



**REGULAR MEETING OF COUNCIL
To Be Held in the Council Chambers
Tuesday, July 3rd, 2018 at 5:00 p.m.
Council's Regular Meeting Agenda**

For consideration:

1. OPENING

- a) Adoption of Agenda
- b) Disclosure of Pecuniary Interest and General Nature Thereof

2. ANNOUNCEMENTS

3. ADOPTION OF MINUTES

- a) Regular Council Meeting of June 19, 2018 (p.3)
- b) Assiginack Public Library Board Meeting of May 28, 2018 (p.7)
- c) Community Policing Advisory Committee Meeting of April 18, 2018 (p.8)
- d) Manitoulin Centennial Manor Board of Management Meeting of May 17, 2018 (p.10)

4. DELEGATIONS

5. REPORTS

- a) New Fire Hall Tender

6. ACTION REQUIRED ITEMS

- a) Accounts of Payment: General: \$143,303.46, Payroll: \$21,284.26 (p.12)
- b) Award Tender No. 2018-04: Winter Sand and Gravel Tender

7. INFORMATION ITEMS

- a) OSPCA Letter: No Hot Pets Campaign (p.15)
- b) Ontario Ombudsman Annual Report Excerpt (p.16)

8. BY-LAWS

9. CLOSED SESSION

10. ADJOURNMENT

**THE CORPORATION OF THE TOWNSHIP OF ASSIGINACK
MINUTES OF THE REGULAR COUNCIL MEETING**

The Regular Meeting of the Council of the Corporation of the Township of Assiginack was held in the Council Chambers on Tuesday, June 19, 2018 at 5:00 p.m.

Present: Mayor Paul Moffatt
Councillor Robert Case
Councillor Les Fields
Councillor Hugh Moggy
Councillor Brenda Reid

Staff: Alton Hobbs, CAO
Jeremy Rody, Clerk

Press: Alicia McCutcheon, Expositor

OPENING:

#183-13-18 H. Moggy – R. Case

THAT the Regular Meeting of the Council of the Corporation of the Township of Assiginack be opened for business with a quorum of members present at 5:00 p.m., with Mayor Moffatt presiding in the Chair.

CARRIED

AGENDA:

#184-13-18 R. Case – H. Moggy

THAT the agenda for this meeting be accepted as presented.

CARRIED

DISCLOSURE OF PECUNIARY INTEREST:

Councillor Reid disclosed a direct pecuniary interest in Agenda Item 6A Payroll as her husband is an employee of the Township. She did not take part in any discussion, attempt to influence the vote or vote on the matter.

ANNOUNCEMENTS:

Councillor Fields complimented the Museum Curator, Kelsey Maguire, for being an excellent host at the museum to the local junior and senior kindergarten classes earlier in the day.

Councillor Moggy commented that he was glad to see the grass being cut and everything looking well maintained. He also mentioned that there is a crooked tree in Queen's Park and asked if it could be straightened.

ADOPTION OF MINUTES:

#185-13-18 H. Moggy – R. Case

THAT the minutes of the Regular Council Meeting of June 5, 2018, be accepted.
CARRIED

#186-13-18 R. Case – H. Moggy

THAT the minutes of the Public Health Sudbury and Districts Board of Health Meeting of May 17, 2018, be received.
CARRIED

DELEGATIONS:

There were none.

REPORTS:

There were none.

ACTION REQUIRED ITEMS:

#187-13-18 H. Moggy – R. Case

THAT Council authorizes the following Accounts for Payment:

General: \$177,555.24

AND THAT the Mayor and administration be authorized to complete cheques #27814 through #27849 as described in the attached cheque register reports.

CARRIED

#188-13-18 R. Case – H. Moggy

THAT Council authorizes the following Accounts for Payment:

Payroll: \$20,492.04

AND THAT the Mayor and administration be authorized to complete cheques #27808 through #27813 as described in the attached cheque register reports.

CARRIED

#189-13-18 B. Reid – L. Fields

THAT the Year to Date Financial Statements as at May 31, 2018, be received by Council.

CARRIED

#190-13-18 L. Fields – B. Reid

THAT Assiginack Council recommends the following conditions on the Manitoulin Planning Board Application for Consent File No. B04-18 & B05-18:

1. The property condition be restored to a state that is in compliance with Property Standards By-law #12-09 and to the satisfaction of the By-law Enforcement Officer.
2. The entrance to each lot be permitted from Lower Slash Road.
3. A one-foot reserve on the east side of the proposed properties along Indian Point Lane be conveyed to the Township.

CARRIED

INFORMATION ITEMS:

#191-13-18 B. Reid – L. Fields

THAT we acknowledge receipt of the following correspondence items:

- a) Vigor Clean Tech Energy Production Report
- b) Ontario Provincial Police Letter: Update on Initiatives
- c) Notice of Household Hazardous Waste Day

CARRIED

BY-LAWS:

#192-13-18 L. Fields – B. Reid

THAT By-law #18-22, being a by-law to amend By-law #17-05 being a by-law to authorize a Recyclables Acceptance Agreement with the City of Greater Sudbury, to authorize an amendment to Schedule C, be given its first, second, and third readings and enacted in open Council.

CARRIED

#193-13-18 B. Reid – L. Fields

THAT By-law #18-23, being a by-law to authorize the delegation of authority to the Chief Administrative Officer for certain acts during a "lame duck" period, be given its first, second, and third readings and enacted in open Council.

CARRIED

#194-13-18 L. Fields – B. Reid

THAT By-law #18-24, being a by-law to amend By-law #99-11, being a by-law to regulate the use of land in the Township of Assiginack, to authorize an addendum to the agreement contained in By-law #99-11, be given its first, second, and third readings and enacted in open Council.

CARRIED

CLOSED SESSION:

There was none.

Note: The CAO noted that the Fire Hall Tender should have been on the agenda for this meeting, but the due date had been pushed back one week based on the engineer's recommendation. Therefore, the tenders will be opened on Friday, June 22, 2018 at 1 p.m. at the Municipal Office and Council will hold a Special meeting on Tuesday, June 26, 2018 at 9 a.m. in the Council Chambers to consider the Fire Hall Tenders.

CLOSING:

#195-13-18 B. Reid – L. Fields

THAT we adjourn until the next regular meeting or call of the Chair.

CARRIED

Paul Moffatt, MAYOR

Jeremy Rody, CLERK

5:15 p.m.

These Minutes have been circulated but are not considered Official until approved by Council.

