

**Excerpt from Section 27 of By-law 31-2021, as amended (Procedure By-law)****27. Closed Session**

27.1 In accordance with sections 239(2) and 239(3) of the Municipal Act, a meeting, or part of a meeting may be closed to the public if the subject matter being considered is:

- 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;
- 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; l) a request under the Municipal Freedom of Information and Protection of Privacy Act, if the council, board, commission or other body is the head of an institution for the purposes of that Act;
- l) an ongoing investigation respecting the municipality, a local board or a municipally controlled corporation by the Ombudsman appointed under the Ombudsman Act, an Ombudsman referred to in subsection 223.13 (1) of the

Municipal Act, or the investigator referred to in subsection 239.2 (1) of the Municipal Act;

- m) educational or training of the members where at the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

27.2 Prior to moving into a closed session for one of the reasons listed in section 27.1, Council will pass a motion stating:

- a) the fact that Council is convening into closed session;
- b) the specific provision under the Municipal Act that permits the item to be considered in a closed session; and
- c) the general nature of the matter to be considered.

27.3 Attendance in closed sessions will be limited to the members of Council, Clerk, City Manager and those specifically invited to remain by Council.

27.4 Members are prohibited from discussing any additional matters during a closed session other than those identified by the motion passed under section 27.2.

27.5 When in closed session a vote will not be taken unless the vote is for a procedural matter, or for giving direction to staff or other individuals under 239(6) of the Municipal Act.

27.6 On reconvening in public session, the Chair will accept a motion regarding the matters discussed in closed session, or alternatively advise that direction had been given to staff during the closed session in accordance with the Municipal Act.

27.7 The use of electronic devices to record proceedings of a closed session is prohibited.

27.8 The Clerk is responsible for maintaining a confidential copy of all original documentation distributed and confidential minutes of all closed sessions.