

## Staff Report 2024-0561

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Meeting: Council Meeting  
Meeting Date: October 22, 2024  
Subject: Previously Referred Procedure By-law Review Part 12 (Voting)  
Submitted By: Kevin Klingenberg, Municipal Clerk, Corporate Services

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### RECOMMENDATION

That Section 5 within By-law 2024-085 as printed on the October 22, 2024 Council meeting agenda be approved.

### REPORT HIGHLIGHTS

- The updating of recorded vote procedures is proposed for Council consideration to maintain and clarify within the Procedure By-law current Council voting practices.

### DISCUSSION

#### Background

[Staff Report 2024-0527](#) was presented to General Committee at its October 8, 2024 meeting for their consideration to recommend to Council for approval. The discussion held at this General Committee meeting indicated that the current Council voting process of recorded votes is desired to remain the same. General Committee subsequently referred the report back to the Municipal Clerk. No other concerns were stated at General Committee with respect to the other proposed updates arising from the review of Procedure By-law Part 12.

The purpose of this report is to amend the proposed Part 12 updates provided on October 8, 2024 General Committee to delete voting procedures by showing of hands and revise recorded vote procedures to remain as currently practiced and provide clarity on existing procedures.

#### Issues Statement

The issues for bringing this report to Council in short return from the referral at October 8, 2024 General Committee is 1) to facilitate maintaining the October 2024 Procedure By-law amending by-law framework, and 2) to stay on schedule with the Council approved Procedure By-law Review Workplan as outlined in [Staff Report 2024-0167](#).

**Options/Analysis**

The proposed revisions to provide mandatory recorded vote procedures is itemized in By-law 2024-085 section 5, specifically within the replacement of subsection 12.5 into the amended Procedure By-law:

- 12.5 A *motion* shall be put to a *recorded vote* by the *Clerk* in accordance with the following procedures:
- a) The *Chair* shall call on the *Clerk* to conduct a *recorded vote*.
  - b) The *Clerk* shall call out the name of each *Member* to record their vote.
  - c) If a *Member* is present, their name is called and no response is given to indicate the vote, the *Clerk* shall ask one more time, and if no vote is given, the vote shall be deemed to be a negative vote.
  - d) The *Clerk* shall announce the results and record the names of the *members* who voted for or against the *motion* in the minutes.

The showing of hands voting procedures outlined in Staff Report 2024-0527 schedule A are not included in the proposed By-law 2024-085 as these procedures are no longer applicable. The remainder of the proposed Part 12 replacement have been accordingly renumbered.

**FINANCIAL IMPLICATIONS**

None.

**COUNCIL WORK PLAN**

**Strategic Plan 2023-2035**

This report is directly related to the following priority in Caledon’s 2023-2035 Strategic Plan:

Implement improvements to the Town’s governance framework by updating the Procedural By-law.

Service Excellence and Accountability

Details about Caledon’s 2023-2035 Strategic Plan can be found at [caledon.ca/strategicplan](http://caledon.ca/strategicplan).

**ATTACHMENTS**

None.

