

Staff Report 2025-0394

Meeting: General Committee Meeting
Meeting Date: September 9, 2025
Subject: Procedure By-law Review: Agenda Deadlines
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 agenda deadlines, as outlined in section 4 within Schedule A of Staff Report 2025-0394.

REPORT HIGHLIGHTS

- Agenda deadlines are proposed to be formally defined as occurring at noon on the day the agenda or agenda addendum is made public.

DISCUSSION

Background

The Procedure By-law currently does not have a defined agenda deadline definition despite its regular reference throughout the By-law. This lack of clarity provides the opportunity for too broad of an interpretation. A broad interpretation can lead to susceptibility in inequitable application of rules or procedure.

An equitable application of the rules or procedures is of particular importance for agenda deadlines. This importance is due to impacts of fair treatment to the public when they submit delegations or their materials for addition to the agenda or addendum agenda, and for Council members when they submit correspondence or notices of motions to the agenda or addendum agenda.

Part 7 of the Procedure By-law currently provides that agendas are made public when reasonably possible:

- Two days prior to the meeting for advisory committees (7.4),
- A week prior to the meeting for all other committees (7.5),
- A week prior to the regular meeting or two days after the preceding Committee meeting for Council (7.6).

Additionally, addendum agendas are made public by noon the day prior to the meeting (7.7).

Issues Statement

The current practice is to add eligible submitted agenda items if the agenda is yet to be made public. The effect of this practice results in rolling agenda deadline times during the day the agenda is to be made public. The meeting clerk advises Council by e-mail on a

case-by-case basis the time of day when submissions are needed to get on the agenda. E-mails may be missed or not be seen in-time. A more practical solution is needed where a set time is established, and Council members are not dependent on catching the agenda deadlines sent by e-mail.

The standard agenda addendum deadline has informally been set at noon the day before the meeting due to the Procedure By-law's specified time of day to make the addendum public. Council and those who frequently delegate to Council have become used to this practice. This approach works well but also makes it impractical to uphold the Procedure By-law requirement to have the addendum made public by noon when materials are permitted to be submitted up until noon. Addendum agendas are often subsequently made public later in the afternoon the day before the meeting to accommodate submissions received in the late morning.

The Procedure By-law specifies that Council members may add correspondence items to the agenda by the agenda deadline (8.11.3 and 8.11.4). The agenda deadline, without an associated definition, has been interpreted more broadly than intended to also include the agenda addendum deadline. This broad interpretation inadvertently enables Council to add correspondence items on a shorter public notice to addendum agendas and provides inconsistent procedure application when compared to a Council member submitting a notice of motion - which require a Council decision whether to consider the motion at the meeting, or simply provide notice for consideration at the next relevant meeting.

Option

Section 4 of Schedule A attached to this report proposes a Procedure By-law amendment to resolve these identified issues by adding an agenda deadline definition, an agenda addendum deadline sub-definition, and removing the requirement for agenda addendums to be made public by noon.

The noon deadline on addendums is proposed to be converted to become the agenda deadline and the agenda addendum deadline on the respective day the agenda or addendum is to be made public. Noon is the proposed time of day to set the standard deadline as it provides enough time to prepare the agenda to have it made public in the afternoon and is a recognizable time applied from currently existing practices.

An agenda addendum deadline sub-definition to the agenda deadline parent definition is proposed to resolve the identified short notice and inconsistent application issues associated with correspondence items being added specifically by Council members to agenda addendums. The proposed amendment results in correspondence items submitted for addition to an agenda by a Council member after a meeting agenda deadline to instead to be placed on the next relevant meeting agenda.

For complete clarity, this proposed Procedure By-law amendment has no impact on written delegations to Council on agenda items from the public that are added to the agenda addendum and listed as correspondence. It is exclusive to Council submitted correspondence, usually added from the information package.

The existing rule to add items of business not listed on the agenda to be introduced at a meeting, authorized by a two-thirds vote prior to declaration of pecuniary interests (7.3), provides a consistent process for Council to add correspondence to a meeting that is considered time-sensitive or urgent and may warrant waiving of typical notice requirements.

Removal of the requirement to make the addendum public by noon, effectively replacing it with the currently practiced noon agenda addendum deadline, formalizes existing practices and strengthens compliance with the Procedure By-law.

This proposed Procedure By-law amendment effectively narrows the interpretation of agenda deadlines through further definition, providing for a more consistent, clear and equitable application of Council and its Committees rules or procedures.

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 Procedure By-law Amendment