

Attachment 11 – Municipal Scan relating to attendance at closed meetings

Municipality	Population	Part 5- Closed Meetings (who can attend, can the CAO attend without the Clerk and can the Clerk delegate authority)
<a href="#">ORANGEVILLE, TOWN OF</a>	28,900	The Clerk, or the appropriate staff member in the case of a meeting of a committee or local board, shall prepare minutes of the closed meeting.
<a href="#">CENTRE WELLINGTON, TOWNSHIP OF</a>	28,191	Clerk means the Clerk of the Township, or their designate.
<a href="#">LEAMINGTON, MUNICIPALITY OF</a>	27,595	Clerk" means the Clerk of the Municipality and shall include a Deputy Clerk or anyone designated by the Clerk to carry out duties of the Clerk.
<a href="#">GRIMSBY, TOWN OF</a>	27,314	"Clerk" means the Town Clerk of the Corporation of the Town of Grimsby or their designate. Attendance in closed sessions of Council will be limited to the Members of Council, Clerk, Chief Administrative Officer and those specifically invited to remain by Council.
<a href="#">FRONTENAC, COUNTY OF</a>	26,677	Clerk – Delegation in Writing means the Clerk may delegate in writing to any person, other than a Member of Council, any of the Clerk’s powers and duties under the Municipal Act or any other Act, per Section 228(4) of the Municipal Act. Members shall receive a confidential copy of each draft Closed Session Minutes in the electronic Closed Agenda package prior to the Meeting. All Closed Agenda packages shall be provided electronically by the Clerk to Members and the CAO only, and shall be password protected. The CAO may share appropriate Closed information and/or Resolutions with Managers at the CAO’s discretion.
<a href="#">WOOLWICH, TOWNSHIP OF</a>	25,006	Clerk means the Clerk Township or designate. The Clerk shall take minutes of all closed sessions which are not open to inspection by the public.
<a href="#">PRINCE EDWARD, COUNTY OF</a>	24,735	"Clerk" - The Clerk or, Deputy Clerk of The Corporation of the County of Prince Edward as appointed pursuant to Section 228 of the Municipal Act, or designate. The Clerk shall record without note or comment all resolutions, decisions and other proceedings at a Meeting of Council, or the Committee when it is closed to the public.
<a href="#">CLARENCE-ROCKLAND, CITY OF</a>	24,512	N/A
<a href="#">KING, TOWNSHIP OF</a>	24,512	"Clerk" means the Clerk of the Township of King, or their designate. Clerk or Recording Secretary shall record without note or comment all resolutions, decisions, and other proceedings at a Meeting of the body, whether it is closed to the public or not. (Municipal Act, s. 239(7)) A
<a href="#">EAST GWILLIMBURY, TOWN OF</a>	23,991	"Clerk" means the Municipal Clerk or his or her designate; The Clerk shall prepare a record of each private session held in Council or Committee of the Whole Council, indicating: (a) the matter discussed; (b) the specific provision under the Act under which meeting in private session is permitted; (c) the Members in attendance; (d) the disposition of the matter; (e) the starting and concluding times for the private session; and (f) any other proceedings.
<a href="#">LINCOLN, TOWN OF</a>	23,787	"Clerk" means the Town Clerk of the Town and/or their designate. Attendance in Closed Sessions will be limited to the Members of Council, Clerk, Chief Administrative Officer and those specifically invited to remain by Council.
<a href="#">TECUMSEH, TOWN OF</a>	23,229	"Clerk" shall mean the Clerk of the Town of Tecumseh and shall include a Deputy Clerk or anyone designated by the Clerk to carry out duties of the municipal Clerk;
<a href="#">AMHERSTBURG, TOWN OF</a>	21,936	"Clerk" shall mean the Municipal Clerk, or designate, of the Corporation of the Town of Amherstburg; The Clerk, or designate is responsible for the preparation of the closed meeting agenda. All closed meeting agendas, minutes, reports, etc. are considered confidential and are the property of the municipality. All closed meeting materials, in hard copy and/or electronic form, are to be returned to the Clerk upon adjournment of the closed meeting

