

OFFICE CONSOLIDATION

This is a consolidation of the Town's by-law to provide for the rules of order of Council and its Committees being By-law Number 2015-108 as amended by By-laws 2016-40, 2016-72, 2017-9, 2018-87, 2020-14, 2020-18, 2020-38, 2020-83, 2021-42, 2022-016, 2022-085, 2023-045, 2024-009, 2024-017, 2024-034, 2024-039, 2024-049, 2024-064, 2024-079, 2024-085, 2024-100, 2025-004, 2025-031, 2025-034, 2025-039 and 2025-049. The following consolidation is an electronic reproduction made available for information purposes only and is not an official version of the by-law. Official versions of all by-laws can be obtained from the Town Clerk by calling (905) 584-2272. If there are any discrepancies between this consolidation and By-laws 2015-108, 2016-40, 2016-72, 2017-9, 2018-87, 2020-14, 2020-18, 2020-38, 2020-83, 2021-42, 2022-016, 2022-085, 2023-045, 2024-009, 2024-017, 2024-034, 2024-039, 2024-049, 2024-064, 2024-079, 2024-085, 2024-100, 2025-004, 2025-031, 2025-034, 2025-039 and 2025-049 the by-laws shall prevail.

THE CORPORATION OF THE TOWN OF CALEDON

BY-LAW NO. BL-2015-108

A by-law to provide for the rules of order of Council and its Committees and to repeal and replace By-law 2009-088, as amended

WHEREAS section 238 of the *Municipal Act, 2001* requires that every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings and that the by-law shall provide for public notice of meetings;

AND WHEREAS the Council of Corporation of the Town of Caledon deems it expedient to repeal and replace By-law 2009-088, as amended;

NOW THEREFORE the Council of The Corporation of the Town of Caledon ENACTS AS FOLLOWS:

Short Title

This by-law shall be known as the Town of Caledon Procedure By-law.

Part 1:

Definitions

1.1 In this by-law:

“**Advisory Committee**” means an advisory committee of Council or special purpose committee established by Town Council where recommendations are brought to the respective Standing Committee for consideration and:

- (a) “**Special purpose committee**” means a committee, task force or working group established by Council to consider a specific matter which is disbanded once it has reported to Council.

“**Annual Schedule**” means a schedule of all regular meetings for the calendar year approved by Council.

“**Clerk**” means the Municipal Clerk of The Corporation of the Town of Caledon or designate.

“**Committee**” means for the purposes of this by-law, a Committee of the Whole or a Standing Committee where the recommendations do not represent the final decision of Council until confirmed by by-law or resolution of Council and:

- (a) “**Committee of the Whole**” means the members of the Committee are comprised of all Council members,
- (b) “**Standing Committee**” where the recommendations of Committee are confirmed by by-law or resolution of Council at the next Regular Council meeting.

“**Closed Session**” means a meeting, or portion thereof, closed to the public in accordance with the Municipal Act, 2001, as amended.

[Short Title amended, By-law 2024-017 effective March 26/24]

[Definitions in 1.1 replaced, By-law 2024-34 effective April 30/24]

[Definition “Special purpose committee” amended By-law 2025-004, effective January 28/25]

[Definition “Annual Schedule” added by By-law 2024-49 effective June 25/24]

[Definition “Closed Session” replaced “Confidential Session” By-law 2024-34 effective April 30/24]

[Definition
“Consent Item”
amended By-law
2024-100, effective
November 26/24]

“**Consent Items**” mean items of business which maybe approved collectively by a single motion.

[Definition
“Correspondence”
added By-law
2024-079, effective
September 24/24]

“**Correspondence**” means communication items received by mail, electronically, hand delivered or otherwise.

“**Council**” means the Council of The Corporation of The Town of Caledon.

[Definition “Council-
to-Council” added,
By-law 2025-039,
effective April 22/25]

“**Council-to-Council**” means a meeting between the Council of The Corporation of The Town of Caledon and another municipal or First Nation Council.

[Definition
“Delegation”
deleted and
replaced, By-law
2024-100, effective
November 26/24]

“**Delegation**” means an opportunity to appear before *Council* or *Committee* for their consideration of the matter being presented to them.

“**Emergency**” means any period of time during which an emergency has been declared to exist in all or part of a municipality by the Head of Council or the Province under sections 4 or 7.0.1 of the Emergency Management Act.

“**Emergency Management Act**” means the Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E. 9, as amended.

[Definition “Ex-
officio” added By-
law 2025-004,
effective January
28/25]

“**Ex-officio**” means a *member* of a *Committee* who is a *member* by virtue of holding another office and may fully participate as a *member* of the *Committee* to which they are not otherwise appointed.

“**Improper conduct**” means conduct that obstructs in any way the deliberations and/or proper action of Council or Committee.

[Definition
“Information
Package” or “Info
Pack” added By-
law 2024-079,
effective
September 24/24
and amended By-
law 2025-049,
effective May 20,
2025]

“**Information Package**” or “**Info Pack**” means a publication of received correspondence items containing circulated draft minutes from local boards and task forces, municipal resolutions, notices of services disruptions, webinar or information session invites, newsletters or bulletins, or ministerial directions.

“**Land acknowledgment**” means an act of reconciliation used by The Corporation of the Town of Caledon, created in partnership with the Mississauga’s of the Credit First Nation, which involves making a statement recognizing the treaty lands and traditional territory of the Indigenous Peoples who call or have called the land home.

“**Local board**” means a municipal service board, or any other board, commission, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of the Town, excluding a school board, a conservation authority, and a public library board.

[Definition “Majority
Vote” added By-law
2024-085, effective
October 22/24]

“**Majority vote**” means a vote where more of the *members* present and eligible to vote do so in the affirmative for the *motion* to carry as a decision of *Council* or *Committee*.

“**Mayor**” means the Mayor elected as the Head of Council of the Corporation of the Town of Caledon, or the Acting Mayor if the Mayor is unable to act and:

(a) “**Acting Mayor**” means a member appointed by Council through By-law for the current term of Council to act in place of the Mayor in their absence.

[Definition
“Meeting” amended
By-law 2025-004,
effective January
28/25]

“**Meeting**” means any regular, special or other meeting of *Council*, *Committee*, or *Advisory Committee* held in person and/or electronic means, or another means as determined by the Clerk and:

(a) “**Regular meeting**” means a meeting scheduled in accordance with the approved annual schedule,

(b) “**Special meeting**” means an additional or emergency meeting not scheduled in accordance with the approved annual schedule.

[Definition
“Member” amended
By-law 2025-004,
effective January
28/25]

“**Member**” means a member of an *Advisory Committee* as appointed by *Council*, a *Committee* or a member of the *Council* of The Corporation of the Town of Caledon and includes the Head of Council.

[Definition “Motion”
amended, By-law
2024-100 effective
November 26/24]

“**Motion**” means a formal proposal put before members of *Council* or *Committee* for consideration.

[Definition “Notice
of Motion” deleted
and replaced, By-
law 2024-100
effective November
26/24]

“**Notice of motion**” means an advanced notice of a motion provided by a *member* brought forward to *Committee* or *Council* for consideration as a motion at a subsequent *meeting*.

