

THE CORPORATION OF THE TOWN OF CALEDON

BY-LAW NO. 2025-XX

A by-law to amend Procedure 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 Council of the Corporation of the Town of Caledon deems it necessary to amend By-law 2015-108, as amended, to provide definition of agenda deadlines and procedures for workshops, public meetings, budget meetings, petitions or letter writing campaigns, and correspondence sent by or on behalf of the Town of Caledon Council;

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:

(As provided by in Staff Report 2025-0329)

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

(1) Adding the following definition into section 1.1:

“Petition” or “letter writing campaign” means a written legible request or near-identical individually written legible requests from multiple people in support or opposition of a shared cause or concern without containing any obscene or improper language.

(2) Reordering sections 8.12 to 8.16, respectively to become sections 8.13 to 8.17, respectively and adding the following section regarding Petitions into Part 8 Meeting Proceedings:

8.12 *Petitions or Letter Writing Campaigns*

8.12.1 *Petitions* shall be submitted to the *Clerk* by its organizers or a *member* on their behalf if it is their desire for it to be considered at a relevant *Committee* or *Council meeting*.

8.12.2 Organizers of a *petition* not related to an agenda item submitted for inclusion on the next relevant *Council* or *Committee* agenda shall submit their *petition* prior to the agenda deadline by the *Clerk* provided:

a) The topic is unrelated to the same conditions as submitted *delegations* on business that is not on an upcoming *meeting* agenda item contained with section 8.8.2 of this By-law, or

b) The *petition* follows the same conditions as *correspondence* being added by a *member* as outlined in sections 8.11.4 to 8.11.6 of this By-law.

8.12.3 Organizers of a *petition* related to an agenda item shall submit their *petition* prior to the agenda addendum deadline for inclusion onto the same agenda as the petitioned agenda item.

8.12.4 *Petitions* which have met the criteria for inclusion onto an agenda shall be placed as a *Petition* under the *Correspondence* heading of the agenda by the *Clerk*.

8.12.5 The *petition* organizers may make a *delegation* at the same *meeting* that the *petition* is included on an Agenda and shall comply with the rules for *delegations* as set out in section 8.8 of this By-law.

3. Procedure By-law 2015-108, as amended, is hereby further amended by:

(1) Deleting the “Information Package” or “Info Pack” definition contained within section 1.1 and replacing with the following:

“Information Package” or **“Info Pack”** means a publication of correspondence items containing circulated:

- a) municipal resolutions,
- b) draft minutes from local boards and task forces,
- c) sent *Council* resolutions or letters by or on behalf of the *Mayor* or *Council*,
- d) notices of services disruptions,
- e) webinar or information session invites,
- f) newsletters or bulletins, or
- g) ministerial directions.

- (2) Reordering subsections 8.11.10 to 8.11.14, respectively to become subsections 8.11.11 to 8.11.15, respectively and adding the following subsection as a part of section 8.11 regarding Correspondence:

8.11.10 Sent *Council* resolutions and letters of support sent to action a decision of *Council* shall be placed in the next available *information package*.

4. Procedure By-law 2015-108, as amended, is hereby further amended by:

(As provided by in Staff Report 2025-0394)

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 September, 2025.

Annette Groves, Mayor

Kevin Klingenberg, Municipal Clerk