

# Municipality of Lakeshore - Report to Council

## Strategic & Legal Affairs

### Civic Affairs



**To:** Mayor & Members of Council  
**From:** Brianna Coughlin, Division Leader - Civic Affairs  
**Date:** January 5, 2022  
**Subject:** 2021 Council Meetings Annual & Closed Meeting Report

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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 27, 2020 meeting, Council approved the schedule of meetings for 2021, including four potential dates for budget deliberations. These are considered “regular” meetings.

Due to unforeseen circumstances relating to the budget preparation process, the 2022 Budget deliberations were rescheduled for January 2022. In total, Council held 19 regular meetings in 2021.

In addition to these regular meetings, Council held an additional 5 special meetings in 2021. These include:

- 1 meeting dedicated to the Strategic Plan;
- 1 meeting dedicated to the Flooding Mitigation and Protection Framework;

- 1 additional meeting for regular business in place of the originally scheduled November 23 budget meeting;
- 4 meetings to complete unfinished business from previous meetings.

Note: The April 13 and December 22 special meetings were held to complete closed session matters only and therefore are identified in the Closed Meeting section only.

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 74 hours were spent in open session throughout these meetings.

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.

<b>2021 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 12	3h 9		3	5	1	3
January 19 Special Meeting	1h 6			3	1	
February 2	2h 21	2		1	1	
February 16	3h 15			7	3	
March 9	2h 2	2	2	12		
March 23	3h 9	1	1	5		2
March 31 Special Meeting	3h 13					
April 6	2h 58	1	3	6	2	

<b>2021 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>
April 20	3h 2	1	1	7		
May 11	3h	1	2	6		
May 25	3h 4	1	1	9		1
June 8	3h 30		1	3	1	
June 22	3h 14	1	3	6		
July 13	3h 21	5		9		2
August 10	3h 40	3	1	11	2	6
August 12 Special Meeting	2h 10			4	2	2
September 14	3h 7	3	3	14		11
September 16 Special Meeting	2h 53		1	12		1
September 28	1h 58	1		8		1
October 12	2h 56	1	3	9		
October 26	2h 41		1	10		1
November 2 Special Meeting	1h 49		11			

2021 Meeting Date	Time Spent in Open Session	Public Meetings	Presentations and Delegations	Agenda Items for Direction**	Notices of Motion	Direction Items Deferred
November 9	3h 35	1	1	7	2	1
November 23 Special Meeting	3h 49		12	5	4	5
November 30 Special Meeting	1h 52			3	1	
December 14	2h 50	1	3	8		

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

### Closed Meetings

In 2021, Council held 19 closed session meetings in order to consider 39 items. Approximately 15 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.

2021 Meeting Date	Time Spent in Closed Session	Subject	Reasons to go into Closed session	Vote for Direction
January 12	49 min	Sewage capacity in the Denis St. Pierre Water Treatment Plant servicing area	a), e), f) and k)	Yes
		Portable construction cranes	f)	Deferred

2021 Meeting Date	Time Spent in Closed Session	Subject	Reasons to go into Closed session	Vote for Direction
		Chief Administrative Officer performance evaluation	b)	Deferred
January 19 Special	18 min	Portable construction cranes	f)	No
		Chief Administrative Officer performance evaluation	b)	Deferred
February 2	1h 48	Chief Administrative Officer performance evaluation	b)	Yes
		Local Planning Appeal Tribunal Appeal of Zoning By-law Amendment ZBA-9-2020 (1654 Manning Road)	e), f) and k)	Yes
		Local Planning Appeal Tribunal Appeal of Consent B/6/2020 (0 Canadian Southern Railway Property)	e), f) and k)	Yes
		Municipal property on Main Street, Comber	c) and k)	Yes
		Plans to accommodate Municipality staff	c) and k)	Yes
March 9	42 min	Litigation relating to the Amy Croft area	e), f) and k)	Yes
		Local Planning Appeal Tribunal Appeal of	e), f) and k)	Yes

2021 Meeting Date	Time Spent in Closed Session	Subject	Reasons to go into Closed session	Vote for Direction
		Zoning By-law Amendment ZBA-20-2020 (1654 Manning Road)		
March 23	6 min	Collective bargaining	d), f) and k)	Yes
		Disposition of land relating to Tecumseh Road	c), e) and f)	Yes
April 6	35 min	Potential litigation relating to Tisdelle Road	e) and f)	No
		Personal matters relating to an employee	b), d) and f)	Deferred
		Personal matters relating to an employee	b), d) and f)	Deferred
April 13 Special Meeting	52 min	Personal matters relating to an employee	b), d) and f)	Yes
		Personal matters relating to an employee	b), d) and f)	Yes
April 20	13 min	Litigation relating to infrastructure development in Lighthouse Cove	e), f) and k)	Yes

2021 Meeting Date	Time Spent in Closed Session	Subject	Reasons to go into Closed session	Vote for Direction
May 11	1h 5	Litigation relating to the Amy Croft Secondary Plan Area infrastructure	e), f) and k)	No
		Disposition of land relating to Blake Avenue	c) and k)	Yes
		Acquisition of land relating to the Atlas Tube Recreation Centre	c) and k)	Yes
July 13	1h 20	Plans to accommodate Municipality staff	c) and k)	Yes
		Float homes	f)	Yes
		Hydro One Chatham to Lakeshore Transmission Line	e) and f)	Yes
August 12 Special Meeting	22 min	Litigation relating to the Amy Croft area	e), f) and k)	Yes
September 14	46 min	Property on Comber Road	f)	No
September 28	1h 37	Litigation relating to the Amy Croft area	e), f) and k)	Yes
		Information Technology Security	a)	No



2021 Meeting Date	Time Spent in Closed Session	Subject	Reasons to go into Closed session	Vote for Direction
		Mandatory Vaccination Policy	d) and f)	No
		Collective Agreement relating to a Paid Holiday	d)	Yes
		Recruitment of an employee	b) and d)	Yes
October 26	1h 25	Employee Retention	b) and d)	No
		Salary Review for Non-union Employees	b) and d)	Yes
November 9	28 min	Ontario Land Tribunal appeal of ZBA-9-2020	e) and f)	Yes
November 23 Special Meeting	15 min	Personal matters relating to an employee	b) and d)	Deferred
		Compensation review for volunteer firefighters	b) and d)	Deferred
		Collective bargaining	d), f) and k)	Deferred
		Ontario Land Tribunal appeal of ZBA-9-2020	e) and f)	Yes
		Acquisition of land in Lighthouse Cove	c)	Deferred
November 30 Special Meeting	1h	Personal matters relating to an employee	b) and d)	No

2021 Meeting Date	Time Spent in Closed Session	Subject	Reasons to go into Closed session	Vote for Direction
		Compensation review for volunteer firefighters	b) and d)	Yes
		Collective bargaining	d), f) and k)	Yes
		Acquisition of land in Lighthouse Cove	c)	Yes
December 14	1h	Ontario Land Tribunal appeal of ZBA-9-2020	e), f) and k)	No
		Professional services contract	e) and f)	Yes
December 22	45 min	Application under the <i>Municipal Conflict of Interest Act</i>	e) and f)	Deferred

## 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 were held virtually for all of 2021. There are supplementary costs for each additional meeting held (courier, meal, overtime where necessary) and of course, a significant amount of staff time to prepare for meetings.

## Report Approval Details

Document Title:	2021 Council Meetings Annual and Closed Meeting Report.docx
Attachments:	
Final Approval Date:	Jan 13, 2022

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

Kristen Newman

Justin Rousseau

Truper McBride