	<p>“Point of order” means a matter that a member considers to be a departure from or contravention of the rules, procedures and/or generally accepted practices of Council.</p> <p>“Point of privilege” means a matter that a member considers to question their integrity and/or the integrity of the Council.</p>
<p>[Definition “Presentation” amended, By-law 2024-100, effective November 26/24]</p>	<p>“Presentation” means an informational presentation given by Town staff or representatives of an organization, agency, local board, service partner or Advisory Committee including status reports concerning corporate projects, initiatives, programs or services.</p>
	<p>“Presiding Officer” or “Chair” means the member presiding over a meeting.</p>
<p>[Definition “Procedural motion” added, By-law 2024-085 effective October 22/24]</p>	<p>“Procedural motion” means a <i>motion</i> which relates to <i>meeting</i> proceedings and does not require further action or implementation upon <i>meeting</i> adjournment if the vote is in the affirmative for the motion to carry as a decision of <i>Council</i> or <i>Committee</i>.</p>
<p>[Definition “Public Question Period” added, By-law 2025-031, effective April 22, 2025]</p>	<p>“Public Question Period” means an opportunity for residents, ratepayers, service providers or members speaking on behalf of an association or organization to appear before <i>Council</i> to ask questions to them related to their duties.</p>
	<p>“Quorum” is a majority of the total number of voting members currently on Council or Committee required to be at a meeting in order for business to be conducted.</p>
	<p>“Recorded vote” means documenting in the minutes of a meeting the name of each member and their vote on a motion, indicating whether they were in favor, opposed, absent, or in conflict.</p>
	<p>“Rules of procedure” means the rules and regulations provided in this by-law.</p>
<p>[Definition “Terms of Reference” added By-law 2025-004, effective January 28/25]</p>	<p>“Terms of Reference” means the established framework of an <i>advisory committee</i> which defines its mandate, roles, <i>committee</i> composition, qualifications for appointment, <i>meeting</i> frequency, and any necessary differentiation from this By-law to an <i>advisory committee’s</i> term length, recruitment requirements, remuneration or any other governance requirements.</p>
<p>[Definition “Two-thirds vote” or “two-thirds majority vote” added, By-law 2024-085 effective October 22/24]</p>	<p>“Two-thirds vote” or “two-thirds majority vote” means a vote where at least two-thirds (2/3) of the <i>members</i> present and eligible to vote, vote in the affirmative for the motion to carry as a decision of <i>Council</i> or <i>Committee</i>.</p>
	<p>“Unfinished business” means any matter listed in the meeting agenda which has not been dealt with by the adjournment hour.</p>
	<p>Part 2</p>
	<p><u>Principles and Application</u></p>
	<p>2.1 The following principles reflect the intent of which the provisions of the by-law are based on:</p> <ul style="list-style-type: none"> a) the majority of <i>members</i> have the right to decide; b) the minority of <i>members</i> have the right to be heard; c) <i>members</i> have a right to an efficient meeting; d) all <i>members</i> have the right to be treated with respect and courtesy; and e) all <i>members</i> have equal rights, privileges and obligations.
	<p>2.2 <u>Application</u></p>
	<p>2.2.1 The <i>rules of procedure</i> established in this by-law shall be observed in all proceedings of <i>Council</i> and <i>Committee</i> and shall be the rules for the order and conduct for the dispatch of business in <i>Council</i> and <i>Committee</i>.</p>
<p>[Section 2.2.2 amended, By-law 2024-085, effective October 22, 2024]</p>	<p>2.2.2 Notwithstanding subsection 2.2.1, the rules and regulations contained in this by-law may be suspended by <i>Council</i> or <i>Committee</i> on a single occasion by a <i>two-thirds vote</i>, provided the suspension does not contravene the requirements of the <i>Municipal Act</i> or any other statute.</p>
<p>[Section 2.2.3 amended By-law 2025-004, effective January 28/25]</p>	<p>2.2.3 Advisory and special purpose committees of Council shall refer to the provisions outlined in Part 3 and relevant sections of this by-law to govern the calling and proceedings of <i>meetings</i>.</p>

- 2.2.4 In the absence of adopted customized rules of procedure *local boards* under the jurisdiction of the Town of Caledon may use the rules of order and debate and relevant provisions of this by-law to govern the calling and proceedings of meetings.
- 2.2.5 The *Clerk* shall be responsible to interpret the rules of procedure under this by-law which shall be interpreted in accordance with the Principles.
- 2.2.6 All points of order or procedure for which rules have not been provided in this by-law and its appendices shall be decided by the *Presiding Officer* in accordance, as far as is reasonably practicable, with the rules of parliamentary procedure as contained in Robert's Rules of Order.
- 2.2.7 No *meeting* of *Council* or *Committee* shall be held in the absence of the *Clerk* or designate.

Part 3

Council and Committee Structure

- 3.1 The *Council* and *Committee* structure for the Town of Caledon shall consist of the following components:
 1. *Council*, consisting of all *Members* of Council.
 2. Two (2) Committees of Whole, consisting of all *Members* of Council.
- 3.2 Committee of the Whole
- 3.3 Planning and Development Committee
 - 3.3.1 The *Committee's* main role will be to fulfill the requirements of the *Planning Act* by providing an opportunity for the public to express their views on planning related policies and development applications (Public Information Meetings). The committee will also consider planning related policies and conditions under which site specific development can occur.
 - 3.3.2 Recommendations made by the Planning and Development Committee will be forwarded to the next *Council meeting* for final consideration.
 - 3.3.3 Recommendations made by the applicable *advisory committee* will be considered and a final recommendation will be forwarded to the next *Council meeting* for final consideration.
 - 3.3.4 The *Council* may refer back to any *Committee* any report in whole or in part of any question or matter for reconsideration.
 - 3.3.5 The *Committee* may direct staff as it relates to a request for further information without *Council* approval.
 - 3.3.6 The *Committee* may refer or defer a matter without *Council* approval.
- 3.4 General Committee
 - 3.4.1 The *Committee's* main role is to consider all other items from the administration.
 - 3.4.2 Recommendations made by the General Committee will be forwarded to the next *Council meeting* for final consideration.
 - 3.4.3 Recommendations made by the applicable *advisory committee* will be considered and a final recommendation will be forwarded to the next *Council meeting* for final consideration.
 - 3.4.4 The *Council* may refer back to any *Committee* any report in whole or in part of any question or matter for reconsideration.
 - 3.4.5 The *Committee* may direct staff as it relates to a request for further information without Council approval.
 - 3.4.6 The *Committee* may refer or defer a matter without *Council* approval
- 3.5 Standing Committee

[Subsections 3.1 (3) and (4) deleted, By-law 2022-016 effective March 29/22]

[By-law 2017-9 effective March 7/17]

3.6 Audit Committee

3.6.1 The *Committee's* main role is to:

- a) ensure that the corporate financial reporting and the annual financial statements are credible, objective and meet all legislative requirements;
- b) ensure the best management practices and controls are developed and implemented by management and staff;
- c) create better communication between Council and the external auditors by enhancing the external auditor's independence;
- d) provide advice and recommendations with respect to the financial control framework including financial reporting, accounting policies, information systems integrity, approval processes and the safeguard of assets;
- e) provide advice and recommendations with respect to the appointment of the External Auditor, the scope and timing of the audit;
- f) provide advice and recommendations regarding the annual report and management letter of the external auditor; and
- g) through the Treasurer, prepare an annual report on the previous year's audit to be considered by Council.