<a href="#">COLLINGWOOD, TOWN OF</a>	21,793	"Clerk" means the Town Clerk and/or Deputy Clerk of the Town and/or designate. The Clerk shall prepare an in-camera Agenda to be circulated to Members of Council which shall include any delegation to Council as recommended by the Mayor and/or CAO during the closed session. Once the presentation has been made the delegation shall be requested to leave the in-camera or closed session while Council deliberates. The Agenda may include names of staff members required to be present during the in-camera Meeting in addition to the Clerk.
<a href="#">SCUGOG, TOWNSHIP OF</a>	21,617	The Clerk or designate shall remain in the room for all closed sessions. The Clerk shall remain, and any members of Staff, Township consultants, or delegations may be requested to remain.
<a href="#">KINGSVILLE, TOWN OF</a>	21,552	"Clerk" means the Clerk of the Municipality as appointed by Council, or their designate;
<a href="#">BROCKVILLE, CITY OF</a>	21,346	8. In Camera Item 2[a] shall and item 2[b] may be considered by a Labour Relations Committee of the Whole comprised of all members of Council with the Chief Administrative Officer or designate as Secretary, who shall record and maintain minutes of the committee.
<a href="#">OWEN SOUND, CITY OF</a>	21,341	"Clerk" means the City Clerk of The Corporation of the City of Owen Sound or his or her designate and, for Committees, means the recording secretary. All information, documentation or deliberations received, reviewed or undertaken in a Closed Session is confidential. No Member, staff person or other person present at a Closed Session shall release or make public any information considered during a Closed Session or discuss the content of any Closed Session with persons other than Members or relevant staff persons.
<a href="#">UXBRIDGE, TOWNSHIP OF</a>	21,176	"Director of Legislative Services/Clerk' of the Township of Uxbridge and includes the Deputy Director of Legislative Services/Clerk and any official of the Township appointed by Council to exercise the power(s) of the Municipal Director of Legislative Services/Clerk in the absence of the Director of Legislative Services/Clerk or Deputy Director of Legislative Services/Clerk. The Director of Legislative services/Clerk shall record... when it is closed to the public.
<a href="#">ESSA, TOWNSHIP OF</a>	21,083	"Clerk" means the Clerk or Deputy Clerk of the Township of Essa or such person designated by the Clerk under Section 228(4) of the Municipal Act, or a person appointed by Council to perform the duties of the Clerk. Upon passage of a motion as above, all members of the media and the public shall be required to leave the room. The Recording Secretary and any members of staff or consultants required for the purpose of the deliberations may be requested to attend the closed session.
<a href="#">ORO-MEDONTE, TOWNSHIP OF</a>	21,036	"Clerk" means the Clerk of the Township of Oro-Medonte, or the Deputy Clerk, acting in the capacity of the Clerk in his/her absence, or a person who the Clerk has delegated authority to in accordance with Section 228(4) of the Municipal Act, 2001, as amended. No meeting of Council or Committee/Technical Support Groups, including any Closed Session, shall be held in absence of the Clerk and his/her designate. This provision of the By-law may not be suspended.
<a href="#">STRATHROY-CARADOC, MUNICIPALIT</a>	20,867	"Clerk" means the Clerk of the Municipality, or their designate;
<a href="#">WASAGA BEACH, TOWN OF</a>	20,675	'Clerk' means the Clerk of The Corporation of the Town of Wasaga Beach, or his or her designate. The Clerk and/or their designate shall attend all closed meetings and record the proceedings, including procedural motions and direction given to staff, without note or comment.
<a href="#">WILMOT, TOWNSHIP OF</a>	20,545	
<a href="#">ESSEX, TOWN</a>	20,427	"Clerk" means the Clerk of The Corporation of the Town of Essex and includes the Deputy Clerk or anyone designated by the Clerk to carry out duties of the Clerk; The Clerk may only delegate, in writing, the duties of the Clerk with respect to recording minutes in a Closed Meeting of Council to a full-time employee of the Town.