ASSIGINACK LIBRARY BOARD

BOARD MEETING

Monday May 28, 2018

The meeting was called to order, by acting chair Jane, at 3:20.

Present: Jane, Irma, Lori, Les and Deb

Regrets: Brenda, Catherine, Heather

19-18 Jane/Irma

That the minutes of March 19/18, attached, be approved as circulated....cd

20-18 Lori/Irma

That the financial statements for March and April, attached, be approved as presented....cd

21-18 Irma/Lori

That the Librarian's Report, attached, be accepted as presented....cd

Old Business

The Bookshop has been moved to its new location at the Information Centre. Hours of operation are 10-4 from Tuesday to Saturday. The new space is open, airy and welcoming. There will be some new signage coming from Beacon Images. Although a major weeding took place before the move, there is an excellent variety of books, CD's, DVD's, and puzzles available for purchase. Plans are still in place to provide books for Loco Beanz, the Wayside Motel, and Queen's Park. Volunteers will track numbers of visitors purchasing materials, seeking information and using access to our Wifi.

New Business

Our summer student, Kayla Brown, has been hired. The Tech Team is in place. Deb and Kayla will develop "cheat sheets" on the usage of the new IT equipment that has been purchased for public use. When it is completed the Tech Team of volunteers will meet, work with the material and iron out any problems, and then work out a schedule where they will be able to oversee its usage when it is made available to the general public on Tuesday nights. We will explore opportunities and costs to purchase and use a Wii (or similar system). The Manitoulin Librarians had their annual meeting in NEMI on May 9th. It was a good meeting with an excellent workshop and discussion regarding mental health issues in the workplace. The new bench and garbage can are here and will be placed on site shortly. Deb will contact Beacon Images regarding a plaque in honour of the late Bud Rohn. The tulips are making a colourful display in front of the library. They will be replaced by annuals later in the season.

22-18 Lori-Irma

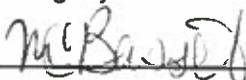
That we spend up to \$100 to purchase plants for the flowerbed....cd

Next Meeting

Wednesday June 20th at 11 at Deb's. Members will bring finger foods.

23-18

The meeting adjourned at 4:00 on a motion by Lori.





RECEIVED
JUN 20 2018

MINUTES
COMMUNITY POLICING ADVISORY COMMITTEE MEETING
18 APRIL 2018
MINDEMOYA COUNCIL CHAMBERS
7:00 P.M.

PRESENT:	S/Sgt. Kevin WEBB	Bruce WOOD
	Hugh MOGGY	Art HAYDEN
	Yvonne BAILEY	Betty NOBLE
	Brian PARKER	Richard STEPHENS

Minutes Taken by: Carol FERGUSON

CALL MEETING TO ORDER

Bruce WOOD called the meeting to order at 7:10 p.m.

ADOPTION OF AGENDA

Agenda for meeting was provided to all present. Bruce WOOD asked if there were any additions or any discussion required.

Moved by Hugh MOGGY and seconded by Brian PARKER that the agenda be adopted. CARRIED.

ADOPTION OF MINUTES

Minutes of the 21 February 2018 meeting have been circulated and members were asked if there are any errors or omissions. Bruce asked if anyone had anything they wanted to discuss in relation to the minutes.

S/Sgt. WEBB mentioned that Sgt. PATTERSON is working with MTO in relation to Bridal Veil falls parking issues. Approval has been granted to use pylons on hwy. to deter parking. Operational staff from Billings will set the pylons out each day. Brian PARKER thanked S/Sgt. WEBB for the pylons that were provided by the OPP.

S/Sgt. WEBB gave an update on staffing. Cst. MELLAN has now retired. No replacement for this position as of yet. Cst. MAKORT is transferring to Lanark and we have no replacement for her position at the present time. Cst. St. MARSEILLE from Espanola Det. is transferring to Sudbury Detachment and his replacement will arrive mid July. Sgt. CORRIGAN retires May 31. His position will be advertised and a competition will be held. There will be no issue filling any of these vacancies.

Moved by Yvonne BAILEY and seconded by Brian PARKER that the minutes be adopted. CARRIED.

ROUND TABLE

Hugh MOGGY stated everything is running smoothly in Assiginack.
Richard STEPHENS, indicated everything is running well in Central Manitoulin
Yvonne BAILEY - all is good in Gore Bay

Betty NOBLE – asked if a persons name can be given over the radio for a driving under the influence? S/Sgt. WEBB stated Yes – by advertising the person’s name it can become a deterrent and is provincially encouraged.

Brian PARKER – stated that a person mentioned to him that a company truck was travelling on the highway and the driver was on his cell phone. Person who witnessed this did not call it into police. S/Sgt. WEBB advised that it could still be called into communication centre at this time. A letter can be sent to the company that owns the truck and details of the occurrence could be provided to company so they can deal with driver. Person who witnessed driver on cell phone can always call in anonymously. S/Sgt. WEBB stated if Brian wanted to provide him with details he would look into it.

Art HAYDEN – no issues in Burpee/Mills

Bruce WOOD mentioned that a councilor had concerns about the break and enters in Little Current. Councilor thought there should have been more police visibility. S/Sgt. WEBB said charges have been laid against individuals and they are before the courts. He also indicated that the supervisor working at the time did fan out an email to all members to beef up patrols in NEMI.

Bruce also mentioned that the speed sign erected in M’Chigeeng tonight is very effective. S/Sgt. WEBB said OPP doesn’t put their speed sign out over the winter months but it will be out shortly. It is always difficult to find a safe spot for it on the highway. He also asked if any municipality would like the sign in their area to bring that to the next meeting and he will ensure the sign gets to the municipality.

S/Sgt. WEBB spoke about the possibility that the Espanola Police Service may join the OPP. He advised that there will be a vote held on Tuesday, April 24th to determine whether they would like the OPP to police their community or that they will remain as is. He stated that he sees this as another enhancement to the Manitoulin Detachment.

Part of the process will be training. Their officers would need to learn our policies and procedures. They will have to meet our provincial standards.

S/Sgt. WEBB spoke briefly about the OPP Auxiliary Program. Manitoulin/Espanola is looking at getting approx.. 6 auxiliary personnel. The auxiliaries would fall under Sudbury Det. umbrella. Anyone interested can complete an application found on the OPP website at opp.ca.

DATE AND TIME OF NEXT MEETING

June 13, 2018 - 7:00 p.m. – Mindemoya Council Chambers

Motion to adjourn by Brian PARKER at 7:40 p.m.