3.6.2 Recommendations made by the Audit Committee will be forwarded to the next *Council meeting* for final consideration.

3.6.3 The *Council* may refer back to the *Committee* any report in whole or in part of any question or matter for reconsideration.

3.6.4 The *Committee* may refer or defer a matter without *Council* approval.

3.6.5 The Audit *Committee* will be comprised of five (5) *members of Council*. The *Committee* shall appoint a Chair and Vice-Chair to serve a minimum of two (2) years.

3.7 Golf Tournament Committee

3.7.1 The *Committee's* main role *is to*:

- a) determine the amount to be designated for the purpose of ward councillor constituency grants for the current year;
- b) determine the amount to be allocated to and from the Golf Tournament Reserve;
- c) select the date for the tournament for the current year;
- d) select the primary recipient of the tournament grant; and
- e) provide advice and recommendations regarding the logistics of the operational model for the tournament.

3.7.2 Recommendations made by the Golf Tournament Committee will be forwarded to the next *Council meeting* for final consideration.

3.7.3 The *Council* may refer back to the *Committee* any report in whole or in part of any question or matter for final reconsideration.

3.7.4 The *Committee* may direct staff as it relates to a request for further information without *Council* approval.

3.7.5 The *Committee* may refer or defer a matter without *Council* approval.

3.7.6 The Golf Tournament *Committee* will be comprised of nine (9) *members of Council*.

3.7.7 The Golf Tournament *Committee* shall appoint a Chair and Vice-Chair to serve for duration of one (1) year.

3.8 Governance Review Committee

3.8.1 The Committee's main role is to provide:

- a) Council and Committee transparency and accountability tools,
- b) Enhancing public access to town information,
- c) Maintenance and review of all Council approved policies,
- d) Community engagement and feedback on Town governance matters

3.8.2 Recommendations made by the Governance Review Committee will be forwarded to the next Council meeting for final consideration.

- 3.8.3 Council may refer to the Committee any report in whole or in part of any question or matter for final reconsideration.
- 3.8.4 The Committee may direct staff as it relates to a request for further information without Council approval.
- 3.8.5 The Committee may refer or defer a matter without Council approval.
- 3.8.6 The Governance Review Committee will be comprised of:
- a) Three (3) members of Council;
 - b) A minimum of one (1) and maximum of two (2) community members residing within the Town of Caledon over the age of eighteen (18) years with an interest in enhancing local governance, accountability and transparency measures;
 - c) The Mayor and remaining five (5) Council members, who are an ex-officio voting member of the Committee.
- 3.8.7 Quorum shall consist of a majority of members present including members in an ex-officio capacity

[Section 3.8.8 amended By-law 2025-004, effective January 28/25]

- 3.8.8 Resignations and filling vacancies of community members shall follow section 3.10.6 e) and f) to this By-law.
- 3.8.9 The Governance Review Committee shall appoint a Chair and Vice-Chair to serve for a duration of two (2) years, or the end of the term of Council.

[Section 3.9 reordered, By-law 2024-100, effective November 26, 2024]

3.9 Public Meetings

- 3.9.1 The *Committee* is delegated the power to hold a public hearing or *meeting* where legislatively required and any such matter shall be listed on either a *Council* or *Committee* agenda, as deemed appropriate, at which the proceedings shall be conducted in accordance with the applicable legislative requirements.
- 3.9.2 The *Presiding Officer* shall advise of the procedures to be followed at the commencement of the public *meeting*.
- 3.9.3 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 adjourn the public portion of the *meeting* and debate on the matter shall be limited to *members*.
- 3.9.4 The *Committees* shall, as authorized the *Municipal Act, 2001*, as amended, act in place and stead of the Council, unless otherwise decided by the Council to conduct hearings at public *meetings* required by the *Planning Act, 1990*, as amended; the *Development Charges Act, 1990*, as amended, and the *Education Act, 1990*, as amended, and as directed additionally by the Council pursuant to any other Act.

[Section 3.10 added By-law 2025-004, effective January 28/25]

3.10 Advisory Committee Procedures

- 3.10.1 The *Terms of Reference* for each *Advisory Committee* shall be reviewed by *Council* a minimum of once per term of *Council*, at the beginning of its term and prior to appointment of new *advisory committee members*, to ensure the role and need of the committee is relevant and appropriate.
- 3.10.2 *Advisory Committees* provide recommendations, advice, and information to *Council* through its *Committees* on matters which relate to the mandate of the *advisory committee*.
- 3.10.3 *Advisory Committees* shall not give direction to Staff without the approval of *Council*, however, can request information from Staff, and Staff may provide the information if Staff are of the opinion that such requests can be reasonably accommodated within existing workloads and resources.
- 3.10.4 The *Mayor* shall be *ex-officio* for all *Advisory Committees*.
- 3.10.5 Quorum of *Advisory Committees' meetings* shall be conducted in accordance with the *Municipal Act*.
- 3.10.6 Unless otherwise specified within the *Terms of Reference* of an *Advisory Committee*:

- a) *Council member* appointments to *Advisory Committees* shall be a two- year term, aligned with half the term of *Council*,
 - b) *Council members* appointed to committees shall act in a liaison capacity without any voting privileges,
 - c) *Council* shall appoint all community members to *Advisory Committees*,
 - d) Community *members* appointed by *Council* to *Advisory Committees* shall be a four (4) year term, aligned with the term of *Council*,
 - e) The *Clerk* shall advertise for community *member* applications for *Advisory Committee* vacancies,
 - f) Community *members* seeking appointment to an *Advisory Committee* shall apply for their candidacy in accordance with the provisions stated within the *Clerk's* published advertisements and *Council* shall appoint community *members* who have applied,
 - g) The *Clerk* shall send a letter to the representing organization to request that the name of a representative be forwarded for Council appointment to the *Advisory Committee* if the *member* is appointed to fulfil a *terms of reference* requirement of a specific organization member,
 - h) *Advisory Committee members* shall serve without remuneration.
- 3.10.7 *Advisory Committee members* shall participate in an orientation session consisting of any legislative training requirements and *meeting* procedures at the beginning of each term or prior to participating in their first meeting conducted by the *Clerk*.
- 3.10.8 An appointed *member's* resignation is valid when delivered in writing to the *Clerk* or a *member* is absent from the *meetings* of the committee for three (3) consecutive *meetings* without their notification to the *Chair* or *Clerk*.
- 3.10.9 The *Clerk* shall give written notice to any member who has exceeded the absentee threshold advising that their *advisory committee* membership is deemed vacant.
- 3.10.10 *Advisory Committee meetings* shall be attended by a staff liaison of the affiliated department as provided by their Commissioner or department Head.
- 3.10.11 An *Advisory Committee* staff liaison may be designated by the *Clerk* in consultation with their Commissioner or department Head to provide the duties of the *Clerk* as outlined in section 4.4.1 of this By-law.
- 3.10.12 Communication or promotional efforts being undertaken by an *Advisory Committee* within its mandate shall be approved by staff for consistency in messaging and proper branding.
- 3.10.13 *Advisory committees* shall recommend the appointment of a *Chair* and *Vice- Chair* at their first meeting of the term for *Council* approval
- 3.10.14 The *Council* liaison shall serve as *Chair* in the absence of an appointed *Chair* or Vice-Chair of an *advisory committee*.
- 3.10.15 The *Council* liaison in consultation with the *Chair* may request to *Council* or the *Mayor* the calling of a special *Advisory Committee* meeting in accordance with section 5.4.1 of this By-law.
- 3.10.16 *Advisory Committee* agendas shall be compiled of items aligned with its mandate.
- 3.10.17 *Advisory Committees* may form *working groups* without *Council* approval through passing a motion at its *meeting*.
- 3.10.18 Working group meetings formed by an *advisory committee* consisting of its own *members* may proceed at any time, are not subject to requirements of *Advisory Committee meetings*, and shall require only the Staff liaison to attend.
- 3.10.19 A summary of the working group meeting's outcomes formed by an *Advisory Committee*, inclusive of any recommendations, advice, or information to *Council*, are to be reported at a future *Advisory Committee meeting*.

