

Staff Report 2025-0329

Meeting: General Committee Meeting

Meeting Date: September 9, 2025

Subject: Procedure By-law Review: Addition of Public Meeting, Budget Meeting, and Workshop Procedures

Submitted By: Kevin Klingenberg, Municipal Clerk, Corporate Services

RECOMMENDATION

That Procedure By-law 2015-108, as amended, be further amended to add parts related to meeting types of Public Meetings, Budget Meetings and Workshops, as outlined in section 1 within Schedule E of Staff Report 2025-0329.

REPORT HIGHLIGHTS

- A meeting type definition consisting of budget meeting, public meeting, and workshop sub definitions are proposed to be added into the Procedure By-law.
- Public meeting procedures are proposed to be expanded upon for enhanced clarity and transparency.
- A governance model or structure for budget meetings and workshops are proposed to be added to the Procedure By-law based on existing practices.
- Delegation meeting proceedings are clarified to be subject to meetings other than public meetings.
- Clarity is proposed to be added to the agenda that consent agendas and notices of motions do not occur at public meetings, budget meetings, or workshops.
- Motions that have been initiated through notice of motions are provided clarity that they do not occur at public meetings or workshops.
- Quorum at workshops is proposed to not be required to proceed with the meeting, provided that the meeting is audio and video recorded.
- A delegation is proposed to be permitted by the consensus of Council, rather than through a two-thirds vote, to speak or ask questions at the end of a workshop.
- Voting procedures are proposed to allow for alternate forms of voting at public meetings and workshops where only procedural motions are permitted.
- Minor editorial revisions are proposed to the reordering, rewording or replacement of select relevant sections within the Procedure By-law to effectively facilitate the proposed additions.

DISCUSSION

Background

Council directed in November 2024 through the approval of [Staff Report 2024-0573](#) the addition of defined Public meetings, Budget meetings and Workshop proceedings be put into the Procedure By-law during stage 3 of the Procedure By-Law workplan. The purpose of this report is to complete this direction.

Meeting Types

Public meetings, Budget meetings and Workshops are practiced as meeting types applied to various committees without currently being defined within the Procedure By-law. This model works well and is a good fit within the existing Council and Committee structure. Providing definition to this model within the Procedure By-law enhances transparency into how Council and its committees' functions, which potentially builds public trust with opportunity for stronger public understanding of local governance.

Meeting types are proposed to be added as a parent definition for its public meeting, budget meeting and workshop sub-definitions. The definition wording is merged from the current meeting definition within the Procedure By-law to align with the existing practice of identifying the meeting type under the notice section of its published meeting agenda.

Meeting types are proposed to be broadened to include advisory committees' eligibility. The purpose of this update is to have the availability for workshops to be held by advisory committees. Public meetings and Budget meeting types have narrowing conditions built into the definition or proceedings to exclude or limit advisory committees from deploying these meeting types, leaving only the availability of advisory committees hosting workshops or non-legislatively required public meetings relevant to their mandate.

The Procedure By-law can currently be interpreted that consent items are applicable at any Council or Committee meeting, and any meeting type. It is proposed to clarify that consent items be confirmed to only occur at regular Council, Planning and Development Committee and General Committee meetings. This clarity is accomplished through the proposed addition of a clause which aligns the use of a consent agenda with the meeting's associated agenda headings, as approved through [Staff Report 2025-0238](#) in May 2025.

This additional provision effectively excludes consent items from occurring at all meeting types (workshops, public meetings, budget meetings), Standing Committees (Governance Review Committee, Audit Committee, Single-Tier Transition Committee, Golf Tournament Committee), and Special Council. This proposed update provides enhanced clarity on identifying when consent items are applied, aligning with current practices.

Like consent items, notice of motions and motions can be interpreted to be presented at any meeting type. It is proposed to clarify that motions and notice of motions be confirmed to only occur at regular Council, Planning and Development Committee, General Committee, and standing committee meetings. This clarity can be accomplished through the proposed update to specify which notice of motions can be submitted to.

