

**Conduct and Resolutions
Closed Session**

**Conduct and Resolutions
Committee of the Whole Meeting**

**Section 68 (1)
Local Governance Act**

Conducting a Closed Meeting

During a closed session, municipalities should be careful to discuss only:

- Items authorized by the resolution to close the meeting – See Schedule A;
- record of proceedings shall be made containing only the following: the type of matter that was discussed (schedule A) during the meeting; and the date of the meeting

Resolutions During Closed Meetings

- No decisions shall be made at the meeting except for decisions related to:
 - procedural matters;
 - directions to an officer of the local government, or
 - directions to a solicitor for the local government
- as well as,**
- Adjourning the closed meeting; or
 - Opening the meeting to the public

Conducting a Committee of the Whole

A committee of the whole meeting:

- A "Committee of the Whole" is a committee of all members of a council, and its primary function is to thoroughly discuss issues and make recommendations to the full council for final decision-making in open session.
- Allows for a more relaxed approach in which Members can explore possibilities and share information.
- Discussion is more informal however the Chair must make sure that no one Member dominates.
- At a Committee of the Whole meeting, except by unanimous vote of all the Members present, no business shall be considered except that specified in the notice of the meeting. Business at a Committee of the Whole meeting shall be considered in the order in which it appears on the notice of meeting.
- All Committee of the Whole Meetings are open to the public

Resolutions During Committee of the Whole

Resolutions passed in committee of the Whole:

- Committee of the Whole rules of Council shall be observed in so far as applicable except that motions do not require a seconder.
- No decisions shall be made at the COW meeting, just motions to make recommendations to the full council for final decision-making in open session.

Schedule A

Closed Meetings

68(1) A council meeting or a committee of council meeting may be closed to the public for the duration of the discussion if it is necessary to discuss

- a) information of which confidentiality is protected by law,
- b) personal information as defined in the Right to Information and Protection of Privacy Act,
- c) information that could cause financial loss or gain to a person or the local government or could jeopardize negotiations leading to an agreement or contract,
- d) the proposed or pending acquisition or disposition of land,
- e) information that could violate the confidentiality of information obtained from the Government of Canada or from the government of a province or territory,
- f) information concerning legal opinions or advice provided to the local government by its solicitor or privileged communications between solicitor and client in a matter of local government business,
- g) litigation or potential litigation affecting the local government or any corporation referred to in subsection 8(1), the local government's agencies, boards or commissions including a matter before an administrative tribunal,
- h) the access to or security of buildings and other structures occupied or used by the local government or access to or security of systems of the local government, including computer or communication systems,
- i) information gathered by the police, including the Royal Canadian Mounted Police, in the course of investigating any illegal activity or suspected illegal activity, or the source of that information,
- j) labour and employment matters, including the negotiation of collective agreements.

