



### ***Municipal Act – Closed Meeting Rules***

*The Municipal Act, 2001, S.O. 2001, c.25*, as amended, established rules for a Council, local board or a committee to go into a Closed Meeting.

#### **Why some meetings are closed to the public:**

Local government in Ontario must be transparent and accountable and all Council meetings are open to the public, except where the subject matter being considered falls within one of the categories expressly set out in statute, as per Section 239 (2) of the *Municipal Act*. The permitted reasons for going into a closed meeting are as follows:

1. The security of property of the municipality or local board
2. Personal matters about an identifiable individual, including municipal or local board employees
3. A proposed or pending acquisition or disposition of land by the municipality or local board
4. Labour relations or employee negotiations
5. Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board
6. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose
7. A matter authorized by another provincial statute
8. The subject matter relates to a request under the *Municipal Freedom of Information and Protection of Privacy Act*
9. The meeting is held for education and training and no member discusses or deals with a matter in a way that materially advances the business or decision making of the Council, local board or committee.

The Township of Minden Hills will engage the services of the Ombudsman to investigate complaints with respect to closed meetings or parts of closed meetings. The Ombudsman will determine compliance with the Act or the applicable procedural by-law with respect to closed meetings and will report on the results of such investigations.

**Complaint Procedure:**

Complaints may be submitted on the established complaint form. This may be obtained from the Clerk's Department. All complaints must be submitted in a sealed envelope marked "***Private & Confidential***" and contain the following information:

1. Name of the municipality
2. Complainant's name, mailing address, telephone number and e-mail address (if applicable)
3. Date of closed meeting under consideration
4. Nature and background of the particular occurrence
5. Any activities undertaken (if any) to resolve the concern
6. Any other relevant information
7. Original signature

Complaints may be submitted by mail or delivered directly to:

Township of Minden Hills  
7 Milne Street, PO Box 359  
Minden, ON  
K0M 2K0

Attention: Clerk