

# THE CORPORATION OF THE TOWN OF CALEDON

## BY-LAW NO. 2024-079

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 correspondence;

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

1. Procedure By-law 2015-108, as amended, is hereby further amended by adding the following definitions to section 1.1:

**“Correspondence”** means communication items received by mail, electronically, hand delivered or otherwise.

**“Information Package”** or **“Info Pack”** means a publication of received correspondence items containing circulated municipal resolutions, notices of services disruptions, webinar or information session invites, newsletters or bulletins, or ministerial directions.

2. Procedure By-law 2015-108, as amended, is hereby further amended by amending subsection 8.11.1 as follows:

(1) Adding that Correspondence items shall be distributed ‘in the form of an *information package*’

(2) Deleting “Town of Caledon Correspondence Policy” and replacing with ‘provisions set out in this By-law’

3. Procedure By-law 2015-108, as amended, is hereby further amended by adding the following subsections 8.11.6 to 8.11.11, respectively, within sequential order of section 8.11 Correspondence:

8.11.6 All correspondence within the jurisdiction of an advisory committee shall be referred by the *Clerk* directly to the appropriate committee, unless the communication relates to a subject that has been dealt with by Council or is to be placed on an upcoming agenda for a meeting of Council in which case it may be placed on the upcoming agenda for the Council meeting.

8.11.7 Correspondence received from municipalities and local boards of circulated resolutions where the Town of Caledon is referenced, cited, or addressed shall be placed on the next available, relevant *Committee* or *Council* agenda.

8.11.8 Correspondence received in response to sent Council resolutions and letters of support shall be placed on the next available, relevant *Committee* or *Council* agenda.

8.11.9 *Information packages* shall be made available to the public a week prior to a regular *Council* meeting, or two days after the Committee meeting preceding the regular *Council* meeting.

8.11.10 Correspondence received in response to a Planning and Development Committee agenda item for Council consideration as a part of the planning process under the *Planning Act* will be provided to the Chief Planner, report author, or appropriate Planning staff responsible for the affiliated planning application to be addressed as a part of the recommendation report for *Council* decision.

8.11.11 Correspondence received in response to a Planning and Development Committee agenda item after any publicly notified submission deadline or after a *Committee* or *Council* decision has been made, provided to Planning staff to address or resolve in implementation of the Council decision when applicable.

- 4. 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 24th day of September, 2024.**

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Annette Groves, Mayor

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Kevin Klingenberg, Municipal Clerk