“Police, at all times, should maintain a relationship with the public that gives reality to the historic tradition that the police are the public and the public are the police; the police being only members of the public who are paid to give full-time attention to duties which are incumbent on every citizen in the interests of community welfare and existence”.

**Manitoulin Centennial Manor
Board of Management Meeting
Thursday, May 17th, 2018
“Unapproved Minutes”**

Present: Paul Moffat, Pat MacDonald, Dawn Orr, Wendy Gauthier, Bill Baker, Aurel Rivet, Connie Suite, Michelle Bond; Administrator, Tamara Beam; DOC

Regrets: Keith Clement; Extendicare Regional Director (joined via telephone)

1.0 Call to order

Meeting called to order at 10:01 a.m. by Chair, Paul Moffat

2.0 Approval of Agenda

30/18 Gauthier/Rivet

That we approve the agenda as presented

...carried

3.0 Approval of Minutes

31/18 Baker/Suite

That we approve the minutes of the April 19th, 2018 board meeting.

...carried

4.0 Business Arising from Minutes

The Extendicare Engineer has confirmed that he will perform an onsite visit July 25th and 26th to examine the overall status of the building and equipment and identify any required renovations/replacements.

5.0 Correspondence

No correspondence received

6.0 Fuel Oil Tenders

32/18 Orr/Rivet

That we accept the fuel tender from Manitoulin Fuels at a price of 106.40 cents per litre

...carried

The only other tender received was from McDougall Energy at a price of 102.38 cents per litre.

7.0 Administrators Report

33/18 MacDonald/Gauthier

That we accept the Administrator's report as presented Michelle Bond.

...carried

8.0 Extendicare Report

The Regional Director shared the following funding announcements

- Falls Prevention Equipment Funding - \$100 per licensed bed annually effective July 1, 2018
- RN Funding – Annualized funding of \$106,000 per year effective July 1, 2018
- RPN Funding – Annualized funding of \$69,471 effective April 1, 2018

34/18 Orr/Suite

That we approve the Financial Statements at April 30th, 2018 as presented by Keith Clement

...carried

9.0 Fundraising Update

Wendy gave us an update on a number of events that have already occurred and other future events that will be taking place in which the proceeds will be directed to the "Another Step Forward" fundraising campaign

35/18 Gauthier/MacDonald

That we approved the fundraising report as presented by Wendy Gauthier

...carried

10.0 Meeting Date

The next regular board meeting will be held on Thursday, June 21st, 2018 at 10:00 a.m.

10.0 Adjournment

36/18 Orr

That we now adjourn the meeting at 10:56 a.m.

...carried

The Township of Assiginack
 CHEQUE DISTRIBUTION REPORT
 Payables Management

Ranges: **From:** **To:** **From:** **To:**
 Vendor ID First Last Chequebook ID First Last
 Vendor Name First Last Cheque Number 0027856 00278880
 Cheque Date First Last

Sorted By: Cheque Number

Distribution Types Included: All

ChqNo:	Date:	Vendor:	Amount:
0027856	25/06/2018	BELL CANADA	\$18.70
InvNo: 2018 06 01	InvDesc: toll free line	InvAmt: \$18.70	
0027857	25/06/2018	CARL BROWN BUS	\$259.90
InvNo: 2280	InvDesc: pec-mclean's park transp.hk gr	InvAmt: \$259.90	
0027858	25/06/2018	CEDAR CHALET	\$56.50
InvNo: 17-18	InvDesc: vol/seniors apprec bbq supplie	InvAmt: \$56.50	
0027859	25/06/2018	EASTLINK	\$97.08
InvNo: JUNE 12 2018 MARINA	InvDesc: marina-dsl	InvAmt: \$48.54	
InvNo: JUNE 12 2018 PW	InvDesc: pw-dsl	InvAmt: \$48.54	
0027860	25/06/2018	G. STEPHEN WATT, BARRISTER	\$2,527.25
InvNo: 3351	InvDesc: general legal	InvAmt: \$2,527.25	
0027861	25/06/2018	FIRE MARSHAL'S PUBLIC FIRE SAFETY COUNCIL	\$282.78
InvNo: IN151534	InvDesc: fd-fire prev.supplies	InvAmt: \$282.78	
0027862	25/06/2018	GERRY STRONG	\$307.70
InvNo: JUNE 25 2018	InvDesc: bldg/planning mileage	InvAmt: \$307.70	
0027863	25/06/2018	HYDRO ONE NETWORKS INC.	\$2,468.15
InvNo: JUNE 19 2018 ARENA	InvDesc: arena	InvAmt: \$479.39	
InvNo: JUNE 19 2018 INFO	InvDesc: info booth	InvAmt: \$33.18	
InvNo: JUNE 19 2018 SS WTP	InvDesc: ss wtp	InvAmt: \$593.48	
InvNo: JUNE 19 2018 TENNIS	InvDesc: tennis courts	InvAmt: \$30.31	
InvNo: JUNE 19 2018 SHOWERS	InvDesc: marina showerhouse	InvAmt: \$33.34	
InvNo: JUNE 19 2018 DOCKS	InvDesc: marina docks	InvAmt: \$45.45	
InvNo: JUNE 19 2018 LIBRARY	InvDesc: library	InvAmt: \$394.87	
InvNo: JUNE 19 2018 LITES	InvDesc: street lites	InvAmt: \$513.54	
InvNo: JUNE 19 2018 PO/BNK	InvDesc: po/bank	InvAmt: \$344.59	
0027864	25/06/2018	ISLAND PROMOTIONAL PRODUCTS	\$213.57
InvNo: 5752	InvDesc: student staff shirts	InvAmt: \$213.57	
0027865	25/06/2018	JACKIE WHITE	\$748.89
InvNo: JUNE 17 2018	InvDesc: pec-reimb.softball tourn.reg	InvAmt: \$300.00	
InvNo: JUNE 17 2018	InvDesc: pec-reimb.training expenses	InvAmt: \$370.00	
InvNo: JUNE 13 2018	InvDesc: pec-summer crafts supp	InvAmt: \$78.89	
0027866	25/06/2018	MANITOULIN EXPOSITOR	\$531.87

The Township of Assiginack
 CHEQUE DISTRIBUTION REPORT
 Payables Management

InvNo: 98637 InvDesc: advertising InvAmt: \$352.15
 InvNo: 98741 InvDesc: advertising InvAmt: \$179.72