3.10.20 Recommendations to *Council* by an *Advisory Committee* shall be included on the next applicable Committee of the Whole *meeting* agenda through *Committee* consideration of its *meeting* minutes.

3.11 Special Purpose Committee Procedures

3.11.1 *Special Purpose Committees* provide recommendations, advice, and information to *Council* through a report or memo to its *Committees* on matters which relate to the mandate of the *Special Purpose Committee*.

3.11.2 Unless otherwise specified within the *Terms of Reference* of a *Special Purpose Committee*:

- a) *Members* appointed to committees shall act in a liaison capacity without any voting,
- b) Staff liaisons provide the duties of the *Clerk*, where applicable, as outlined in section 4.4.1 of this By-law,
- c) Chair or Vice-Chair appointments occurs without *Council* approval,
- d) Meetings may proceed at any time, are not subject to requirements of *Advisory Committee meetings*, and shall require only the staff liaison to attend.

Part 4

Duties and Roles

4.1 Mayor

4.1.1 It is the duty of the *Mayor* to:

- a) carry out the responsibilities of their roles as described in the *Municipal Act, 2001*;
- b) represent and support the *Council* and its decisions in all matters; and
- c) preside over all *Council meetings*, unless unavailable, in which case the *Acting Mayor* shall be the *Presiding Officer*;

4.1.2 Only the elected *Mayor* shall wear the Chain of Office save and except if the *Mayor* resigns their office and *Council* appoints a new *Mayor* from its own ranks.

4.2 Members

4.2.1 It is the duty of *members* to:

- a) carry out the responsibilities of the role of *Council* as described in the *Municipal Act, 2001, Conflict of Interest Act* and any other Act;
- b) uphold the by-laws and policies of the Corporation of the Town of Caledon;
- c) deliberate on the business submitted to *Council*;
- d) vote on all *motions* before *Council* unless prohibited from voting by law;
- e) observe the *rules of procedure* at all meetings; and

4.2.1 Presiding Officer

4.3.1 Council Meetings

4.3.2 The *Mayor* shall be the *Presiding Officer* at all *Council* meetings, unless unavailable, in which case the *Acting Mayor* shall be the *Presiding Officer at Council*.

4.3.3 Committee Meetings

4.3.4 Council shall appoint when delegated the authority to do so in accordance with the *Municipal Act, 2001*, the Presiding Officer (Chair) and Vice Chair for two years aligning with the Term of Council, or the remainder of the two-year term if the position is resigned.

4.3.5 It is the duty of the *Presiding Officer* to:

[Section 3.11 added By-law 2025-004, effective January 28/25]

[Section 4.2.1 (f) removed By-law 2024-049 effective June 25/24]

[Section 4.3.4 replaced by By-law 2024-049 effective June 25/24]

[Section 4.3.5
l) replaced by
By-law 2024-
049 effective
June 25/24]

- a) open the *meeting* by taking the Chair, calling the *members* to order and announcing the business before the assembly;
- b) ensure that all items of business listed on the agenda are addressed and that the *meeting* progresses with due efficiency;
- c) protect all rights of those attending the *meeting*;
- d) receive and put to a vote in the proper manner all motions presented and to announce the result;
- e) decline to put to vote motions which infringe upon the rules of order or are beyond the jurisdiction of the assembly;
- f) preserve and enforce the rules of order;
- g) rule on any points of order raised by *members*;
- h) ensure the *members* abide by the rules of order when engaged in debate;
- i) call by name any *member* persisting in breaching the rules of order, thereby ordering such *member* to vacate the *meeting* place;
- j) expel or exclude from any *meeting* any person who is guilty of *improper conduct* at the *meeting*;
- k) receive all messages and other communications and announce them to *Council* or *Committee* if necessary;
- l) authenticate by signature when necessary by-laws and minutes;
- m) represent and support *Council* or *Committee*, declaring its will and implicitly obeying its decisions in all things;
- n) ensure that decisions of *Council* and *Committee* are in conformity with the laws governing the activities of *Council* and *Committee*;
- o) adjourn the *meeting* when business is concluded; and
- p) adjourn the *meeting* without question to a time to be named by the *Presiding Officer* when it is not possible to maintain order.

4.3 Clerk

[Section 4.4.1
amended, By-law
2025-004, effective
January 28/25]

4.4.1 It shall be the duty of the *Clerk* to:

- a) be the official Secretary for *Council*, *Committee*, and *Advisory Committee meetings*, responsible for the taking and preserving of *minutes* and documentation relevant to all *meetings*;
- b) be responsible for maintaining a confidential copy of all original documentation distributed, relating to *closed sessions*, and for keeping confidential *minutes* of all *closed sessions*;
- c) appoint another staff *member* as official Secretary in their absence at *Council*, *Committee* and *Advisory Committee* meetings;
- d) assemble and produce *meeting* agendas and manage agenda deadlines;
- e) ensure notice of *meetings* is provided in accordance with the “Town of Caledon Public Notice Policy”;
- f) provide procedural advice to the *Presiding Officer* and to *members* on agenda business and on preparing *motions*; and
- g) authenticate by signature when necessary by-laws and minutes of *meetings* and certify copies of such documents when required.

[Section 4.4.1
g) replaced by
By-law 2024-
049 effective
June 25/24]

Part 5

Council and Committee Meetings

5.1 Meetings Open to the Public

5.1.1 Except as provided in this by-law, all *meetings* shall be open to the public.

[Section 5.1.2
removed and
replaced, By-
law 2024-049
effective June

5.1.2 In person attendance may be restricted to protect the health and safety of all individuals because of an emergency being declared by the Premier or Cabinet of Ontario, or the Head of Council under the *Emergency Management and Civil Protection Act*.

5.2 Inaugural Meeting of Council

[Section 5.2.1
replaced, By-
law 2022-016
effective March
29/22]

5.2.1 The inaugural meeting of *Council* shall be scheduled as determined by the *Clerk* following a regular municipal election.

