

To:	Warden McQueen and Members of Grey County Council
Committee Date:	January 23, 2020
Subject / Report No:	CCR-CW-02-20
Title:	Alternate Member Access to Council Portal
Prepared by:	Heather Morrison
Reviewed by:	Kim Wingrove
Lower Tier(s) Affected:	All
Status:	Recommendation adopted by Committee as presented per Resolution CW30-20; Endorsed by County Council February 13, 2020 per Resolution CC23-20;

Recommendation

1. **That Report CCR-CW-02-20 regarding the provision of access to the Council Portal by Alternate Council Members be received; and**
2. **That access to the Council Portal by Alternate Council Members be granted on a per meeting basis.**

Executive Summary

A Notice of Motion was passed at the December 12, 2019 Committee of the Whole meeting and endorsed by Council at the January 9, 2020 meeting requesting that a staff report be brought back regarding the provision of access to the Council Portal for Alternate Council Members. This report will provide a summary of considerations related to this request.

Background and Discussion

County Council members access their documents for all committees and council via the Council Portal. The portal is designed to provide councillors with all the documents necessary for upcoming meetings including any closed session material. Portal access is currently limited to council members, CAO and Clerks staff only due to the confidentiality of some of the material housed within it. The portal contains several years of meeting material including closed session documents.

All meeting material including reports, by-laws, agreements, correspondence and presentations, other than those to be considered in a closed session, are posted to the County website at www.grey.ca and available for viewing by anyone.

Staff completed an informal survey of what other Counties within the province are doing for Alternate Member meeting materials.

- Wellington County provides only the specific meeting materials to alternates members upon notification they will be in attendance.
- Bruce County provides closed session material at the meeting on paper and collects them following the meeting. All other information is available on their public website.
- Simcoe County provides only the specific meeting materials to alternate members and closed session material is provided on paper on the meeting day or by separate email.

It is staff's recommendation that access to the Council Portal be granted to Alternate Council Members only for the meetings they attend. If approved, the Alternate Member Policy will be updated to reflect the change in practice.

Legal and Legislated Requirements

The Municipal Act, 2001 as amended governs all meetings of a municipality.

Financial and Resource Implications

In order to allow Alternate Members access to the Council Portal, approximately one week of IT staff time is required in order to reconfigure the application to allow specific permissions to be set on a per meeting basis.

Relevant Consultation

- Internal IT staff
- External other Counties

Appendices and Attachments

[Alternate Member Policy](#)