

THE CORPORATION OF THE TOWN OF CALEDON

BY-LAW NO. 2024-034

A By-law to amend Procedural By-law 2015-108,
as amended, with respect to the proceedings of
Council and its Committees

WHEREAS the *Municipal Act, 2001*, S.O. 2001, c. 25, section 238 provides that a municipality shall establish a procedure by-law to govern meetings;

WHEREAS The Corporation of the Town of Caledon deems it expedient to amend By-law 2015-108, as amended, to update definitions;

NOW THEREFORE the Council of The Corporation of the Town of Caledon ENACTS AS FOLLOWS:

1. Procedural By-law 2015-108, as amended, is hereby further amended by deleting and replacing Part 1 with the following:

Part 1:

Definitions

1.1 In this by-law:

“**Advisory Committee**” means an advisory committee of Council or special purpose committee established by Town Council where recommendations are brought to the respective Standing Committee for consideration and:

- (a) “**Special purpose committee**” means a committee established by Council to consider a specific matter which is disbanded once it has reported to Council.

“**Clerk**” means the Municipal Clerk of The Corporation of the Town of Caledon or designate.

“**Committee**” means for the purposes of this by-law, a Committee of the Whole or a Standing Committee where the recommendations do not represent the final decision of Council until confirmed by by-law or resolution of Council and:

- (a) “**Committee of the Whole**” means the members of the Committee are comprised of all Council members,
- (b) “**Standing Committee**” where the recommendations of Committee are confirmed by by-law or resolution of Council at the next Regular Council meeting.

“**Closed Session**” means a meeting, or portion thereof, closed to the public in accordance with the *Municipal Act, 2001, as amended*.

“**Consent Items**” mean items of business which are generally routine in nature and maybe approved collectively by a single motion.

“**Council**” means the Council of The Corporation of The Town of Caledon.

“**Delegation**” means an opportunity to appear before Council or Committee concerning an item on the agenda prior to Committee or Council’s consideration of the matter.

“**Emergency**” means any period of time during which an emergency has been declared to exist in all or part of a municipality by the Head of Council or the Province under sections 4 or 7.0.1 of the Emergency Management Act.

“**Emergency Management Act**” means the Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E. 9, as amended.

“**Improper conduct**” means conduct that obstructs in any way the deliberations and/or proper action of Council or Committee.

“Land acknowledgment” means an act of reconciliation used by the The Corporation of the Town of Caledon, created in partnership with the Mississauga’s of the Credit First Nation, which involves making a statement recognizing the treaty lands and traditional territory of the Indigenous Peoples who call or have called the land home.

“Local board” means a municipal service board, or any other board, commission, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of the Town, excluding a school board, a conservation authority, and a public library board.

“Mayor” means the Mayor elected as the Head of Council of the Corporation of the Town of Caledon, or the Acting Mayor if the Mayor is unable to act and:

(a) **“Acting Mayor”** means a member appointed by Council through By-law for the current term of Council to act in place of the Mayor in his or her absence.

“Meeting” means any regular, special or other meeting of Council or Committee held in person and/or electronic means, or another means as determined by the Clerk and:

(a) **“Regular meeting”** means a meeting scheduled in accordance with the approved calendar/schedule of meetings,

(b) **“Special meeting”** means an additional or emergency meeting not scheduled in accordance with the approved calendar/schedule of meetings.

“Member” means a member of a Committee or a member of the Council of The Corporation of the Town of Caledon and includes the Head of Council.

“Motion” means a formal proposal put before members of Council for consideration.

“Notice of motion” means an advanced notice of a motion provided by a Member of Council brought forward to a Committee for debate.

“Point of order” means a matter that a member considers to be a departure from or contravention of the rules, procedures and/or generally accepted practices of Council.

“Point of privilege” means a matter that a member considers to question their integrity and/or the integrity of the Council.

“Presentation” means an informational presentation given by Town staff or representatives of an organization, agency, local board, service partner or Advisory Committee including community announcements, status reports concerning projects, initiatives, programs or services.

“Presiding Officer” or **“Chair”** means the member presiding over a meeting.

“Quorum” is a majority of the total number of voting members currently on Council or Committee required to be at a meeting in order for business to be conducted.

“Recorded vote” means documenting in the minutes of a meeting the name of each member and their vote on a motion, indicating whether they were in favor, opposed, absent, or in conflict.

“Rules of procedure” means the rules and regulations provided in this by-law.

“Unfinished business” means any matter listed in the meeting agenda which has not been dealt with by the adjournment hour.

2. The term “closed session” hereby replaces any reference to “confidential session” in By-law 2015-108.
3. Subject to the amendments made in this By-law, in all other respects, By-law 2015-108 is hereby confirmed unchanged.

Enactment

This By-law shall come into full force and effect on the day of its passing.

Enacted by the Town of Caledon Council this 30th day of April, 2024.

Annette Groves, Mayor

Kevin Klingenberg, Municipal Clerk