ChqNo:	Date:	Vendor:	Amount:
0027867	25/06/2018	MINISTER OF FINANCE	\$22,440.00
InvNo: 1205061810555015	InvDesc: april policing	InvAmt: \$22,440.00	
0027868	25/06/2018	NEW NORTH FUELS INC	\$1,073.29
InvNo: 462947	InvDesc: pw-dyed diesel	InvAmt: \$1,073.29	
0027869	25/06/2018	ONTARIO CLEAN WATER AGENCY	\$5,317.03
InvNo: INV000104307	InvDesc: mtg wtp/lift wtn	InvAmt: \$5,317.03	
0027870	25/06/2018	PRO-GAS ENERGY SERVICES	\$305.10
InvNo: 8624	InvDesc: office generator-copper line	InvAmt: \$305.10	
0027871	25/06/2018	PUROLATOR COURIER	\$526.06
InvNo: 438350699	InvDesc: landfill exp- freight	InvAmt: \$1,023.14	
0027872	25/06/2018	RAINBOW DISTRICT SCHOOL BOARD	\$85,495.94
InvNo: 2018 2ND QTR	InvDesc: 2018 2nd qtr req	InvAmt: \$85,495.94	
0027873	25/06/2018	RELIANCE HOME COMFORT	\$96.89
InvNo: JUNE 11 2018 OFFICE	InvDesc: office-hwt rental	InvAmt: \$45.73	
InvNo: JUNE 11 2018 PW	InvDesc: pw-hwt rental	InvAmt: \$51.16	
0027874	25/06/2018	RIVERSIDE ENTERPRISES	\$3,123.32
InvNo: 19533	InvDesc: may recycling transport	InvAmt: \$3,123.32	
0027875	25/06/2018	SUDBURY & DISTRICT HEALTH UNIT	\$2,729.00
InvNo: RC020034227	InvDesc: july sdhu levy	InvAmt: \$2,729.00	
0027876	25/06/2018	BRENDA OTTERWELL	\$330.94
InvNo: JUNE 2018	InvDesc: refund tx overpyt	InvAmt: \$330.94	
0027877	25/06/2018	HENDERSON RECREATION EQUIPMENT LTD	\$13,966.80
InvNo: 123913	InvDesc: pec-p.tables/benches/rec.stn	InvAmt: \$13,966.80	
0027878	25/06/2018	ELLA STEWART	\$25.00
InvNo: 495370	InvDesc: summer student-reimb.pol.chk	InvAmt: \$25.00	
0027879	25/06/2018	WAT SUPPLIES	\$161.70
InvNo: 180493	InvDesc: po-cleaning supplies	InvAmt: \$104.34	
InvNo: 181284	InvDesc: po-g.bags	InvAmt: \$57.36	
0027880	25/06/2018	PETTY CASH	\$200.00
InvNo: CANADA DAY 2018	InvDesc: canada day prizes	InvAmt: \$200.00	

*** End of Report ***

Report Total:

\$143,303.46

Payment #	Date	Batch #	Employee ID	Employee Name	Status	Payment Method
0027850	25/06/2018	06/25COXB	118	COOPER, RONALD	OUTSTANDING	Cheque
0027851	25/06/2018	06/25COXB	122	HOBBS, ALTON	OUTSTANDING	Cheque
0027852	25/06/2018	06/25COXB	126	MACDONALD, DEBORAH	OUTSTANDING	Cheque
0027853	25/06/2018	06/25COXB	133	BOND, FREDA	OUTSTANDING	Cheque
0027854	25/06/2018	06/25COXB	158	QUACKENBUSH, ASHLEY T	OUTSTANDING	Cheque
0027855	25/06/2018	06/25COXB	194	AUCKLAND, RACHEL	OUTSTANDING	Cheque
1360	25/06/2018	06/25COXB	106	WOOD, STEVEN	OUTSTANDING	Direct Deposit
1361	25/06/2018	06/25COXB	134	VIRTANEN, ANNETTE	OUTSTANDING	Direct Deposit
1362	25/06/2018	06/25COXB	140	REID, WALTER	OUTSTANDING	Direct Deposit
1363	25/06/2018	06/25COXB	155	BECK, WILLIAM	OUTSTANDING	Direct Deposit
1364	25/06/2018	06/25COXB	163	MACDONALD, ROBERT	OUTSTANDING	Direct Deposit
1365	25/06/2018	06/25COXB	164	MIDDAUGH, WAYNE	OUTSTANDING	Direct Deposit
1366	25/06/2018	06/25COXB	168	STRONG, GERRY	OUTSTANDING	Direct Deposit
1367	25/06/2018	06/25COXB	169	YAGUIRE, KELSEY	OUTSTANDING	Direct Deposit
1368	25/06/2018	06/25COXB	186	RODY, JEREMY	OUTSTANDING	Direct Deposit
1369	25/06/2018	06/25COXB	205	YOFFAT, PAUL	OUTSTANDING	Direct Deposit
1370	25/06/2018	06/25COXB	206	CASE, ROBERT	OUTSTANDING	Direct Deposit
1371	25/06/2018	06/25COXB	211	YOGGY, HUGH	OUTSTANDING	Direct Deposit
1372	25/06/2018	06/25COXB	214	FIELDS, LESLIE	OUTSTANDING	Direct Deposit
1373	25/06/2018	06/25COXB	216	REID, BRENDA	OUTSTANDING	Direct Deposit
1374	25/06/2018	06/25COXB	301	ROBINSON, DEBBIE	OUTSTANDING	Direct Deposit
1375	25/06/2018	06/25COXB	323	WHITE, JACQUELINE	OUTSTANDING	Direct Deposit
1376	25/06/2018	06/25COXB	329	O'BRIEN, CHERYL	OUTSTANDING	Direct Deposit

Total : \$21,284.26



INVESTIGATIONS

RECEIVED
JUN 21 2018

16586 Woodbine Avenue
Stouffville, ON L4A 2W3

Phone: 905-898-7122
Report Cruelty: 310-SPCA
Fax: 905-853-8643
Email: cruelty@ospca.on.ca
Website: ontariospca.ca

Charitable Registration # 88969 1044 RR0002

June 18, 2018

To Municipal Clerk,

The Ontario SPCA is launching the **2018 No Hot Pets campaign on June 21st** with the goal to educate the public on the dangers of leaving pets unattended in vehicles during the summer months and we are requesting your municipality's support.