5.3 Council and Committee Meetings

[Section 5.3.1 deleted and replaced, By-law 2022-085]

[Section 5.3.1 amended, By-law 2025-039, April 22/25]	5.3.1	In accordance with the annual set schedule, unless otherwise decided by <i>Council</i> or for a <i>Council-to-Council meeting</i> , <i>meetings</i> of <i>Council</i> shall be held at an accessible Town facility commencing at 7:00 p.m. <i>Council Meetings</i> that contain a <i>Closed Session</i> shall commence at 3:00 p.m. and the public portion of the <i>meeting</i> shall commence at 7:00 p.m.
[Section 5.3.2 deleted and replaced, By-law 2022-085]	5.3.2	Unless otherwise decided by <i>Council</i> , <i>Committee meetings</i> shall be held at an accessible Town facility commencing at 2:30 p.m. for General Committee and Planning and Development Committee <i>meetings</i> ; and 7:00 p.m. for the Public <i>Meeting</i> portion of a Planning and Development Committee <i>meeting</i> .
[Section 5.3.3 amended By-law 2025-004, effective January 28/25]	5.3.3	<i>Meetings</i> of Standing <i>Committees</i> and <i>Advisory Committees</i> shall be scheduled as needed and in coordination with the availability of the <i>members</i> .
[By-law 2017-9 effective March 7/17]	5.3.4	<i>Committee meetings</i> concerning the Town Budget are set annually and will commence as set out in the annual schedule.
[Section 5.3.5 and 5.3.6 replaced, By-law 2024-049 effective June 25/24]	5.3.5	The Presiding Officer shall notify the Clerk if they plan to attend remotely and may opt for the Vice-Chair or Acting Mayor to preside over the meeting in-person.
	5.3.6	Members participating remotely at Council or Committee meetings shall keep their camera on in open session unless doing so unexpectedly affects the members ability to maintain privacy, adversely impacts their health and safety, or prevented by a technical issue of the affected member.
[Section 5.3.7 added, By-law 2025-034 effective April 22, 2025]	5.3.7	<i>Members</i> of <i>Council</i> absent to, or remotely participating at, a <i>meeting</i> shall provide a rationale of either business, health and safety, or personal reasons to the <i>Clerk</i> within two (2) calendar days: <ul style="list-style-type: none"> a) Business reasons shall be considered an inability to attend in-person due to completing other duties of <i>members</i> as either outlined in section 4.2.1 of this By-law, duties through appointments made by <i>Council</i>, or duties for which <i>members</i> were otherwise elected, b) Health and safety reasons shall be considered an inability to attend in-person due to inclement weather or a declared emergency, c) Personal reasons shall be considered all other reasons that are not considered a business or health and safety reason.
[Section 5.3.8 added, By-law 2025-034 effective April 22, 2025]	5.3.8	The <i>Clerk</i> shall maintain and make publicly available when reasonably possible a registry of the provided reasons <i>members</i> of <i>Council</i> have remotely or not attended a <i>meeting</i> , containing the <i>member's</i> name, the <i>meeting's</i> date and type, and the reason provided for the absence or remote participation.
	5.4	<u><i>Special Meetings or Meeting Adjustments and Additions</i></u>
	5.4.1	<i>An additional or emergency meeting</i> may be established by: <ul style="list-style-type: none"> a) a <i>Motion</i> of <i>Council</i> or <i>Committee</i> at a <i>meeting</i>; b) at the call of the <i>Mayor</i>, with appropriate notice of at least 48 hours prior to the date and time of the <i>special meeting</i>; or c) at the call of the <i>Mayor</i>, with appropriate notice of at least 24 hours prior to the date and time of the <i>emergency meeting</i>.
[Section 5.4.2 and 5.4.3 added, By-law 2024-049 effective June 25/24]	5.4.2	The <i>Mayor</i> may, with appropriate notice, postpone or cancel any <i>Council</i> or <i>Committee meeting</i> if, in consultation with the <i>Clerk</i> , it has been determined that there are insufficient agenda items for the <i>meeting</i> or if it appears that inclement weather or like occurrence or an <i>emergency</i> situation will prevent the <i>members</i> from attending.
	5.4.3	Where an item of business scheduled for an agenda may require extraordinary time provisions, the <i>Mayor</i> may authorize an earlier commencement time for the <i>meeting</i> and the <i>Clerk</i> shall notify all <i>members</i> and provide public notice accordingly.
[Section 5.4.4 and 5.4.5 added, By-law 2024-049 effective June 25/24]	5.4.4	Notwithstanding any other Section of this By-law, the <i>Clerk</i> , in consultation with the <i>Mayor</i> , may upon providing at least 7 days notice to the public: <ul style="list-style-type: none"> a) adjust the day of an existing <i>meeting</i>;

- b) adjust the start time of any *meeting*; and
- c) call and schedule a new *meeting* for the purposes of conducting a workshop.

5.4.5 For the purposes of Section 5.4.4, for greater clarity, posting a change to a *meeting* day or time or adding a new workshop *meeting* on the Town’s website shall be considered sufficient notice.

5.5 Closed Session Meetings

5.5.1 A meeting or part of a meeting may be closed to the public if the subject matter being considered is in accordance with the provisions of the *Municipal Act, 2001*, as amended.

5.5.2 Prior to moving into *closed session* for one of the reasons listed in subsection 5.5.1 *Council* or *Committee* shall state by resolution:

- a) the fact that the *Council* or *Committee* is convening into *closed session*; and
- b) the general nature and a brief description of the matter(s) to be considered.

5.5.3 *Members* shall be prohibited from discussing any additional matters during a *closed session* other than those identified by resolution as required under this section.

5.5.4 A *meeting* shall not be closed to the public during the taking of a vote, except where:

- a) the vote is for a procedural matter or for giving direction or instructions to officers, employees, and/or agents of the municipality and/or *local board* or persons retained by, or under contract to, the municipality or *local board*.

5.5.5 Members participating in closed session remotely shall keep their cameras turned on or verify they are able to remain in a private, secured location for the duration of closed session before turning the camera off for a health and safety or technical reason.

5.5.6 The *Clerk* shall advise the *Council* or *Committee*, if in their opinion, the issue (or portion thereof) being discussed at a *closed session* is not procedurally in accordance with the terms of the *Municipal Act, 2001*.

5.5.7 Closed session *Committee* attendance is restricted to *Council* and its appointed members, or by invitation from the Presiding Officer or Mayor.

5.5.8 Any information considered in *closed session* shall be released to the public upon *Council* direction; in accordance with a legal opinion; or in conformity with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*.

5.6 Call to Order/Quorum

5.6.1 As soon as there is a *quorum* after the time set for the start of the *meeting*, the *Presiding Officer* shall call the *members* to order.

5.6.2 If a *quorum* for a *meeting* is not present within fifteen (15) minutes of the commencement of the *meeting*, the *Presiding Officer* shall indicate that no *quorum* is present and the *meeting* shall stand adjourned until the next *meeting*. The *Clerk* shall record the names of the *members* present.

5.6.3 If a *Member* participating through electronic means experiences connection issues and cannot participate electronically, they shall be deemed to have left the *meeting*.

5.6.4 In the case where *quorum* is present and the intended *Presiding Officer* has not attended within fifteen minutes after the time appointed:

- a) the *Acting Mayor* shall take the Chair at *Council*;
- b) the Vice-Chair shall take the Chair at *Committee*;
- c) and shall call the *meeting* to order, and preside until the arrival of the intended *Presiding Officer*.

