	9	2	
December 15 Special	3hr 24	3		4		1

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

## Closed Meetings

In 2020, Council held 22 closed session meetings in order to consider 34 items. Five of these items were a result of resolutions by Council in open Council meetings and were therefore not advertised on the meeting agenda. Approximately 22 hours were spent in closed session throughout these meetings (9 hours for education/training purposes).

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.

2020 Meeting Date	Time Spent in Closed Session	Subject	Reasons to go into Closed session	Vote for Direction
January 14	1h	Emily Street	c) and f)	Yes
		Amy Croft Drive	c) and f)	Deferred
January 28	1h 35	Amy Croft Drive	c) and f)	Yes
		Collective bargaining	d), f) and k)	Yes
February 11	16m	Lease of municipal property	c) and k)	Yes
March 10	32m	Plans to accommodate Town staff	c) and k)	Deferred
		Sylvester land lanes	c)	Yes
March 12	4h 25	Educating and training members in relation to municipal reserves and the <i>Development Charges Act, 1997</i>	3.1	No
April 6	22m	Educating and training members on the use of electronic meeting software	3.1	No

2020 Meeting Date	Time Spent in Closed Session	Subject	Reasons to go into Closed session	Vote for Direction
April 28	55m	Infrastructure development in Lighthouse Cove  Collective Bargaining	e), f) and k)  d), f) and k)	Yes  Yes
May 26	14m	Pearl Street	c) and f)	Yes
June 9	22m	Atlas Tube Centre	e), f) and k)	Yes
June 16	1hr 11	Chief Administrative Officer performance review	b)	Yes
June 23	27m	Pay Equity  Town administrative facilities	b), d) and f)  c) and k)	Yes  Yes
June 29	57m	Lakeview Park and West Beach (in-meeting addition)	a)	No
July 14	24m	Lanoue Street and Amy Croft Drive	c), f) and k)	Yes
July 28	8m	Atlas Tube Centre	e), f) and k)	Yes
August 11	1hr 40	Advertising agreement  Town administrative facilities  Town employee	f) and k)  c) and k)  b), d) and f)	Yes  Yes  Yes
September 1	12m	Committee appointments (vacancies)	b)	Yes

2020 Meeting Date	Time Spent in Closed Session	Subject	Reasons to go into Closed session	Vote for Direction
September 22	9m	Proposed grant program	f)	No
September 29	2hr 9	Educating and training members in relation to the roles and responsibilities of Council and Administration	3.1	No
October 6	59m	Municipal property on Main Street, Comber	c) and k)	No
October 27	#1 - 55m	Collective bargaining	d), f) and k)	No
		Lakeshore Road 115 and Columbus Drive	c) and k)	Yes
	#2 - 2hr 4	Education session relating to Council meetings (in-meeting addition)	3.1 and b)	No
November 24	42m	Employee position transitions (in-meeting addition)	b)	No
		Management of insurance claims and liability issues relating to Town facilities (in-meeting addition)	e), f) and k)	No
December 8	32m	Committee appointments (vacancies)	b)	Yes
		Infrastructure development in Lighthouse Cove	e), f) and k)	No



2020 Meeting Date	Time Spent in Closed Session	Subject	Reasons to go into Closed session	Vote for Direction
		Sewage capacity in the Denis St. Pierre Water Treatment Plant servicing area (in-meeting addition)	a) and f)	Deferred
December 15	Deferred to 2021	Sewage capacity in the Denis St. Pierre Water Treatment Plant servicing area	a), e), f) and k)	

### Financial Impacts

Printing and courier costs associated with the special meetings were offset by a reduction in meeting expenses due to the fact that Council meetings have been held electronically since April 6, 2020. There are supplementary costs for each additional meeting held (courier, meal, overtime where necessary) and a significant additional amount of staff time to prepare for the conduct of such meetings.

### Report Approval Details

Document Title:	2020 Council Meeting Annual Report.docx
Attachments:	
Final Approval Date:	Jan 7, 2021

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

Kristen Newman

Rosanna Pellerito

Truper McBride