"I left the window down for **him**" **"I wasn't** going to be **gone** long" We've heard it all! The issue of owners leaving their pets in their vehicles during the hot summer months, putting animals' safety at risk and even causing death, is a serious and ongoing problem across Ontario. There is **NO** excuse for leaving a pet unattended in a vehicle!

The Ontario SPCA has less than 75 officers on the road, to patrol the whole province. Due to our limited resources, we simply cannot respond to every single call and rely heavily on police and animal control to help respond to the 1000+ calls we receive every summer about dogs in cars. When we don't have an officer nearby or the call comes in after hours, it is dispatched to the local police in that area. If municipalities have an Animals in Vehicles by-law in place, their animal control officers can step in when the Ontario SPCA or police are not available to educate or lay charges under the by-law and potentially save a life.

Below is an excellent example of a by-law we are respectfully asking you to bring forth to your City Council to have passed. This would make a HUGE difference in the lives of pets in your community.

Animals in Vehicles

- 1.(1) No person shall leave an animal unattended in a motor vehicle unless: (230-14)
 - a) The animal is restrained in a manner that prevents contact between the animal and any member of the public; and
 - b) The animal has suitable ventilation.
- 2) Notwithstanding subsection 1.(1) of this By-law, no person shall leave an animal unattended in a motor vehicle if the weather conditions are not suitable for the animal to remain free from distress or injury.
- 3) Notwithstanding subsection 1.(1) of this By-law, no person shall transport an animal outside the passenger compartment of any motor vehicle unless the animal is contained in a kennel or similar device that provides adequate ventilation, adequate space, protects the animal from the elements and is securely fastened in such a manner to prevent distress or injury to the animal.

For more information on the No Ho Pets campaign, visit nohotpets.ca.

Please let us know if you can count on your municipality's involvement by emailing nohotpets@ospca.on.ca.

Thank you for your support.

Sincerely,

Connie Mallory
Chief Inspector
Ontario SPCA



MUNICIPALITIES – GENERAL

Overview and trends in cases

In 2017-2018, we received **2,491** complaints about **323** of Ontario's 444 municipalities, as well as **27** shared local boards and corporations. Almost all of these complaints were resolved quickly and without the need for a formal investigation – for example, by referral to local accountability mechanisms or complaint processes. In fact, the Ombudsman has only had to resort to formal investigations in **5** cases since gaining full oversight of municipalities in January 2016. (The first two were reported in our 2016-2017 Annual Report, two more were completed and one launched in 2017-2018 – see updates on these under **Investigations**.)

This represents a decline from 2016-2017, when we received 2,667 complaints about 328 municipalities. Complaints about closed municipal meetings – covered in the next chapter of this report – also continued to decline. At the same time, as awareness has grown about the Ombudsman's oversight and the type of

work we do, we are seeing complaints about a wider range of topics. Although complaints about municipal councils themselves still top the list, they now represent a smaller proportion of all complaints.

As we have for several years, our Office encouraged all municipalities to have local accountability mechanisms in place to deal with complaints about councillor conduct. In the coming months, changes to municipal legislation will come into effect, requiring all municipalities to have codes of conduct and provide access to integrity commissioners. We expect that this will help clarify the Ombudsman's role, which is not to replace local accountability officers and mechanisms, but to serve as an independent office of last resort, to ensure they are working as they should.

Our Office continues to work with and provide resources to municipal stakeholders about such things as best practices for complaint processes and ensuring administrative fairness. This included the Ombudsman and colleagues speaking at and attending municipal stakeholder conferences across the province, as well as participating in the

TOP 5 MUNICIPALITIES BY CASE VOLUME



*Note: Our Office cannot investigate complaints about matters within the jurisdiction of Ombudsmen Toronto, and we refer such cases accordingly.

Ministry of Municipal Affairs' consultations on its new regulations for codes of conduct and guides for councillors.

New legislation: Integrity commissioners and codes of conduct for all

With the passage of Bill 68, the *Modernizing Ontario's Municipal Legislation Act, 2017*, every municipality is required to have a code of conduct for its council and local boards, and provide access to an integrity commissioner, by March 1, 2019.

Many municipalities have already complied with this, recognizing it as a best practice, and some have also added more accountability officers. As of the writing of this report, we are aware of **135** municipalities that have appointed an integrity commissioner, and more than **200** that have a council code of conduct. We also know of **28** that have appointed a local ombudsman, **3** with an auditor general, and **6** that have a lobbyist registrar.

Our Office encourages municipalities to have these accountability mechanisms, as local problems are best resolved at the local level, and it is not the Ombudsman's role to serve as a local integrity commissioner or other such office. Our Office can and does review complaints about integrity commissioners, but our focus in such cases is on whether they followed a fair process, considered the issues before them, acted in accordance with applicable legislation, policies, and terms of reference, obtained and considered relevant information, and provided sufficient reasons to support their decision.

Among the best practices that we routinely recommend to municipalities in this regard are that they should have a clear and publicly accessible protocol for complaints under the code of conduct, there should be no fee for making a complaint to the integrity commissioner, and the protocol should allow the commissioner discretion to decline frivolous or vexatious complaints, and set out the penalties and sanctions that the commissioner can recommend.

Complaints about councils

Complaints about councils and committees – including elected officials' decisions and/or conduct – remained the top topic of complaint in 2017-2018, although there were fewer of them **362**, compared to 509 the previous year. Many of these come from municipal officials, including councillors themselves. Our Office cannot overturn decisions of council, but we can review the administrative processes and implementation of council decisions.

A municipal employee complained about a public statement made by a member of council, which he felt was inappropriate and unprofessional. The municipality had mistakenly published on its website that the Ombudsman could take complaints about its code of conduct, as it had not appointed an integrity commissioner. Our staff explained that this is not our Office's role, and we worked with the municipal clerk to correct the website. A local integrity commissioner was later appointed.

By-law enforcement

Complaints about by-law enforcement increased slightly in 2017-2018, to **267**

GOOD TO KNOW

Our Office provides resources to municipal stakeholders on how we work, as well as about accountability mechanisms, best practices, complaint processes, codes of conduct and more.

from 251 the previous year. These involve the actions and decisions of municipal by-law enforcement officers, both when they choose to enforce a by-law and when they exercise their discretion not to enforce.

One woman was upset that the municipality hadn't done enough about her complaints about debris, weeds and vermin on her neighbour's property, although its by-law officer had visited it at least five times. After our staff contacted the by-law department, a manager looked at the property, spoke to the neighbour about it, and offered to contact the local public health unit about the insect and rodent infestations.

