



Member V. Bikowski
Member S. Brioschi
Councillor C. Early (Ex-Officio)
Mayor A. Groves (Ex-Officio - joined at 3:15 p.m.)
Councillor L. Kiernan (Ex-Officio - joined at 2:42 p.m.)
Councillor D. Maskell
Councillor T. Rosa (Ex-Officio - joined at 3:12 p.m.)
Councillor M. Russo
Councillor D. Sheen

Coordinator, Council and Committee Services: J. Farrugia
Municipal Clerk, Corporate Services: K. Klingenberg
Acting Deputy Clerk, Corporate Services: H. Lockyer

1. NOTICE

2. CALL TO ORDER

Chair D. Sheen called the meeting to order at 2:00 p.m.

3. INDIGENOUS LAND ACKNOWLEDGEMENT

Chair D. Sheen delivered the Indigenous Land Acknowledgement.

4. DISCLOSURE OF PECUNIARY INTEREST

5. DELEGATIONS

6. PRESENTATIONS

6.1 Orientation

K. Klingenberg, Municipal Clerk, provided an orientation presentation and responded to questions of Committee.

Councillor L. Kiernan joined the meeting at 2:42 p.m.

7. PREVIOUSLY REFERRED ITEMS

7.1 Staff Report 2024-0354: Member Speaking Limitations

K. Klingenberg, Municipal Clerk, responded to questions of Committee.

Committee recessed between 3:05 p.m. and 3:12 p.m.

Councillor T. Rosa joined the meeting at 3:12 p.m.

Mayor A. Groves joined the meeting at 3:15 p.m.

Main Motion

Moved by: Councillor M. Russo **Seconded by:** Member S. Brioschi

That Procedure By-Law section 5.5.5 be deleted to have the effect of Member Speaking Limitations be equally applied to both open and closed session; and

That sections 6.3, 6.4 and subsection 6.4.1 be deleted from the Procedure By-Law to have the effect of member speaking limitations be equally applied to both Council and Committee meetings; and

That subsections 6.3.1 and 6.3.2 be reordered to subsections 6.2.9 and 6.2.10, respectively, and adding the words “or *Committee*” to the end of the reordered clauses, also to have the effect of equally applying member speaking limitations to both Council and Committee meetings.

Amendment to Main Motion

Moved by: Member S. Brioschi **Seconded by:** Councillor M. Russo

That subsections 6.2.9 and 6.2.10 be further amended to add the words “*or the Chair*” at the end of the reordered clauses.

A recorded vote was taken as follows:

Recorded Vote	YES	NO	CONFLICT	ABSENT
Member V. Bikowski	X			
Member S. Brioschi	X			
Councillor C. Early		X		
Councillor L. Kiernan		X		
Councillor D. Maskell	X			
Councillor T. Rosa	X			
Councillor M. Russo	X			
Mayor A. Groves	X			
Chair D. Sheen	X			
Total	7	2		

Carried.

Main Motion as Amended

That Procedure By-Law section 5.5.5 be deleted to have the effect of Member Speaking Limitations be equally applied to both open and closed session; and

That sections 6.3, 6.4 and subsection 6.4.1 be deleted from the Procedure By-Law to have the effect of member speaking limitations be equally applied to both Council and Committee meetings; and

That subsections 6.3.1 and 6.3.2 be reordered to subsections 6.2.9 and 6.2.10, respectively, and adding the phrase“, *Committee or the Chair*” to the end of the reordered clauses, also to have the effect of equally applying member speaking limitations to both Council and Committee meetings; and

A recorded vote was taken as follows:

Recorded Vote	YES	NO	CONFLICT	ABSENT
Member V. Bikowski	X			
Member S. Brioschi	X			
Mayor A. Groves	X			
Councillor C. Early		X		
Councillor L. Kiernan		X		
Councillor D. Maskell	X			
Councillor T. Rosa	X			
Councillor M. Russo	X			
Chair D. Sheen		X		
Total	6	3		

Carried.

This matter was recommended to Town Council for consideration of adoption at its meeting to be held on June 25, 2024.

7.2 Staff Report 2024-0355: Remote Meeting Participation by Members

K. Klingenberg, Municipal Clerk, responded to questions of Committee.

Main Motion

Moved by: Councillor Maskell **Seconded by:** Member S. Brioschi

That Procedure By-Law section 4.2.1 f) regarding the duty of members to keep their cameras on during all Council Meetings and Committee Meetings when participating remotely be deleted; and

That Procedure By-Law sections 5.3.5 and 5.3.6 be deleted and replaced 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.

And;

That the following subsection to Procedure By-Law section 5.5 regarding Closed Session Meetings be added:

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.

Amendment to Main Motion

Moved by: Councillor L. Kiernan **Seconded by:** Councillor C. Early

That a review of remote participation rules in the procedure by-law be completed at the December 9, 2024, Governance Review Committee.

