

Benchmarking Comparable Municipal Practices for Access to Closed Session Agendas and Meetings by Mayor/Chair Chief of Staff and Councillor Staff

Note –survey of municipal clerks completed during January 2021.

Municipality	Do you distribute your closed session agenda package to the Chair/Mayor's Chief of Staff or anyone else in that office?	Do you allow the Chair/Mayor's Chief of Staff to attend closed session?	Do you distribute your closed session agenda package to the Councillors' staff?	Do you allow Councillors' staff to attend closed session?	Notes
Brampton	Yes, only to the Mayor's Chief of Staff	Yes, by Council Resolution	No	No	
Barrie	No, only the Mayor receives a closed session meeting package.	No	Councillors do not have separate staff	n/a	
Waterloo	Agenda access open to CAO EA, Mayor & Council office AA and constituency Assistant. Not supporting materials, just agenda.	Not currently.	No	No	
Guelph	N/A – No Chief of Staff position exists and closed agendas are not shared with staff in the Mayor's Office.	N/A	N/A	N/A	
Region of Waterloo	Yes, only to the Chair's Chief of Staff	Yes	No	No	
Toronto	Yes, to several of the Mayor's staff, as requested and authorized by the Mayor. Committee chairs are treated as regular Members as noted.	Yes, on the grounds that the Mayor's staff assist him in his role as CEO; based on a ruling made by the Speaker.	If requested and authorized by the Member in writing and after both the Member and staff member make written undertakings (by email).	No	
Hamilton	Yes, only to the Mayor's Chief of Staff	Yes	No	No	
Vaughan	Yes.	No	Currently, emailing the agendas to the Councillors, which is accessible by their staff	No	Personal/HR closed session matters are not distributed through a written report but are presented verbally at the closed session.
Thunder Bay	No	No	No. Delivered to councillor's homes directly via courier.	No	
Region of Peel	No	Yes. Council voted last term to allow the Chair's Chief of Staff to attend the closed session meetings.	No	No	
Kitchener	No	No.	No	No	
Greater Sudbury	Yes for the Mayor's Chief of Staff	Yes	No	No	
Brantford	No.	No	No.	No	
Mississauga	The agenda is only sent to the Mayor with a cc to the Chief of Staff.	Very infrequently, depending on subject matter	The closed session reports are sent to the Councillor, which is accessible by their staff	No	
Caledon	No	No	No	No	
Ottawa	Yes, only to the Mayor's Chief of Staff		No. Some Councillor staff may have access with permission of the Councillor.	No	Many highly sensitive in camera matters including personal/HR matters are only presented at the closed session verbally or by presentation