5.6.5 If during the course of a *meeting* a *quorum* is lost, the *Presiding Officer* shall declare that the *meeting* shall stand recessed temporarily or be adjourned until the date of the next *meeting* or other *meeting* called in accordance with the provisions of this by-law. The *Clerk* shall record the names of the *members* present in the minutes at the time of adjournment.

[Section 5.5.1 replaced by By-law 2024-017 effective March 26/24]

[Section 5.5.5 removed and replaced, By-law 2024-049 effective June 25/24]

[Section 5.5.6 updated, By-law 2024-049 effective June 25/24]

[Section 5.5.7 added by By-law 2024-039 effective May 21/24]

[Section 5.5.8 added, By-law 2024-064 effective July 23/24]

[Section 5.6.2 updated, By-law 2024-049 effective June 25/24]

[Section 5.6.3 added, By-law 2022-016 effective March 29/22]

[Section 5.6.6 updated, By-law 2024-049 effective June 25/24]

5.6.6 *Members* shall inform the *Clerk* of all planned absences, late arrivals or early departures from a *meeting*.

5.7 Adjournment Hour

5.7.1 All *meetings* shall stand adjourned when the *Council* or *Committee* has completed all business as listed on the *agenda*, or at 11:00 p.m., whichever is earlier.

[Section 5.7.2 amended, By-law 2024-085, effective October 22, 2024]

5.7.2 Where the business before *Council* or *Committee* has not been completed by the above hour, *Council* or *Committee* may pass a resolution by a *majority vote* of the *members* to proceed one additional hour beyond the hour of 11:00 p.m. to continue any *unfinished business*.

[Section 5.8 and 5.9 removed, By-law 2024-049 effective June 25/24]
[Sections 5.9 through 5.11 deleted in their entirety, By-law 2022-016 effective March 29/22]

Part 6

Rules of Conduct and Debate

6.1 Conduct/Decorum

[Section 6.1.1 amended By-law 2025-004, effective January 28/25]

- 6.1.1 *Members*, where applicable shall:
- (a) act in accordance with their Declaration of Office pursuant to the *Municipal Act, 2001* and the *Council* Code of Conduct;
 - (b) act with integrity all responsibilities to *Council*, the Town of Caledon, and the public, in keeping with approved corporate policies;
 - (c) not speak disrespectfully of the Reigning Sovereign, any *member* of the Royal Family, the Governor-General, the Lieutenant Governor, the Head of the Government of Canada, or the Province of Ontario;
 - (d) not use offensive words or insulting expressions at any time including speaking in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, citizenship, creed, gender, sexual orientation, age, colour, marital status, family status or disability;
 - (e) treat the *Presiding Officer*, other *members*, staff, and the delegates from the public with courtesy, respect and good faith;
 - (f) not leave their seat or make any noise or disturbance while a vote is being taken and until the result is declared;
 - (h) not disobey the rules of the *Council* or a decision of the *Presiding Officer* or *Council* on a question of order, practice or interpretation of the rules of the *Council*;
 - (i) when reasonably possible, inform staff prior to a meeting where an issue may be introduced or debated of any relevant questions to be asked by the Member at a meeting so that staff may be able to have appropriate information at such meeting if necessary;
 - (j) put their cell phones on silent, and electronic devices, except those in use to facilitate the *meeting*, or otherwise set them so as not to emit any audible sound during a *meeting*.

[Section 6.1.1 i) and j) updated, By-law 2024-049 effective June 25/24]

6.1.2 Where a *member* has been called to order by the *Presiding Officer* for disregarding the *rules of procedure* and the *member* persists in such conduct, the *Presiding Officer* may order such *member* to vacate the *meeting* place.

6.1.3 Where, the *member* apologizes, the *Presiding Officer* may permit the *member* to resume their seat.

6.2 Speaking/Debate

[Section 6.2.1 added, By-law 2022-016 effective March 29/22]

6.2.1 The *Chair* or *Clerk* shall manage the Speaker's List based on the Chair's discretion to ensure all *Members* are able to participate in debate in keeping with this section.

- [Section 6.2.2 through 6.2.4 replaced and renumbered, By-law 2022-016 effective March 29/22]

6.2.2

Any *member* desiring to speak to any motion shall signify their intent by either using the request to speak button if participating remotely, or the speaker’s button if participating in-person.

6.2.3

Members shall refrain from speaking until the *Presiding Officer* has recognized the *member* to speak, the *member* shall direct their questions or comments to the *Presiding Officer* and speak only to the matter under consideration.
- [Section 6.2.4 through 6.2.6 replaced and renumbered, By-law 2024-049 effective June 25/24]

6.2.4

When a *member* is speaking, no other *member* shall interrupt, except to raise a *Point of privilege* or *Point of order*.

6.2.5

A *member* may at any time raise a *point of privilege* directing attention to a matter that affects the integrity, character or reputation of an individual, individuals or the entire *Council*, or the ability of an individual to participate.
- [Section 6.2.6 amended, By-law 2024-085, effective October 22, 2024]

6.2.6

Where a *member* considers that there has been a departure from the rules of procedure, the *member* may raise a *point of order* in accordance with subsection 10.2.1.

6.2.7

A *member* shall be restricted to asking questions related directly to the matter under discussion.

6.2.8

The *Presiding Officer* may answer questions and comment in a general manner but if they/them wishes to speak to the matter under discussion, they/them shall withhold their comments until the conclusion of the debate after all other *members* have had an opportunity to speak to the matter

6.2.9

A *member* shall not speak more than once to the same *motion* until all other *members* have had the opportunity to speak to the matter for the first time, except for the purpose of providing an explanation of a material part of their speech which may have been misunderstood and in doing so they shall not introduce new matters. No *member* shall speak to the same *motion* more than twice without the leave of *Council*, *Committee*, or *Chair*.

6.2.10

A *member* shall not speak to the same *motion*, or in reply, for longer than five minutes, without leave of *Council*, *Committee*, or *Chair*.

[Section 6.3, 6.4 and 6.5 removed and replaced, By-law 2024-049 effective June 25/24]

- 6.3

Public Conduct at *meetings*
- [Section 6.3.1 and 6.3.2, amended, By-law 2025-004, effective January 28/25]

6.3.1

Public attendees at a *Council*, *Committee*, or *Advisory Committee* meeting shall maintain order and quiet and shall not address its *members* except with the permission of its *members*.

6.3.2

No person shall display signs or placards, applaud participants in debate or engage in conversation or other behaviour which may disrupt the proceedings of *Council*, *Committee*, or *Advisory Committee*.

6.3.3

No person shall bring into the meeting cellular telephones pagers or other electronic devices which emit a sound unless such devices are turned off or otherwise set to nonaudible.

6.3.4

No person shall use indecent, offensive or insulting language or speak disrespectfully of any member of Federal, Provincial or Regional Council, any member of Council or any employee of the Town.

6.3.5

Any person who contravenes any provision of this section, may be expelled from the meeting by the *Presiding Officer*.

