

Public meetings are held on the first and third Tuesdays of each month in the Council Chambers of City Hall, at which time Council administers the business affairs of the City through the various committees and departments it has established. Please refer to the **Council and Committee Meeting Schedule** for details. Through this network of public departments, Council directs a full complement of community services including administration, fire and security, water and pollution control, public works and engineering, planning and economic development, and recreational services.

According to the *Municipal Act, 2001*, all municipal council and local boards, with some exception, must hold meetings that are open to the public with the exception of a few specific matters. The *Municipal Act, 2001* permits closed meetings of City Council, a local board or a committee of either, if the subject matter being considered is:

- i. The security of the property of the municipality or local board;
- ii. Personal matters about an identifiable individual, including municipal or local board employees;
- iii. A proposed or pending acquisition or disposition of land by the municipality or local board;
- iv. Labour relations or employee negotiations;
- v. Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- vi. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- vii. A matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
- viii. 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;
- ix. 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;
- x. 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; or
- xi. 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.

Further, meetings of City Council, a local board or a committee of either may be closed to the public if:

1. The meeting is held for the purpose of educating or training the Members;
2. 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.

A Meeting or part of a meeting shall be closed to the public if the subject matter being considered is,

- a. 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 the institution for the purposes of the Act, or
- b. an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the Ombudsman Act.

In order to close a meeting to the public, City Council or the local board must state by resolution that a closed meeting will be held and state the general nature of the matter to be considered at the closed meeting. City Council and local boards are also required to record, without comment, all resolutions and other proceedings of both open and closed meetings.