

Town of Truro – Policy & Procedure Manual

Subject:	Incamera Sessions of Council and its Committees, Boards, etc.
Policy Number:	P100-011
Approval Date:	December 5, 2005
Departments:	All Departments including Council, Committees, Boards, Commissions, Societies, Utilities, Etc.

Public and Closed Sessions of Council and its Committees, Boards, Commission, Societies, Utilities, etc.

POLICY STATEMENT

It is the policy of Council that meetings called by Council, its Committees, Boards, Commissions, Societies, and Utilities will be conducted in an open and transparent manner and in accordance with Provincial legislation.

PROCESS

All public meetings of Council, its Committees, Boards, Commissions, Societies and Utilities will be advertised. Wherever possible, public notice of these meetings will be given at least two weeks in advance and shall include the purpose of the meeting as well as the date, location and time. Minutes of all public meetings will be available on request within one week of their formal approval.

Notwithstanding the above, the MGA (Section 22) gives Municipal Councils the authority to meet in closed session to discuss issues which generally include land, labour and legal matters. Prior to the scheduling of a closed session meeting the CAO will consult with the Town Solicitor to determine whether the purpose of that meeting is consistent with the authority granted under Section 22 of the MGA. The CAO will then advise each member of Council of the Solicitor's opinion. Prior to setting the meeting, and in consideration of the Solicitor's opinion, Council will determine whether or not it should be a closed session or open to the public.

As per Section 22 (4) of the MGA, at each regular monthly meeting of Council it shall be reported when Council met in private in the preceding month and the type of matter that was discussed. At that regular monthly meeting, where any forthcoming closed session meetings are scheduled, they will be reported as well as the type of matter to be discussed.

IMPLEMENTATION

The CAO shall be responsible for ensuring the intent of this policy is followed.