[Section 6.6 removed and reordered to 6.2.5 and 6.2.6, By-law 2024-049 effective June 25/24]

Part 7

Agendas

[Section 7.1 through 7.7 deleted and replaced, By-law 2024-064 effective July 23/24]

- [Section 7.1 amended, By-law 2025-004, effective January 28/25]

7.1

The *Clerk* shall prepare an agenda for each *Council*, *Committee*, and *Advisory Committee meeting* in accordance with the provisions of this By-law.

[Section 7.2 and 7.3 amended, By-law 2024-085, effective October 22, 2024]	7.2	The agenda, inclusive of its ordering, shall be authorized by a <i>majority vote</i> for each regular <i>Council</i> and <i>Committee meeting</i> , prior to declaration of <i>pecuniary interests</i> .
	7.3	Any item of business not listed on the agenda to be introduced at a <i>meeting</i> shall be authorized by a <i>two-thirds vote</i> prior to declaration of <i>pecuniary interests</i> .
[Section 7.4 added and Sections 7.4 to 7.7 reordered, By-law 2025-004, effective January 28/25]	7.4	When reasonably possible, agendas for <i>Advisory Committee meetings</i> shall be made available to the public two (2) days prior to a <i>meeting</i> .
	7.5	When reasonably possible, agendas for <i>Committee</i> meetings shall be made available to the public a week prior to a meeting.
	7.6	When reasonably possible, agendas for regular <i>Council</i> meetings shall be made available to the public a week prior to a meeting, or two days after the preceding <i>Committee</i> meeting.
	7.7	The <i>Clerk</i> may prepare an addendum to the agenda to deal with supplementary information to items of business listed on the agenda. The addendum shall be provided to the public and <i>Members</i> by noon on the day prior to the meeting.
	7.8	When reasonably possible, the <i>Clerk</i> shall make available to the public all supplementary information to items of business listed or added to the agenda at the <i>meeting</i> within a week after the <i>meeting</i> .
[Section 7.9 added, By-law 2025-004, effective January 28/25]	7.9	<p>The following headings shall be on an <i>Advisory Committee</i> agenda:</p> <ul style="list-style-type: none"> Call to Order Indigenous Land Acknowledgment Declaration of Pecuniary Interest Presentations Delegations Regular Business Correspondence Closed Session Adjournment
[Section 7.10 added, By-law 2025-049, effective May 20, 2025]	7.10	<p>The following headings shall be on a Standing Committee agenda:</p> <ul style="list-style-type: none"> Notice Call to Order Indigenous Land Acknowledgement Approval of Agenda Disclosure of Pecuniary Interest Delegations Presentations Staff Reports Notice of Motion Motions Correspondence Closed Session Adjournment
[Section 7.11 added, By-law 2025-049, effective May 20, 2025]	7.11	<p>The following headings shall be on a Committee of the Whole agenda:</p> <ul style="list-style-type: none"> Notice Call to Order Indigenous Land Acknowledgement Approval of Agenda Disclosure of Pecuniary Interest Awards and Recognition Consent Agenda Delegations Presentations Recommendations of Advisory Committees Staff Reports Notice of Motion Motions Correspondence Closed Session Adjournment
[Section 7.12 added, By-law 2025-049, effective May 20, 2025]	7.12	<p>Notwithstanding section 7.11 of this By-law, the following headings shall be on:</p> <ul style="list-style-type: none"> a) Workshop agendas;

Notice
Call to Order
Indigenous Land Acknowledgment
Approval of Agenda
Disclosure of Pecuniary Interest
Workshop
Delegations
Adjournment

- b) Public (information) meeting agendas;
Notice
Call to Order
Indigenous Land Acknowledgment
Approval of Agenda
Disclosure of Pecuniary Interest
Public Meeting
Adjournment

- c) Budget agendas which may include but is not limited to;
Notice
Call to Order
Indigenous Land Acknowledgement
Approval of Agenda
Disclosure of Pecuniary Interest
Presentations
Staff Reports
Budget Motions
Correspondence
Adjournment

[Section 7.13
added, By-law
2025-049,
effective May 20,
2025]

- 7.13 The following headings shall be on a Regular Council agenda:
- Notice
Call to Order
Singing of O’Canada
Moment of Silent Contemplation
Indigenous Land Acknowledgement
Approval of Agenda
Disclosure of Pecuniary Interest
Awards and Recognition
Consent Agenda
Minutes for Adoption
Closed Session
Delegations
Public Question Period
Presentations
Recommendations of Committees
Staff Reports
Notice of Motion
Motions
Correspondence
Announcements
Council Inquiries
By-laws
Confirming By-law
Adjournment

Part 8

Meeting Proceedings

[Section 8.1
deleted and
replaced, By-law
2025-039, effective
April 22/25]

- 8.1 General
 - 8.1.1 The business of *Council* or *Committee* shall be taken up in the order in which it stands on the agenda, unless otherwise decided by the *Presiding Officer*, the *Council* or *Committee*.
 - 8.1.2 Notwithstanding sections 8.2 to 8.15 of this By-law, *Council-to-Council meeting* proceedings are subject to any established mutually agreed meeting proceeding terms by both Council’s, their Clerk’s or designate.
- 8.2 Opening Procedure