The proposed provisions of meeting types are primarily in Part 3 but also integrated throughout various parts of the Procedure By-law, modelled like advisory committee governance. Part 3 contains the structure, and variant meeting proceedings to each meeting type are contained within the relevant associated section of the Procedure By-law. This model provides ease of reference to group together the different meeting types and procedures within the Procedure By-law. Schedule A to this report provides the consolidated proposed updates for inclusion of meeting types into the Procedure By-law.

Public Meetings

Public meetings were reordered from Part 8 (Meeting Proceedings) of the Procedure By-law, to Part 3 (Council and Committee Structure) in November 2024 as a component of Council's [Staff Report 2024-0600](#) approval. A further review was also decided by Council, with the purpose to address the gaps by expanding on public meeting procedures for clarity.

The main updates to public meeting procedures within the Procedure By-law were to add in provisions to address these identified gaps, with a few minor additional enhancements to provide greater clarity and meeting efficiency. The public meeting procedure updates to the Procedure By-law are summarized in Schedule B of this staff report with an outline of the current provisions related to public meetings, accompanied with the proposed expanded additions to public meeting procedures.

The proposed public meeting sub definition is recommended to be added as a component of the 'meeting type' parent definition into the Procedure By-law, which will integrate wherever public meetings are referenced in the rest of the By-law. The inclusion of a public definitions provides greater structure, functionality, and clarity to the Procedure By-law.

The first component of public meeting procedures described is the delegation of public meeting to committees, however which committee is not currently specified. It is proposed to provide clarity through identifying that the Committee with the most relevant associated main role is delegated by Council. For example, legislative requirements for a public meeting under the *Planning Act* are delegated to Planning and Development Committee, and public meetings required to be held under the *Municipal Act, 2001* are delegated to General Committee. Further, any other Committee of Council, inclusive of Standing Committees and Advisory Committees, can also host a public meeting if the topic is within their roles or mandate if the proposed changes are adopted. This delegation also does not prevent Council from having a public meeting as a Council meeting.

The current Procedure By-law public meeting procedures provides that the Chair advises of the procedures to be followed at the beginning of the meeting, without further describing any procedures within the By-law. The proposed updates expand on the procedures that are followed at the meeting, beginning with referencing any legislative requirements of the public meeting in addition to the procedures specified under the Procedure By-law.

The proposed additions to public meeting procedures are expanding on existing practices not currently defined or stated within the Procedure By-law, as outlined in the proposed subsections 3.9.4 to 3.9.15 of Schedule B to this report. Itemizing the procedures provides clarity on the following matters:

- No decisions are being made outside of procedural motions to manage the meeting,
- The meeting proceeding sequence of hearing a presentation first, followed by registered speakers providing comment before anyone who wishes to speak who didn't register,
- The Chair's ability to manage a meeting and confirm all speakers who desired to comment have done so prior to Councillor's providing input,

- When a person speaks at a public meeting, the same conduct or decorum requirements such as speaking respectfully, remaining on topic, and not entering debate with Council applies as they do at a delegation.

All possible opportunities for a person to speak at a Council or its Committee meetings are covered within the Procedure By-law with the inclusion of people speaking at public meetings with this proposed addition. It eliminates the need for it to be further defined under the Part 6 public conduct at meeting section of the By-law and it is proposed to delete this outdated component of the By-law as it is now redundant. The equivalent provisions within the member conduct section of the By-law's Part 6 are further proposed to be updated to align for consistency with the previously updated language of the public conduct requirements to speak respectfully regarding any person.

The proposed new public meeting procedures conclude by differentiating speaking at a public meeting when compared to delegating at a regular Committee or Council meeting. A registered speaker at a public meeting is clarified as not a delegate, and delegation procedures aside from their conduct while speaking do not apply at public meetings. Delegation procedures are proposed to specify that they are at meetings other than public meetings for ease of reference as well.

