

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:

(1) Adding the following definition to section 1.1:

“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*.

(2) Amending subsection 2.2.3 to add the words ‘and *meetings* held with a publicly notified alternate *meeting type*’ after the words ‘Advisory and special purpose committee of Council.’

(3) Amending subsection 3.9.1 to add the words ‘with the most relevant associated main role’ after the words ‘The *Committee*.’

(4) Reordering 3.9.2 and 3.9.3, respectively, to subsections 3.9.3 and 3.9.4, respectively, and the current subsection 3.9.4 to subsection 3.9.2.

(5) Amending reordered subsection 3.9.3 to add the words ‘for the applicable legislative requirements’ after the words ‘The *Presiding Officer* shall advise of the procedures’ and ‘and confirm appropriate public notice of the *public meeting* was provided’ at the end of the reordered subsection.

(6) Deleting reordered subsection 3.9.4 and replacing with the following subsections to section 3.9 concerning *Public Meetings*:

3.9.4 *Public meetings* held by a delegated *Committee* shall only consider *procedural motions*.

3.9.5 *Presentations* on a listed *public meeting* agenda item shall be heard prior to the opportunity for a member of the public to speak to it.

3.9.6 A member of the public may register with the *Clerk* to speak to any listed *public meeting* agenda item.

3.9.7 A member of the public shall register with the *Clerk* if they intend to speak by means other than in person.

3.9.8 The *Presiding Officer* shall call upon members of the public who have registered with the *Clerk* to speak in the order which the registration was

received prior to any other members of the public are provided an opportunity to speak to the matter under consideration.

- 3.9.9 The *Presiding Officer* may advise members of the public to limit their speaking to matters that have yet to be materially considered by others who have previously spoken to the same matter.
 - 3.9.10 The *Presiding Officer* shall call upon members of the public in attendance at the *public meeting* for the opportunity to speak to the matter being considered after the registered members of the public have spoken to it.
 - 3.9.11 During a *public meeting*, after all members of the public have been provided an opportunity to speak to the matter under consideration, the *Presiding Officer* shall ask those in attendance if there are any other members of the public who wish to speak to the matter being considered.
 - 3.9.12 Upon confirmation that all members of the public have been provided an opportunity to speak to the matter under consideration, the *Presiding Officer* shall adjourn the public portion of the *meeting* with respect to the matter being considered as listed on the agenda.
 - 3.9.13 Debate on a matter with the public portion adjourned by the *Presiding Officer* shall be limited to *members*.
 - 3.9.14 The rules or procedures for a person addressing *Council* or *Committee* contained within section 8.8.14 of this By-law, where applicable, further applies to a member of the public desiring to speak to an agenda item at a *public meeting*.
 - 3.9.15 The rules or procedures for a member of the public desiring to speak to an agenda item at a *public meeting* contained within this section of the By-law shall prevail despite section 8.8 of this By-law regarding *Delegations*.
- (7) Reordering sections 3.10 regarding Advisory Committee Procedures and 3.11 with respect to Special Purpose Committee Procedures, respectively, to section 3.12 and section 3.13, respectively.
- (8) Adding the following sections regarding *Budget Meetings* and *Workshops* to Part 3 regarding *Council* and *Committee* Structure:
- 3.10 Budget Meetings
 - 3.10.1 *Budget meetings* shall only be a General Committee *meeting type*.
 - 3.10.2 A minimum two *budget meetings* are to be scheduled for setting the Town of Caledon's next annual budget.
 - 3.10.3 The first *budget meeting* shall only present an overview of considerations for the next annual budget.
 - 3.10.4 Subsequent *budget meetings* after the first *budget meeting* shall only consider matters related to the next annual budget.
 - 3.11 Workshops
 - 3.11.1 *Workshops* shall only consider *procedural motions*.
 - 3.11.2 *Workshops* shall only consider *presentations, correspondence or delegations* as items attached to or included within its agenda.
 - 3.11.3 The purpose or topics of a *Workshop* shall be listed as items under the *Workshop* heading on the agenda.
 - 3.11.4 All listed agenda items shall be related to the purpose or topics of the *Workshop*.
 - 3.11.5 *Workshops* may include comments or input from its *members* for staff consideration in developing a future report related to its *meeting's* purpose or topics.
- (9) Replacing the words "Committee meetings concerning the Town Budget" in subsection 5.3.4 with the words "*Budget meeting*."

- (10) Reordering under section 5.6 regarding Call to Order/Quorum its subsections 5.6.3 to 5.6.6, respectively, to 5.6.4 to 5.6.7, respectively, and adding the following subsection:
- 5.6.3 Notwithstanding subsections 5.6.1 and 5.6.2, presentation of a *workshop's* agenda may proceed without *quorum* of its *members* in accordance with the *Municipal Act* and section 3.11 of this By-law, so the considered agenda items of the scheduled *meeting* are deemed no longer before *Committee*, without further adjournment requirements to the next *meeting* specified in subsection 5.6.2, provided that the discussed agenda items are both video and audio recorded.
- (11) Deleting subsection 6.1.1 (c) and replacing with “speak respectfully regarding any person;”
- (12) Deleting subsection 6.3.4 in its entirety and reordering subsection 6.3.5 to 6.3.4.
- (13) Adding the follow subsection to section 8.6 regarding 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*.
- (14) Replacing the words “workshop *meeting*” with “*workshop*” in subsection 5.4.5 and section 8.7 of this by-law.
- (15) Adding the words “at *Meetings* other than *Public Meetings*” after the word “Delegations” in the section 8.8 header.
- (16) Reordering under section 8.8 regarding Delegations its subsections 8.8.11 to 8.8.14, respectively and inclusive of duplicated numbered subsections 8.8.12 and 8.8.13, to subsections 8.8.13 to 8.8.17, respectively, and adding the following subsections:
- 8.8.11 Notwithstanding subsections 8.8.8 to 8.8.10, respectively, a person desiring to address a *Committee meeting* publicly notified as a *workshop* may request a delegation through the *Clerk* prior to meeting adjournment, and *Committee* may grant the person to address them or ask public questions with the consensus of *Committee* or at the discretion of the *Chair*.
- (17) Amending subsection 8.9.1 to add the words “for a *meeting* with a Notice of Motion agenda heading as outlined in Part 7 of this by-law” after the words “*Notices of Motion* shall be submitting in writing, authored by a member, and delivered to the *Clerk* by the agenda deadline”.
- (18) Amending subsection 8.10.1 to add at the end of this subsection the words “at *meetings* with a Motion agenda heading as outlined in Part 7 of this by-law.”
- (19) Replacing the words “Committee meeting agendas concerning the Town Budget Town Budget to amend the Budget” in subsection 8.10.2 with the words “Subsequent *budget meetings* after the first *budget meeting*.”
- (20) Amending subsection 12.6 regarding Voting Procedures to add that a motion may be put to a vote through an alternative form at *public meetings* and *workshops* by the *Chair's* discretion through adding the words “*workshops, and public meetings*” after to the words “*Advisory Committees*.”

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

(As provided by in Staff Report 2025-0241)

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

(As provided by in Staff Report 2025-0241)

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