

**Schedule A to Staff Report 2025-0329**  
**Proposed Consolidated Meeting Type Procedure By-law Provisions**

**Legend:**      **Black font** – currently in the Procedure By-law  
                  **Blue font** – proposed added new clauses into the Procedure By-law  
                  **Highlight** – amending current wording in the Procedure By-law

**Part 1:**

**Definitions**

1.1 In this by-law:

“**Meeting type**” means any *Advisory Committee, Committee or Council meeting* held in person and/or electronic means, or another means as determined by the *Clerk* that is publicly notified to be of an alternate *meeting* form to its regular proceedings and:

- (a) “**Budget meeting**” means a *Committee* meeting held solely concerning the Town of Caledon’s annual budget,
- (b) “**Public meeting**” or “**Public information meeting**” means a public hearing conducted in accordance with the applicable legislative requirements or requirements contained within this by-law,
- (c) “**Workshop**” means an *Advisory Committee or Committee meeting* held solely for the purposes of education, information, or input from its *members*.

**Part 2**

**Principles and Application**

2.2.3 Advisory and special purpose committees of Council and *meetings* held with a publicly notified alternate *meeting type* shall refer to the provisions outlined in Part 3 and relevant sections of this by-law to govern the calling and proceedings of meetings.

**Part 8**

**Meeting Proceedings**

8.6 *Consent Items*

8.6.8 Notwithstanding subsection 8.6.1 of this by-law, agendas which do not include the Consent items agenda heading as outlined in Part 7 of this by-law shall not consider reports or *motions* as a *consent item* at its *meeting*.

8.9 *Notices of Motion*

8.9.1 *Notices of Motion* shall be submitting in writing, authored by a *member*, and delivered to the *Clerk* by the agenda deadline for a *meeting* with a *Notice of Motion* agenda heading as outlined in Part 7 of this by-law if it is to be included on the agenda at the scheduled *meeting*.