The Chair of advisory committees have the discretion of conducting alternative member voting procedures. It is proposed to extend this discretion to Chairs of both workshop and public meeting types. Decisions made at these meetings are exclusively procedural without further impact beyond the management of the meeting.

Budget Meetings

The Procedure By-law has current gaps in defining a Budget meeting and providing a structure for how it is practiced. It is proposed to add both the definition and the structure currently followed into the By-law for greater transparency and understanding particularly for meetings of high importance or interest related to the Town of Caledon's annual budget.

Budget meetings to approve or adopt the annual budget have typically been held twice per year as a General Committee meeting and solely concern the annual budget. The first held meeting serves to provide a primer on the financial pressures or considerations facing the Town in the upcoming calendar year. It may also serve as the timing for budget materials, known as the annual 'budget binders', to be distributed for Council as the kick-off to setting the budget. The second meeting solely consists of budget amendments to the presented budget.

The proposed addition of the currently practiced Budget meeting definition and structure into the Procedure By-law is outlined in the attached Schedule C to this report. The addition of the definition also removes the requirement to define a budget meeting each time when it is referenced throughout the By-law. In-particular references are with respect to 1) the requirement for Budget Meetings to commence as set out in the annual schedule, and 2) describing procedures for Council to present budget amendments through adding motions to budget meeting agendas.

The proposed budget meeting structure is applicable and dually operational in the new legislative framework under the *Municipal Act, 2001* which assigns the mayor the duty to propose and adopt a budget for the Town of Caledon, and the method of Council approval of the budget if the mayor does not propose a budget on or before February 1 of that year's annual budget.

Workshops

Integration of workshop meeting procedures and structure into the Procedure By-law includes both existing practices and proposed enhancements to resolve ongoing issues associated with conducting workshops. The primary issues are consistently achieving quorum and accommodating a growth in public participation at workshops. There are five (5) identified opportunities for enhancement of workshop procedures as outlined in this section of the report. Proposed Procedure By-law amendments to address these procedure enhancements are outlined in Schedule D to this report.

1. Expansion of Workshops available to all Committees of Council.

The addition of the proposed workshop definition expands the availability of workshops to be for any Committee of Council. Addition of the proposed workshop definition would also replace any reference to a 'workshop meeting' in the Procedure By-law.

The current practice is for workshops to be exclusively a form of General Committee; however, workshop offerings may be expanded to any committee type should any specific input, education or information be needed from a particular committee, or a presentation relate to a mandate of a specific committee. The proposed expansion of workshops to apply to all committee types may also alleviate quorum issues at workshops since they are only currently hosted by General Committee with higher quorum thresholds.

2. Adding Definition and Structure to Existing Workshop Practices

A workshop is currently practiced as an informal meeting type. The proposed addition of a workshop committee structure into Part 3 of the Procedure By-law seeks to formalize its informality through inclusion of the following aspects:

- Procedural motions, being a motion to manage the meetings proceedings, are only considered at workshops,
- Agenda items are limited to presentations, correspondence, delegations about the specific purpose or topics of the workshop, and
- Input may be sought by staff at workshops from Council or Committee members for guidance in developing future reports.

Like Public Meeting and Budget meeting structures, workshop structure defined within the Procedure By-law aligns with the providing clarity and transparency into how local governance operates, within a broader objective to gain public trust in local government by following defined procedures as prescribed.

3. Workshop Quorum Exemption

Workshops are the most susceptible meeting type to not attain quorum. There are limited impacts to an individual Council members absence since decisions at workshops do not materially advance business or matters of Council, and. Further, workshops are an additional meeting included into Council's already full calendars.

Efforts to attain quorum at workshops have been made through 1) hosting the meeting in the chambers to allow for virtual attendance, 2) adhering to Council approved workshop meeting dates in the calendar, and 3) attaining Council approval for workshops to be held on select topics. Workshop quorum issues have occasionally prevailed and remains at issue.