We also assisted a municipality where an angry resident, who had been forced by local by-law enforcement to tear down a shed beside his house, identified 79 other properties that had a shed beside the house, and filed a complaint about each one. The municipality's policy was not to respond to complaints made for vexatious reasons; it generally requires complaints to come from affected neighbours. The municipality accepted our Office's suggestion that it add this information to its website, and it also began developing a plan to publicize and explain its approach to by-law enforcement and vexatious complaints.

Housing

Municipal service providers and district social services boards administer public housing throughout the province. We received **207** complaints related to local housing issues in 2017-2018, including some about local building codes and inspections

When his local service board found no evidence of any plumbing problems in his public housing unit, one resident took a video showing sewage bubbling up into his sink. Our staff shared the video with the services board, which reassessed the problem and arranged to have the man's sink unclogged and repaired

A couple complained to us that their local Chief Building Official would not look into a shipping container on their neighbour's property, which they feared was not anchored properly and posed a safety risk. The official said the municipality did not require permits for shipping containers. Our staff spoke to the official and pointed to examples of other municipalities where such permits are required, as well as a decision from the Building Code Commission that found a shipping

container can be considered a building. He agreed to inspect the site, and confirmed to the couple that there were no safety concerns with the container

Water, sewers and infrastructure

Water and sewage treatment are two of the vital services provided by municipalities, and a top topic of complaint when they don't work well. We received **104** complaints about water and/or sewer issues in 2017-2018, including several about high water bills. We also received **130** complaints about municipal infrastructure, which includes issues about snow clearing, road maintenance, and drainage

A woman whose aging parents were both in hospital sought our help after they received a water bill for more than \$600 – triple the usual amount – even though no one was living in the house. The municipality's inspection found the cause of the excess water usage was a leaky toilet, but it refused to reduce the bill or the interest accrued on it. After our staff spoke to municipal officials about the situation, they agreed to reduce the interest on the bill and

explained to the woman how she could bring the matter before council to ask for further relief.

Investigations

By-law enforcement in the Township of St. Clair and County of Lambton

Report: *By-law Surprise*, released April 2018



Investigation update: The Ombudsman's investigation into by-law enforcement actions taken by the Township of St. Clair and the County of Lambton

found that a resident was wrongly billed for more than \$11,000 in by-law enforcement expenses that were incurred without her knowledge. The resident had no idea that a by-law enforcement officer had visited her property more than 50 times over more than four years over a complaint about vehicles on her land. She had no means to pay, and the debt was added to her tax bill.

TOP 5 CASE TOPICS

1

362

Council/committees

2

267

By-law enforcement

3

207

Housing

4

130

Infrastructure

5

118

Planning/zoning

After several attempts to resolve the matter informally with the municipalities, the Ombudsman launched a formal investigation, which revealed several serious issues with the way the enforcement expenses were tracked, the relationship between the county and township for paying for enforcement, and the legality of the bill. The Ombudsman found that the Township of St. Clair had no legal authority to bill the resident as it did, and recommended it apologize to her and forgive the debt. As well, the County of Lambton had, at times, failed to ensure that charges for its services were clear, predictable, consistent, accurate and justified.

The Ombudsman made **16** recommendations to the township and the county, all but two of which were immediately accepted. The township responded that it would not apologize to the resident or eliminate her debt, but that council would consider reducing it. The Ombudsman continued to urge the township to “do the right thing.”

Seizure of media property at the Regional Municipality of Niagara

Launched: December 2017

Investigation update: The Ombudsman launched this investigation after an incident at a meeting of regional council on December 7, 2017, at which a journalist and a local blogger had property seized and were asked to leave the meeting. Noting that “this matter has raised serious concerns about the actions and processes of the municipality, and has understandably drawn high public



■ August 14, 2017 Ombudsman Paul Dube with Legal and Investigations staff at Association of Municipalities of Ontario annual conference, Ottawa

interest,” the Ombudsman assigned the Special Ombudsman Response Team to conduct the investigation. Our Office is also reviewing complaints that the meeting was illegally closed to the public, contrary to the open meeting rules in the *Municipal Act, 2001*.

At the time this report was written, investigators had completed their field work – including dozens of interviews and an extensive review of relevant documents – and the Ombudsman’s findings and report were in the process of being drafted.

“ I am not suggesting that the township deliberately acted contrary to law, or that it is not entitled to take steps to ensure that residents and property owners comply with prescribed property standards.... Still, the township has an obligation to understand and follow its own by-laws.”

– Ombudsman Paul Dubé, *By-law Surprise*, April 2018



■ May 11, 2017: Ombudsman Paul Dubé speaks to the Federation of Northern Ontario Municipalities conference, Nipissing

Notice of meetings of Elliot Lake Residential Development Commission

Report: *Public Notice*, released August 2017

Investigation update: This investigation dealt with an issue that normally falls within the Ombudsman’s role as closed meeting investigator for hundreds of municipalities (for more, see the next chapter of this report). It focused on the failure of the Elliot Lake Residential Development Commission to hold open meetings, as it is required to do under the *Elliot Lake Act*.

The Ombudsman found that the commission’s failure to notify the public of its meetings was unreasonable and wrong, because members of the public had no way of knowing about

them and thus could not exercise their right to attend. He recommended the commission provide notice of all meetings, and pass a by-law specifying how this will be done.

Case summaries

Code found

A mall developer told us that local councillors were interfering with the development of her project, but she believed the municipality did not have a code of conduct or integrity commissioner. We contacted the municipality and learned that it does have a code of conduct and was in the process of appointing an integrity commissioner. Immediately after our staff made inquiries, the municipality moved the code of conduct to the main page of its

website, to make it more visible to the public.

Faster lane

We helped a man who waited more than a year to hear back from his municipality about purchasing a portion of the laneway behind his house. Municipal officials told us there was a backlog in similar applications, but confirmed this one was nearly finalized. Less than a month later, the municipality contacted the man to tell him his application was approved.

Making it clear

A woman renting a basement apartment sought our help after a municipal construction crew broke a water pipe near her unit, flooding her apartment and damaging her belongings. The municipality did not provide a clear process or information on how to submit a claim for such damage, but after our Office made inquiries, it revised its website to include information on how to submit claims.

