



Report
Staff Report
The Corporation of the City of Brampton
5/14/2025

Date: 2025-05-06

Subject: **Closed Session Meeting Protocol Updates**

Contact: Genevieve Scharback, City Clerk

Report number: Legislative Services-2025-373

RECOMMENDATIONS:

1. That the report from Genevieve Scharback, City Clerk to the City Council Meeting of May 14, 2025, re: **Closed Session Meeting Protocol Updates**, be received;
2. That the Closed Session Meeting Protocol, identified as Attachment 1, attached hereto be approved;
3. That staff be authorized to implement and administer the updated protocol; and
4. That the Closed Session Meeting Protocol dated March 24, 2021, be rescinded.

OVERVIEW:

- **The Closed Session Meeting Protocol was approved on March 24, 2021.**
- **This protocol provides guidance on the preparation, publication, and distribution of closed meeting materials in accordance with the Municipal Act, 2001, Council's Procedure By-law 160-2004, as amended, and applicable City policies, directives, and Council resolutions.**
- **There is no financial impact resulting from the adoption of the recommendations in this report.**

BACKGROUND:

Closed Session Meeting Protocol establishes a clear and consistent framework for the preparation and publication of closed session meeting materials, ensuring full compliance with the Municipal Act, 2001, Council's Procedure By-law 160-2004, as amended, and all relevant City policies, directives, and Council resolutions. This protocol not only supports the effective and proper execution of closed meeting procedures, but also reinforces the City's commitment to good governance, safeguards its reputation, and sustains a high level of public trust.

In accordance with the Governing Policy for Corporate Policy Program, Council Policies and Administrative Directives shall be reviewed and updated a minimum of every three (3) years or more frequently if required by legislation or business practices to ensure they continue to meet the needs of the City.

CURRENT SITUATION:

The protocol has been reviewed and updated with more concise language to enhance clarity. It has also been reformatted using the new corporate template to support organization-wide consistency. The updated format includes the addition of key sections such as Outcomes, Roles and Responsibilities, Monitoring and Compliance, Definitions, and References and Resources.

CORPORATE IMPLICATIONS:

Financial Implications:

There is no financial impact resulting from the adoption of the recommendations in this report.

STRATEGIC FOCUS AREA:

This report supports the strategic focus area of Government & Leadership by promoting service excellence through the implementation of open and accountable closed session procedures that strengthen public trust, ensure compliance, and enhance the integrity of Council's decision-making process.

CONCLUSION:

This report seeks Council approval of the updated Closed Session Meeting Protocol, reaffirming the City's unwavering commitment to transparent governance, accountable and effective decision-making and the prudent management of confidential matters, aligned with legislative requirements, best practices, and the preservation of public trust.

Authored by:

Reviewed by:

Genevieve Scharback
City Clerk
Legislative Services

Laura Johnston
Commissioner
Legislative Services

Approved by:

Marlon Kallideen
Chief Administrative Officer

Attachments:

- Attachment 1 - Closed Session Meeting Protocol