

## Closed Meeting Investigations

Any person may request an investigation as to whether a municipality or local board has complied with the statutory requirements of the *Municipal Act, 2001* or a Council Procedural By-law with respect to a meeting being held in Open Session (open to the public).

Stratford City Council appointed Local Authority Services Ltd. (LAS) as the municipality's Closed Meeting Investigator. LAS delegated its authority to Amberley Gavel Ltd., who will conduct Closed Meeting investigations.

In Stratford, Closed Meetings are referred to as In-camera Sessions, meaning that portions of the meeting are closed to the public to discuss certain privileged matters.

The Closed Meeting Investigator will investigate and determine if the municipality has complied with the Act or Council Procedural By-law in relation to an In-camera Session.

Under section 239 of the *Municipal Act, 2001*, all meetings are open to the public except in certain circumstances where Council is permitted to go into an In-camera Session. The reasons that a matter may be discussed at an In-camera Session are:

- Security of the property of the municipality or local board
- Personal matters about an identifiable individual(s) including employees
- Proposed or pending acquisition or disposition of land
- Labour relations or employee negotiations
- Litigation or potential litigation
- Advice that is subject to solicitor-client privilege
- A matter authorized by another provincial statute
- If the subject matter relates to a request under the *Municipal Freedom of Information and Protection of Privacy Act* where the Council is the head of the institution for the purposes of the Act, or an ongoing investigation respecting the municipality by the Ombudsman
- The meeting is held for educating and training and no member discusses or deals with a matter in a way that materially advances the business or decision-making of Council or local board.

A complaint form must be completed and submitted in a seal envelope clearly identified as "Complaint under Section 239 of the Act".

Once filed and logged with the City Clerk, the complaint form will be forwarded to the Closed Meeting Investigator.

Council will be advised of the receipt of a complaint; however, the complainant's information will remain confidential unless consent is received to release the information to Council.

The report of the Closed Meeting Investigator will be made available to the public in accordance with the Municipal Act.

The complaint form may be obtained from the Clerk's Office at Stratford City Hall or by clicking [here](#).