The [Municipal Act, 2001 section 238\(1\)](#) considers quorum as a condition for a Council meeting to occur, where members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council or committee. Workshops, which do not consider Council decisions outside of procedures to manage the meeting, can in-principle subsequently proceed without quorum with the addition of an exemption into the Procedure By-law.

While lack of quorum could be favourable in clearing Council's schedules and provides the least amount of negative impact to Council in not attaining quorum, it comes at a significant cost to staff productivity and potentially to any interested members of the public. Notice to meetings have been provided publicly so those interested can include attendance into their schedules. Affected staff have also prepared their workloads to present on the workshop topics as scheduled, with rescheduling or cancelling workshops adversely impacting staff productivity and workloads.

It is subsequently proposed to add an exemption into the By-law to allow for workshop agenda items to proceed being presented without quorum to alleviate the consequences to attending Council members still planning to attend, staff and the public when quorum of Council is not attained for workshops. In the event of a workshop that does not attain quorum:

- The prepared presentation may continue if it is audio and video recorded, available for future reference and capture delegations of any attending members of the public or comments made by attending Council members,
- Meeting minutes would follow *Municipal Act, 2001* and Procedure By-law requirements, only recording the Council members who attended, and quorum was not attained which identifies that an official Committee meeting did not proceed to occur,
- Members of the public may still attend and participate in discussing the workshop topic and provide their comments without having to reschedule their plans to attend another time when Council attains quorum and has a meeting that meets the *Municipal Act, 2001* definition,
- The workshop agenda item does not need to be reprepared by staff for it to be heard at another meeting, saving associated lost staff time and resources due to rescheduled or cancelled meetings.

4. Delegation Requirements at Workshops

Workshops may provide an educational opportunity on select topics for interested residents in addition to Council members. Delegations at workshops have gained in popularity over the past year. Further, agenda reordering, and rules of order have been waived to accommodate the increase of formal delegations at informal workshops. Workshop agendas have subsequently been ordered for delegations to occur after the workshop presentation is complete, formally completed through the approval of [Staff Report 2025-0238](#) in May 2025. The purpose of this agenda ordering is to proactively facilitate delegate concerns to be possibly answered through the completion of the workshop.

There have recently been instances where a member of the public desires to participate through a delegation after the workshop presentation is complete without submitting a delegation request in advance of the meeting. The current rules require a formal mechanism to accommodate a scenario that may occur in an informal setting by suspending the rules with a two-thirds vote to allow the delegate to address Council within the meeting. It is recommended to update the Procedure By-law to allow for delegates to address Council at workshops without prior registration through their consensus instead of a formal vote to suspend the rules. This more informal approach will better match with an informal workshop setting.

5. Workshop Voting Procedures

As previously identified in the Public Meeting section of this report, both workshop and public meeting voting procedures are proposed at the Chair's discretion, expanded from the current alternative voting procedures at advisory committees.

Recommendation

An amending By-law attached as Schedule E to this report has been prepared for recommended Council approval to include into the Procedure By-law the proposed amendments contained within this report and as outlined in Schedules A to D. The recommended amendments are entirely contained within section 1 of the proposed amending By-law and sequentially ordered to the affected parts and sections of the Procedure By-law where there is a proposed amendment.

Schedule E to this report further includes proposed minor clerical amendments to rectify duplicate numbering identified within the Procedure By-law which occurred from previous amendments completed during the ongoing comprehensive Procedure By-law review.

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:

Service Excellence and Accountability

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

Details about Caledon's 2023-2035 Strategic Plan can be found at caledon.ca/strategicplan.

ATTACHMENTS

Schedule A: Proposed Consolidated Meeting Type Procedure By-law Provisions

Schedule B: Proposed Consolidated Public Meeting Procedure By-law Provisions

Schedule C: Proposed Consolidated Budget Meeting Procedure By-law Provisions

Schedule D: Proposed Consolidated Workshop Procedure By-law Provisions

Schedule E: Proposed Procedure By-law Amending By-law