Up to code

A man contacted us after getting no response to a complaint about his local Chief Building Official. Under the *Building Code Act*, municipalities are required to have a code of conduct for building officials and inspectors, and process for enforcement, but this municipality did not have a code of conduct in place. After we raised this requirement with the municipality, it developed and posted a code of conduct on its website, along with a complaint process and contact information.



MUNICIPALITIES – CLOSED MEETINGS

Overview and trends in cases

It has now been more than 10 years since Ontario established a new open meeting enforcement system through amendments to the *Municipal Act, 2001*, requiring every municipality to have an investigator to deal with complaints about meetings closed to the public. As of January 1, 2008, the Ombudsman became the investigator for all municipalities that did not appoint their own. This role is quite different from the rest of our work: In most other cases, we work to find informal resolutions to administrative issues wherever possible, but closed meeting investigations focus narrowly on whether or not a municipality has violated the open meeting rules in s 239 of the Act and the municipality's procedure by-law.

Since 2008, our Office has handled nearly 2,000 such complaints and issued hundreds of reports on our investigations, which can be found on the Canadian online legal decision portal, CanLii, as well as on our website. Along the way, we have developed guidelines and best practices that we routinely share with

municipal stakeholders to promote awareness of the open meeting rules.

However, complaints to our Office about closed meetings have steadily declined in recent years, after peaking in fiscal 2012-2013 – when a few cases received significant public attention – at 305. We received **80** total complaints in 2017-2018, which is the lowest number since the 68 we received in 2009-2010, our first full fiscal year as closed meeting investigator. This is despite **223** municipalities using our Office as their closed meeting investigator as of March 31, 2018 – the highest number to date.

TOTAL COMPLAINTS ABOUT CLOSED MEETINGS, PAST 10 FISCAL YEARS	
2017-2018	80
2016-2017	109
2015-2016	195
2014-2015	152
2013-2014	159
2012-2013	305
2011-2012	119
2010-2011	84
2009-2010	68
2008-2009	127

CLOSED MEETING CASES

We reviewed
59
complaints

about **20** municipalities
and local boards

and issued **22** reports and letters
about **30** meetings

22
reports and
letters issued

18
procedural
violations
found

44
best practices
recommended

17
meetings found
illegal

57%
of meetings reviewed
were illegal

Our experience indicates that this decline is directly related to the expansion of the Ombudsman’s jurisdiction in 2016 to include complaints about all matters relating to municipalities, not just closed meetings. Prior to this, many of the closed meeting complaints we received reflected attempts by complainants to address broader issues; now that they can complain to us directly about these issues, they are less likely to complain about narrow aspects of the open meeting rules.

The decline also reflects a greater understanding of the open meeting rules throughout the province. At the same time, as the number of meetings we investigate has diminished, the proportion that the Ombudsman has found to be illegal has steadily increased.

This past fiscal year, **59** of the complaints we received were from municipalities where we are the investigator (the others were referred to municipalities’ own investigators). These resulted in investigations of **30** meetings, **17** of which were illegal under the *Municipal Act*. In other words, almost **57%** of the meetings investigated were illegal – the highest proportion we have seen to date.

GOOD TO KNOW

The Ombudsman’s reports and letters on all of the closed meeting cases cited here can be found on our website. Our closed meeting reports can also be found on CanLII.org, the Canadian Legal Information Institute’s free database of case law and legal documents.

We issued **22** reports and letters on these cases (available on our website). In addition to finding **17** meetings illegal, the Ombudsman also found **18** violations of the procedural requirements of the Act, and made **44** “best practice” recommendations for municipalities to improve their handling of closed meetings. In most cases, we received excellent co-operation from municipal staff and elected officials, and the Ombudsman’s recommendations were accepted and implemented.

Our staff also assist municipal officials who contact us – not to complain, but to ask general questions about the open meeting rules, the Ombudsman’s interpretation of them, or our process. We consulted with municipalities on **19** occasions in 2017-2018.

New legislation, new rules

A longstanding issue with the open meeting rules has been the lack of a clear definition of “meeting.” As of January 1, 2018, provisions of the new *Modernizing Ontario’s Municipal Legislation Act*, passed in May 2017, took effect, including a new definition of “meeting” and four new exceptions to the open meeting rule.

A “meeting” now means a regular, special, or other meeting of a council, local board, or committee of either of them, where a quorum of members is present, and members discuss or otherwise deal with any matter in a way that materially advances business or decision-making.

In addition to the existing 10 exceptions in s. 239(2), these four new ones were added, permitting a meeting or part of a meeting to be closed to the public if the subject matter being considered is:

(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.

All four new exceptions are discretionary, meaning that the municipality or local board can opt to discuss matters that fit within these exceptions in an open meeting, and the Ombudsman encourages officials to interpret them narrowly in the interest of transparency and accountability.

None of the investigations we conducted in fiscal 2017-2018 involved these new provisions, but our Office will share information with municipal stakeholders about their application and best practices as we receive and review relevant cases.

Under the new legislation, municipalities that are found to have violated the open

meeting rules are now also required to respond to the Ombudsman (or their own investigator), by passing a resolution stating how they intend to address the investigator's report.

Exception-al cases

Most of the complaints we investigate about potentially illegal meetings revolve around whether or not a municipal council, local board or committee correctly interpreted, cited and/or used the exceptions in s.239 of the Act. To assist municipal stakeholders and anyone interested in this area of law as it continues to develop, our Office is in the process of creating a digest on our website that will allow closed meeting reports to be searched by topic or issue – such as how certain exceptions can be used, what constitutes a “meeting,” or procedural matters like passing a resolution to close a meeting. As in previous years, the most common issues we investigated in 2017-2018 related to misuse of the s.239 exceptions, and some procedural matters.

Personal matters

Under the exception in s.239(2)(b), municipal meetings can be closed for discussions about personal matters about an identifiable individual. Misinterpreting this exception is the most common mistake municipalities make when closing meetings, as they struggle with the line between professional and personal information when discussing employees, colleagues and others.

We reviewed several cases this year in which municipalities correctly applied this exception to close certain meetings, such as when the **Township of St.-Charles**

council discussed several employees' personal information, including their performance, conduct, and employment status. The same was true when the **City of Cornwall** council met with council for the **Township of South Glengarry** to discuss the performance and conduct of members of the Cornwall Regional Airport Commission.

In contrast, when the **City of Timmins** council closed a meeting to talk about individuals at a private business, it was illegal because the information was publicly available and the discussion did not reveal anything personal.

