

THE CORPORATION OF THE TOWN OF CALEDON

BY-LAW NO. 2024-049

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 necessary to amend By-law 2015-108, as amended, to update parts related to duties and roles, Council and Committee Meetings, rules of conduct and debate, and affiliated general maintenance amendments;

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:
 - (1) Replacing references of gender specific pronouns with gender neutral pronouns of they, them, or their, as appropriate.
 - (2) Adding the following definition to section 1.1:

“Annual Schedule” means a schedule of all regular meetings for the calendar year approved by Council.
 - (3) Amending the “regular meeting” and “special meeting” definition to replace “calendar/schedule of meetings,” with “annual schedule.”
 - (4) Deleting section 4.2.1 f) in its entirety.
 - (5) Deleting and replacing section 4.3.4 with the following:

4.3.4 Council shall appoint when delegated the authority to do so in accordance with the *Municipal Act, 2001*, the Presiding Officer (Chair) and Vice Chair for two years aligning with the Term of Council, or the remainder of the two-year term if the position is resigned.
 - (6) Removing the word ‘resolutions’ from sections 4.3.5 l) and 4.4.1 g).
 - (7) Deleting section 5.1.2 in its entirety.
 - (8) Renumbering section 5.1.3 to 5.1.2 and replacing with the following:

5.1.2 In person attendance may be restricted to protect the health and safety of all individuals because of an emergency being declared by the Premier or Cabinet of Ontario, or the Head of Council under the *Emergency Management and Civil Protection Act*.
 - (9) Deleting sections 5.3.5 and 5.3.6 and replacing with the following:

5.3.5 The Presiding Officer shall notify the Clerk if they plan to attend remotely and may opt for the Vice-Chair or Acting Mayor to preside over the meeting in-person.

5.3.6 Members participating remotely at Council or Committee meetings shall keep their camera on in open session unless doing so unexpectedly affects the members ability to maintain privacy, adversely impacts their health and safety, or prevented by a technical issue of the affected member.
 - (10) Reordering sections 5.3.7 and 5.3.8 to sections 5.4.2 and 5.4.3, respectively.
 - (11) Renaming section 5.4 to Special Meetings or Meeting Adjustments and Additions
 - (12) Deleting section 5.5.5 and replacing with the following:

5.5.5 Members participating in *closed session* remotely shall keep their cameras turned on or verify they are able to remain in a private, secured location for the duration of closed session before turning the camera off for a health and safety or technical reason.

- (13) Replacing “*Presiding Officer*” with “*Council or Committee*” in section 5.5.6.
 - (14) Replacing “*Clerk*” with “*Presiding Officer*” in section 5.6.2 as the one responsible for indicating that no *quorum* is present.
 - (15) Replacing “are encouraged to” with “shall” in section 5.6.6.
 - (16) Deleting section 5.8 and reordering subsections 5.8.1 and 5.8.2 to subsections 7.2B and 7.3B, respectively.
 - (17) Deleting section 5.9 and reordering subsections 5.9.1 and 5.9.2 to subsections 5.4.4 and 5.4.5, respectively.
 - (18) Deleting section 6.1.1(i) and replacing with:
 - (i) when reasonably possible, inform staff prior to a meeting where an issue may be introduced or debated of any relevant questions to be asked by the Member at a meeting so that staff may be able to have appropriate information at such meeting if necessary
 - (19) Removing the words “are encouraged to” from section 6.1.1(j).
 - (20) Deleting section 6.2.4 in its entirety and reordering section 6.2.5 to replace the deleted section 6.2.4.
 - (21) Reordering sections 6.2.6 and 6.2.7 to become sections 6.2.7 to 6.2.8, respectively.
 - (22) Deleting sections 6.3, 6.4 and subsection 6.4.1, reordering subsections 6.3.1 and 6.3.2 to subsections 6.2.9 and 6.2.10, respectively, and adding the phrase “, *Committee*, or *Chair*” to the end of the reordered clauses.
 - (23) Deleting section 6.5.5 in its entirety and reordering the remaining subsections of 6.5 to section 6.3 and subsections of 6.3, now being 6.3.1 to 6.3.5, inclusive.
 - (24) Removing the words “or by the *Clerk*” from section 6.3.5, formerly section 6.5.6.
 - (25) Deleting sections 6.6 and 6.6.2 and reordering subsections 6.6.1 and 6.6.3 to 6.2.5 and 6.2.6.
2. 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 25th day of June, 2024.

Annette Groves, Mayor

Kevin Klingenberg, Municipal Clerk