

Closed meetings: Resolutions

The *Municipal Act* requires that meetings of councils, local boards and their committees be open to the public, except in certain narrow circumstances. To close a meeting, a **resolution** must be passed.

The resolution must:

- **Be passed in an open meeting**
Even when a closed session is the first or only item on the agenda, the public must be given notice of the meeting and be able to watch, in person, the vote on the resolution.
- **State the fact of the closed meeting**
The resolution must indicate clearly that the meeting is being closed.
- **State the general nature of the topic**
Cite the applicable section of the Act and give as much information about the subject as possible, without undermining the reason for closing the meeting.



- **Refer to subsection 239 (3.1) if it is an “education or training” session**

In addition to the fact of the closed meeting and the general nature of the subject to be discussed, a resolution to hold a closed education or training session must also reference s. 239(3.1) of the Act.

- **Be recorded in the open session minutes**

The open session minutes should record the resolution to close the meeting, as well as any information that can be reported publicly afterwards. Minutes should include the content of the resolution, as well as the time it was passed.

Questions?

Our staff can provide general information about the open meeting requirements.

Email: info@ombudsman.on.ca

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