Labour relations or employee negotiations

Often cited in conjunction with the exception for personal matters, s.239(2)(d) permits closed session discussions about labour relations or employee negotiations. The Ombudsman found this exception was correctly used by council for the **Town of Georgina** for a discussion about specific employees in the context of an organizational review, and by council for the **Township of North Huron** to talk about the general work environment of its volunteer firefighters, where the issue was relevant to negotiations in an ongoing labour dispute.

Litigation or potential litigation

The exception for discussions about litigation or potential litigation is intended to apply when there is a reasonable prospect of litigation; the courts have found there must be more than a “mere suspicion” that litigation could arise. The Ombudsman found several meetings closed under this exception illegal for this reason – for example, the **Township of Russell** council's discussion of a sponsorship and fee proposal for

a local sports facility was sensitive, but no ongoing or potential litigation was discussed.

Security of the property

The exception for discussions about the security of the property of the municipality or local board is meant to apply to discussions where there is a threat of loss or damage to property, such as fraud or vandalism, but it is often misused. For example, the **Town of Deep River** council wrongly relied on this exception to discuss a police service consultation plan, as there was no potential threat, loss or damage involved.

Procedural matters

The Ombudsman also made numerous recommendations to municipalities for best practices with regard to giving public notice of closed meetings and providing meaningful information on the agenda about topics to be discussed. Our most common best practice recommendations are that municipalities pass a clear resolution before any closed meeting, setting out the general nature of what is to be discussed – and that they ensure the discussion does not stray from this. In one case we reviewed, the **Township of Lanark Highlands** passed a resolution to go in camera, describing the nature of the discussion as “council and staff communication and structure” – but the closed meeting lasted for approximately four hours and covered a variety of topics.

The Ombudsman also routinely recommends that all municipal councils, committees and local boards make audio or video recordings of closed meetings, to ensure an accurate record. He found issues with lack of detail in closed



■ Our Office's new "tip cards" for municipal stakeholders are a quick reference guide to recent changes in legislation, such as the new definition of "meeting." See our website or contact us to obtain copies.

meeting minutes in several municipalities this fiscal year, including in the townships of **Russell** and **Tehkummah**, and the **City of Welland**. However, he also reminded the **City of Niagara Falls** that a recording does not take the place of complete and accurate written minutes.

More and more municipalities have begun to make digital recordings of their meetings. As of the writing of this report, these included: The **Cities of Brampton, London, Niagara Falls, Oshawa, Port Colborne, Sarnia, Sault Ste. Marie** and **Welland**, the **Towns of Amherstburg,**

Fort Erie, Midland, Wasaga Beach and **Pelham**, the **Municipalities of Brighton, Central Huron, and Meaford**, and the **Townships of Brudenell, Lyndoch and Raglan, Adelaide Metcalfe, McMurrich/ Monteith, and North Huron.**

Case summaries

Above board

In a report about the **Town of Fort Erie's Ridgeway Business Improvement Area** board, the Ombudsman found that

the board held a closed meeting without giving public notice or passing a resolution to close the meeting. The topics discussed by the board fit within the exceptions in the Act, but the board failed to take meeting minutes and made a decision about an employee's contract that was not permitted in camera. The Ombudsman recognized that the board had never been trained on the open meeting rules and did not have its own procedure by-law or staff support from the town. He recommended that the town ensure all of its local boards receive training and support going forward to ensure they meet their obligations under the Act.

Telephone tag

When the Mayor of the **Municipality of Brighton** made a series of phone calls to four councillors to discuss an opportunity to sell land in the municipality's industrial park, it was an illegal serial council meeting. During the phone calls, members of council discussed specific terms of a proposal that was ultimately sent to a party interested in purchasing the property. The Ombudsman recognized that the council members may have been motivated by a desire to act quickly and secure an economic advantage, but local government must remain vigilant to ensure that decision-making is done in a transparent and accountable fashion.

Social statement

A committee of council in the **Town of Carleton Place** met in closed session to talk about a public statement made by the town's Mayor that included comments about an individual member of the

public. The Mayor referred to “attacks” against himself and members of council by someone he called a “disgruntled developer.” That individual then posted publicly on social media, linking to the Mayor’s statement, stating that the Mayor and the town had opened themselves up to a discrimination lawsuit. The committee relied on the exception for litigation or potential litigation to discuss the matter in camera. The Ombudsman found that there was not a reasonable prospect of litigation at the time of the meeting, as the social media post was rhetorical and did not contain a threat of litigation.

Too-secret ballot

The **City of Welland** went in camera to talk about how to fill a vacant seat on council, citing the exception for personal matters. Council discussed the process it would use to fill the seat, deciding to use a simple vote rather than a ranked ballot. It then chose a candidate by secret ballot. Staff prepared a motion for open session that named that individual as the appointee. Council returned to open

session and voted on the motion as part of a block of items arising from prior discussions. The Ombudsman found that the discussion was not permitted in camera because it was about the process to appoint the new councillor; no personal information about the candidates was discussed. The vote held in the closed meeting was also illegal, as it was not procedural or to give directions to staff, nor was it permitted by the city’s procedure by-law, which prohibits the use of secret ballots.

Lock lapse

When the **Township of Russell** held a special meeting in July 2017, the public door to the town hall was locked by mistake. A member of the public arriving to observe the meeting was locked out, and only able to enter two or three minutes later when someone exited. This short delay was enough to cause the person to miss most of the council meeting, which was only five minutes long. Staff told us that they manually unlock the doors ahead of meetings, but

that they might have been automatically locked again when another government office in the building closed. The Ombudsman found that the meeting was illegally closed to the public, and urged the township to ensure that access doors are unlocked during meetings.

Power gathering

The **Town of Grimsby** is the sole shareholder for its municipally-owned hydro company, Niagara Power Inc. When members of council attended a shareholders’ meeting hosted by the company’s board, the Ombudsman found that it was an illegal meeting of council. Council failed to provide public notice of the meeting, and the public was not permitted to attend or to access the meeting minutes. However, when council met informally after a meeting to hear an update from a member of the company’s board, that gathering was not a meeting of council because the information discussed was not council business, but an update about a matter being addressed by the company’s board of directors.



It’s no fun to get a complaint, but that’s life. It can be constructive, though.... Yes, they found a mistake that we are going to correct, but I’m impressed with the way the Ombudsman’s office treated this complaint.”

– City of Cornwall Councillor Bernadette Clement, as quoted in the *Cornwall Standard-Freeholder*, December 18, 2017