

THE CORPORATION OF THE TOWN OF CALEDON

BY-LAW NO. 2024-064

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 desirable to amend By-law 2015-108, as amended, to update parts related to agendas, minutes, opening procedures, motions, 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) Reordering sections 8.11, 8.12 and 8.13 inclusive of all subsections to become 8.12, 8.13 and 8.14 inclusive of all subsections, respectively.
 - (2) Deleting section 7.5 and subsection 7.5.1 and replacing as section 8.11 and 8.11.1, respectively, and adding the following subsections 8.11.2 to 8.11.5, respectively:

8.11 Correspondence

8.11.1 Correspondence items shall be distributed or considered at *Council* or *Committee* meetings by the *Clerk* in accordance with the “Town of Caledon Correspondence Policy.”

8.11.2 A *Member* may add a correspondence item distributed by the *Clerk* to a *Council* or *Committee* meeting for consideration through referencing to the *Clerk* by the agenda deadline which distributed correspondence item is to be added.

8.11.3 A *Member* may add a correspondence item in their possession to a *Council* or *Committee meeting* for consideration through submission of the correspondence item to the *Clerk* by the agenda deadline and written confirmation from the author of the submitted correspondence item that it may be publicly shared in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

8.11.4 Any *Member* who submitted a correspondence item for consideration at a *Council* or *Committee meeting* shall be identified on the agenda under the corresponding agenda item.

8.11.5 A *Member* who added a correspondence item for consideration at a *Council* or *Committee meeting* shall submit to the *Clerk* any motions they desire to move into the possession of *Council* or *Committee* arising from the added correspondence item.
 - (3) Deleting section 8.3.1 and replacing with the following:

8.3.1 The *Presiding Officer* shall announce any proposed amendments to the agenda, inquire if any *members* have subsequent proposed amendments, and upon all proposed amendments being stated, request the *Clerk* to call a vote of *Council* or *Committee* to confirm the agenda as presented or amended.
 - (4) Reordering subsection 8.2.2 to 8.2.3, and adding subsection 8.2.2 with the following:

8.2.2 Every regular *Council meeting* shall commence with the singing of O’ Canada.

- (5) Reordering subsections 10.6, 10.7, 10.8 and 10.9 inclusive of all subsections to become 10.7, 10.8, 10.9, and 10.10, respectively.
 - (6) Adding subsection 10.6 with the following:
 - 10.6 When a motion is under consideration, the mover shall have the right to speak to the motion first and prior to receiving any procedural motion or motion to amend.
2. Procedural By-law 2015-108, as amended, is hereby further amended by deleting and replacing the remainder of Part 7 with the following:

Part 7

Council and Committee Agendas

- 7.1 The *Clerk* shall prepare an agenda for each *Council* and *Committee meeting* in accordance with the provisions of this By-law.
 - 7.2 The agenda, inclusive of its ordering, shall be authorized by a majority vote for each regular *Council* and *Committee meeting*, prior to declaration of *pecuniary interests*.
 - 7.3 Any item of business not listed on the agenda to be introduced at a *meeting* shall be authorized by a two-thirds vote of the members present prior to declaration of *pecuniary interests*.
 - 7.4 When reasonably possible, agendas for *Committee* meetings shall be made available to the public a week prior to a meeting.
 - 7.5 When reasonably possible, agendas for regular *Council* meetings shall be made available to the public a week prior to a meeting, or two days after the preceding *Committee* meeting.
 - 7.6 The *Clerk* may prepare an addendum to the agenda to deal with supplementary information to items of business listed on the agenda. The addendum shall be provided to the public and *Members* by noon on the day prior to the meeting.
 - 7.7 When reasonably possible, the *Clerk* shall make available to the public all supplementary information to items of business listed or added to the agenda at the *meeting* within a week after the *meeting*.
3. Procedural By-law 2015-108, as amended, is hereby further amended by:
- (1) Reordering section 9.4 to become section 5.5.8 and replacing the first word of "Reports" with "Any information."
4. Procedure By-law 2015-108, as amended is hereby further amended by deleting and replacing the remainder of Part 9 with the following:

Part 9:

Minutes

- 9.1 Minutes shall record, without note or comment, all resolutions, decisions and other proceedings of *Council* and *Committee*.
- 9.2 Detail of other proceedings shall include any attendees who spoke at the meetings, the nature of the topic discussed by the attendee, and whether they responded to questions of members or provided supplementary written information.
- 9.3 Minutes shall include:
 - a) the place, date and time of meeting;
 - b) the name of the *Presiding Officer*;
 - c) the attendance of the *members* and contributing staff;
 - d) identification of the *members* who attended remotely;

- e) declarations of pecuniary interest;
- 9.4 Minutes of *closed session* shall additionally include:
- a) the attendance of the members and any other attendees;
 - b) a description of the substantive and procedural matters discussed, including specific reference to any documents considered; and
 - c) all directions given.
- 9.5 Minutes of public meetings held to fulfil the requirements of the *Planning Act* by providing an opportunity for the public to express their views on planning related policies and development applications (Public Information Meetings) shall additionally include:
- a) that the *Presiding Officer* advised of the procedures to be followed at the commencement of the public meeting and called upon any registered speakers to express their views;
 - b) the name of the person expressing their view and enough detail to identify their affiliation with the associated policy or development application to determine third-party appeal rights to the Ontario Land Tribunal; and
 - c) the topic of the individual's concern or support associated with the policy or development application.
- 9.6 *Council meeting* minutes and any *Committee meeting* minutes with only recording of other proceedings where there are no *Committee* decisions for *Council* approval shall be presented at the next *Council* meeting for confirmation of record accuracy.
- 9.7 *Committee meeting* minutes with *Committee* decisions for *Council* approval shall be presented at the next *Council meeting* for approval by a vote to confirm *Committee* decisions as *Council* decisions.
- 9.8 *Council* shall vote on any *Committee* decision contained within the respective *meeting minutes* separately upon the request of a member, and the *Council* decision shall supersede the *Committee* decision of the same matter.
- 9.9 When reasonably possible, draft minutes for *Council* and *Committee meetings* shall be made available to the public within a week after the meeting.
5. 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 23rd day of July, 2024.

Annette Groves, Mayor

Kevin Klingenberg, Municipal Clerk