A recorded vote was taken as follows:

Recorded Vote	YES	NO	CONFLICT	ABSENT
Member V. Bikowski		X		
Member S. Brioschi		X		
Councillor C. Early	X			
Councillor L. Kiernan	X			
Councillor D. Maskell		X		
Councillor T. Rosa		X		
Councillor M. Russo		X		
Mayor A. Groves		X		
Chair D. Sheen	X			
Total	3	6		

Defeated.

Main Motion as presented

That Procedure By-Law section 4.2.1 f) regarding the duty of members to keep their cameras on during all Council Meetings and Committee Meetings when participating remotely be deleted; and

That Procedure By-Law sections 5.3.5 and 5.3.6 be deleted and replaced 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.

And;

That the following subsection to Procedure By-Law section 5.5 regarding Closed Session Meetings be added:

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.

A recorded vote was taken as follows:

Recorded Vote	YES	NO	CONFLICT	ABSENT
Member V. Bikowski	X			
Member S. Brioschi	X			
Councillor C. Early		X		
Councillor L. Kiernan		X		
Councillor D. Maskell	X			
Councillor T. Rosa	X			
Councillor M. Russo	X			
Mayor A. Groves	X			
Chair D. Sheen		X		
Total	6	3		

Carried.

This matter was recommended to Town Council for consideration of adoption at its meeting to be held on June 25, 2024.

8. STAFF REPORTS

Councillor L. Kiernan left the meeting at 3:49 p.m. and did not return.

8.1 Staff Report 2024-0353: Member Inquiries of Items on Published Agendas

Moved by: Councillor M. Russo **Seconded by:** Councillor D. Maskell

That Procedure By-Law Section 6.1.1(i) be deleted and replaced with:

Members of Council shall: (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

and;

That the intent behind Section 6.1.1 (i) regarding the matter of Members of Council asking staff questions prior to any meeting be eligible for consideration when completing the review of Procedure By-Law Section 7.2, with respect to agenda publishing deadlines, as a part of the Council approved Procedure By-Law workplan in July 2024.

A recorded vote was taken as follows:

Recorded Vote	YES	NO	CONFLICT	ABSENT
Member V. Bikowski	X			
Member S. Brioschi	X			
Councillor C. Early	X			
Councillor L. Kiernan				X
Councillor D. Maskell	X			
Councillor T. Rosa	X			
Councillor M. Russo	X			
Mayor A. Groves	X			
Chair D. Sheen	X			
Total	8			1

Carried.

This matter was recommended to Town Council for consideration of adoption at its meeting to be held on June 25, 2024.

8.2 Staff Report 2024-0350: Corporate Policy Standard

Moved by: Councillor M. Russo **Seconded by:** Member V. Bikowski

That the current Corporate Policy template attached as scheduled A to Staff Report 2024-0350 be repealed; and

That the proposed Corporate Policy template attached as Schedule B to Staff Report 2024-0350 be approved as the Corporate Policy Standard for use in the updating, development, or continued maintenance at the Town of Caledon.

A recorded vote was taken as follows:

Recorded Vote	YES	NO	CONFLICT	ABSENT
Member V. Bikowski	X			
Member S. Brioschi	X			
Councillor C. Early	X			
Councillor L. Kiernan				X
Councillor D. Maskell	X			
Councillor T. Rosa	X			
Councillor M. Russo	X			
Mayor A. Groves	X			
Chair D. Sheen	X			
Total	8			1

Carried.

This matter was recommended to Town Council for consideration of adoption at its meeting to be held on June 25, 2024.

8.3 Staff Report 2024-0351: Corporate Policy Framework

K. Klingenberg, Municipal Clerk, responded to questions of Committee.

Member V. Bikowski left the meeting at 4:00 p.m. and did not return.

Mayor A. Groves moved the motion, left the meeting at 4:03 p.m. prior to the vote and did not return.

Moved by: Mayor A. Groves **Seconded by:** Member S. Brioschi

That the proposed Corporate Policy Framework be approved as outlined in Schedule A of Staff Report 2024-0351.

A recorded vote was taken as follows:

Recorded Vote	YES	NO	CONFLICT	ABSENT
Member V. Bikowski				X
Member S. Brioschi	X			
Councillor C. Early	X			
Councillor L. Kiernan				X
Councillor D. Maskell	X			
Councillor T. Rosa	X			
Councillor M. Russo	X			
Mayor A. Groves				X
Chair D. Sheen	X			
Total	6			3

Carried.

This matter was recommended to Town Council for consideration of adoption at its meeting to be held on June 25, 2024.

9. NOTICE OF MOTION

9.1 Councillor D. Maskell – Request to Review Public Notice Policy

Moved by: Councillor D. Maskell **Seconded by:** Member S. Brioschi

Whereas the proposed Corporate Policy Framework is to be presented to Governance Review Committee on the June 17, 2024 for recommendation of adoption to Council at their June 25, 2024 meeting; and

Whereas establishment of a Corporate Policy Framework enables policy reviews to proceed as a component of Governance Review Committee’s main role as described in Procedural By-Law Subsection 3.8.1 c); and

Whereas the Public Notice Policy is referenced in Procedure By-Law Subsection 4.4.1 c) which was the section reviewed in June 2024 as part of the Procedure By-Law review; and

Whereas the local newspaper circulation options within the Town of Caledon have been reduced; and

Whereas it is integral that residents receive and maintain access to public notice requirements for vital municipal services of Roads & Highways, Regulatory By-laws & Variances, and Financial Administration;

Therefore be it resolved that the Public Notice Policy be prioritized for review and reported back by the Municipal Clerk with recommended policy updates at the October 21, 2024 Governance Review Committee meeting.

A recorded vote was taken as follows:

Recorded Vote	YES	NO	CONFLICT	ABSENT
Member V. Bikowski				X
Member S. Brioschi	X			
Councillor C. Early	X			
Councillor L. Kiernan				X
Councillor D. Maskell	X			
Councillor T. Rosa	X			
Councillor M. Russo	X			
Mayor A. Groves				X
Chair D. Sheen	X			
Total	6			3

Carried.

This matter was recommended to Town Council for consideration of adoption at its meeting to be held on June 25, 2024.

9.2 Member S. Brioschi – Request for a Public Question Period

Moved by: Member S. Brioschi **Seconded by:** Councillor M. Russo

Whereas a public Question and Answer Period at Council and Committee meetings serves as a vital tool for transparency and accountability; and

Whereas such a period enhances public access to Town information; and

Whereas the Governance Review Committee’s roles, as outlined in Procedure By-Law section 3.8.1, includes the provision of transparency and accountability tools and the enhancement of public access to information; and

Whereas the Council-approved Procedure By-Law work plan in March 26, 2024 addresses Council and Committee meetings proceedings to be completed in November 2024;

Therefore, be it resolved that the Municipal Clerk prepare a report on the proposed addition of a public Question and Answer Period as a potential meeting proceeding for consultation by the Governance Review Committee at their October 21, 2024 meeting; and

That the Committee's consultation be included as part of the staff recommendation for the report to the November 12, 2024 General Committee Procedure By-Law Review Part 8 (Meeting Proceedings).

A recorded vote was taken as follows:

Recorded Vote	YES	NO	CONFLICT	ABSENT
Member V. Bikowski				X
Member S. Brioschi	X			
Councillor C. Early	X			
Councillor L. Kiernan				X
Councillor D. Maskell	X			
Councillor T. Rosa	X			
Councillor M. Russo	X			
Mayor A. Groves				X
Chair D. Sheen	X			
Total	6			3

Carried.

This matter was recommended to Town Council for consideration of adoption at its meeting to be held on June 25, 2024.

9.3 Member S. Brioschi – Request for a Reinstatement of Council Reporting from Attended Conferences

K. Klingenberg, Municipal Clerk, responded to questions of Committee.

Moved by: Member S. Brioschi **Seconded by:** Councillor M. Russo

Whereas the Association of Municipalities Conference of Ontario (AMO) annual conference is held in Ottawa between August 18 to 21, 2024; and

Whereas Caledon Council members are anticipated to attend this conference on behalf of the Town of Caledon; and

Whereas Council resolution 2012-307 requires that:

1. Any elected official who attends a conference must file a report that is information to Council and for (the members of public in) Caledon
2. Such a report should be filed within a month after the conference
3. Such a report should be shared with all decision makers at the Town of Caledon and the public as information at the next possible Council meeting after the report is filed; and

Whereas three elections have passed since this Council resolution and knowledge of this decision has likely faded over four different Terms of Council; and

Whereas a Council approved policy has more lasting effect and relevance than a resolution over time; and

Whereas policy implementation can be more effectively adhered to through staff monitoring, knowledge transfer and continuity; and

Whereas the public would benefit from access to information reported from these conferences attended by Council; and

Whereas the Governance Review Committee's roles, as outlined in Procedure By-Law section 3.8.1, includes the review of all Council approved policies and the enhancement of public access to information;

Therefore be it resolved that compliance to Council resolution 2012-307 be met for the 2024 AMO annual conference in September 2024 through attending Council members filing their report to the Manager, Public Affairs and External Relations; and

That the Manager, Public Affairs and External Relations provide a memo summarizing Council member filings at the September 24, 2024 Council meeting; and

That Municipal Clerk and Manager, Public Affairs and External Relations develop a policy or amend any existing policies which will effectively implement the intent of Council resolution 2012-307 for consideration at the December 9, 2024 Governance Review Committee.

A recorded vote was taken as follows:

Recorded Vote	YES	NO	CONFLICT	ABSENT
Member V. Bikowski				X
Member S. Brioschi	X			
Councillor C. Early	X			
Councillor L. Kiernan				X
Councillor D. Maskell	X			
Councillor T. Rosa	X			
Councillor M. Russo	X			
Mayor A. Groves				X
Chair D. Sheen	X			
Total	6			3

Carried.

This matter was recommended to Town Council for consideration of adoption at its meeting to be held on June 25, 2024.

10. ADJOURNMENT

The Committee adjourned at 4:31 p.m.