	8.2.1	As soon after the appointed time of the <i>meeting</i> that there is a quorum present, the <i>Presiding Officer</i> shall take the Chair and call the <i>members</i> to order.
[Section 8.2.2 added and 8.2.3 renumbered by By-law 2024-064 effective July 23/24]		
	8.2.2	Every regular <i>Council meeting</i> shall include the singing of O' Canada.
[Section 8.2.3 added, By-law 2024-100, effective November 26/24]		
	8.2.3	Every regular <i>Council meeting</i> shall commence with a fifteen (15) second moment of silent contemplation.
[Section 8.2.4 reordered from 8.2.3, By-law 2024-100, effective November 26/24]		
	8.2.4	Every <i>Council</i> and <i>Committee</i> meeting shall commence with a land acknowledgement.
[Section 8.3.1 deleted and replaced by By-law 2024-064 effective July 23/24]		
	8.3	<u>Agenda Amendments</u>
	8.3.1	The <i>Presiding Officer</i> shall announce any proposed amendments to the agenda, inquire if any <i>members</i> have subsequent proposed amendments, and upon all proposed amendments being stated, request the <i>Clerk</i> to call a vote of <i>Council</i> or <i>Committee</i> to confirm the agenda as presented or amended.
	8.4	<u>Disclosure of Pecuniary Interest and General Nature Thereof</u>
[Section 8.4.1 and 8.4.2 amended, By-law 2025-004, effective January 28/25]		
	8.4.1	It is the responsibility of each <i>member</i> to identify and disclose any direct and indirect pecuniary interest on any item or matter before the <i>Council, Committee, or Advisory Committee</i> , in accordance with the provisions of the of interest legislation currently in effect.
	8.4.2	Where a <i>member</i> has any <i>pecuniary interest</i> , direct or indirect, in any matter and is present at a <i>meeting</i> of the <i>Council, Committee, or Advisory Committee</i> at which the matter is the subject of consideration, the <i>member</i> shall:
[Section 8.4.2 a) and b) deleted and replaced, By-law 2024-100, effective November 26/24]		
	a)	Where reasonably possible, disclose the <i>pecuniary interest</i> and general nature thereof upon the <i>Chair's</i> request under the appropriate agenda item, or prior to any consideration of the matter at the <i>meeting</i> if not reasonably possible to do so under the appropriate agenda item;
	b)	leave the <i>meeting</i> so that they are visibly absent for the part of the <i>meeting</i> during which the matter is under consideration;
	c)	not take part in the discussion of or vote on any question with respect to the matter; and
	d)	not attempt in any way before, during and/or after the <i>meeting</i> to influence the voting on any such question.
[Section 8.4.3 deleted and replaced, By-law 2024-100, effective November 26/24]		
	8.4.3	Where a <i>member</i> has left the <i>meeting</i> due to a declared <i>pecuniary interest</i> in accordance with subsection 8.4.2, the <i>Clerk</i> or their designate shall notify or return the <i>member</i> to the meeting upon the completion of the related agenda item.
[Section 8.4.4 amended, By-law 2025-004, effective January 28/25]		
	8.4.4	Where the interest of a <i>member</i> has not been disclosed by reason of their absence from the particular <i>meeting</i> , the <i>member</i> shall disclose the interest and otherwise comply at the first <i>meeting</i> of <i>Council, Committee, or Advisory Committee</i> as the case may be, attended by the <i>member</i> after the particular <i>meeting</i> .
[Section 8.4.5 added and existing 8.4.5 renumbered by By-law 2024-100, effective November 26/24]		
	8.4.5	At a <i>meeting</i> at which a <i>member</i> discloses an interest, or as soon as possible afterwards, the <i>member</i> shall file a written statement of the interest and its general nature with the <i>Clerk</i> .
[Section 8.4.6 amended, By-law 2024-100, effective November 26/24]		
	8.4.6	Every declaration of interest and the general nature thereof made in accordance with the <i>Municipal Conflict of Interest Act</i> shall, where the <i>meeting</i> is open to the public, be recorded in the minutes of the <i>meeting</i> by the <i>Clerk</i> .
[Section 8.5 deleted and replaced by By-law 2024-100, effective November 26/24]		
	8.5	<u>Awards and Recognition</u>
	8.5.1	A person may appear before <i>Council</i> or <i>Committee</i> for the purpose of presenting or receiving an award or recognition provided that:
	a)	A <i>member</i> submits a request in writing to the <i>Clerk</i> describing the nature and purpose of the award or recognition by the agenda deadline;

- b) The person or representative of such persons receiving the award or recognition has expressed written acceptance to the *member* the receipt of the award or recognition at a *meeting*;
- c) The award or recognition is relevant to Town of Caledon residents or staff and the recognition does not explicitly come at the expense or detriment of other residents or staff;
- d) If presented at a *Committee meeting*, the award or recognition is relevant to that *Committee*.

[Section 8.6 repealed and replaced by By-law 2024-017 effective March 26/24]

8.6 Consent Items

[Section 8.6.1 deleted and replaced, By-law 2024-100, effective November 26, 2024]

- 8.6.1 Reports and *motions* listed on the *Committee* or *Council* agenda which do not have the following conditions shall be approved collectively as *consent items* prior to proceeding with the items of business requiring debate:
- a) a *member* has declared a *pecuniary interest*,
 - b) is related to a *delegation* or *presentation* at the same *meeting*,
 - c) requires debate through selecting an option from the report,
 - d) requires a *two-thirds vote* to carry.

[Section 8.6.2 and 8.6.3 added and existing 8.6.2 to 8.6.5 renumbered, By-law 2024-100, effective November 26, 2024]

- 8.6.2 The *Clerk* shall inform the *Chair* of reports and *motions* subject to any conditions listed in subsection 8.6.1.
- 8.6.3 Any reports and *motions* listed on the agenda, unless subject to any conditions listed in subsection 8.6.1, are determined by *Council* or *Committee* as to whether they are *consent items* through a *member* requesting to hold the listed report or *motion*.
- 8.6.4 A *member* may make brief comments to *consent items* prior to their consideration for approval collectively by a single *motion*.
- 8.6.5 A *member* shall inform the *Presiding Officer* of the intent to hold the item for removal as a *consent item* and dealt with as a separate matter if a *member* wishes to debate or amend the recommendation of an item.
- 8.6.6 Minutes of the previous *meetings* of *Council* and *Committee* shall be *consent items* for consideration and approval unless removed and dealt with as a separate matter by a *member*.
- 8.6.7 Despite section 8.6.4, minutes of the previous meetings of *Committee* shall be dealt with as a separate matter for consideration and approval where the minutes contain a matter where a *member* has declared a *pecuniary interest*.

[Section 8.7 to 8.9 reordered, By-law 2024-100, effective November 26, 2024]

[Section 8.7 deleted and replaced, By-law 2024-100, effective November 26, 2024]

8.7 Presentations

- 8.7.1 *Presentations* shall be scheduled by the *Clerk*.
- 8.7.2 When reasonably possible, a maximum of three (3) *presentations* and a total of thirty (30) minutes of *presentation* items will be permitted at each *meeting* that is not considered a workshop *meeting*.
- 8.7.3 When reasonably possible, the *Clerk* shall limit to scheduling one *presentation* at a *meeting* if the *presentation* is estimated to exceed twenty (20) minutes and the *meeting* is not considered a workshop *meeting*.
- 8.7.4 When reasonably possible, the *Clerk* shall add any *presentation* exceeding twenty (20) minutes to the next scheduled workshop *meeting* or call and schedule a new workshop *meeting* for the completion of such a *presentation* in accordance with section 5.4.4 of this By-law, provided that a *Council* decision or *Committee* recommendation on the matter does not coincide with the *presentation* at the same *meeting*.
- 8.7.5 The *presentation* rules of order outlined in sections 8.7.2 to 8.7.3 of this By-law do not apply to workshop *meetings*.
- 8.7.6 When reasonably possible, workshop *meetings* shall be limited to two (2) hours of *presentations*.

8.7.7 The *Presiding Officer* will call for a vote of the *Committee* or *Council* to waive the rules for *presentations* to allow the person presenting to continue if its *presentation* length exceeds the permitted time allotment outlined in subsections 8.7.2 or 8.7.6, and upon a *majority vote* in the affirmative the person presenting will be permitted to continue to address *Committee* or *Council* for an extended amount of time as determined by *Committee* or *Council*.

8.7.8 *Members* may ask questions of the presenter following each *presentation*.

8.8 Delegations

8.8.1 Any person desiring to be heard at a *Committee* or *Council* meeting shall submit a request to the *Clerk* clearly stating the nature of the business to be discussed.

8.8.2 A person desiring to be heard on business that is not on an upcoming *meeting* agenda item shall be considered for a future *Committee* meeting provided the topic is not related to the following matters:

- a) Labour or management disputes, labour relations, union negotiations and employee relations,
- b) Litigation or potential litigation with respect to The Corporation of The Town of Caledon,
- c) Bidder or potential bidder on a tender, or unsolicited product marketing initiatives,
- d) Requests for financial assistance which are administered within the context of existing policies and procedures,
- e) Requests for By-law exemptions, including waivers of fees and charges associated with the application of any Town of Caledon By-law,
- f) A request for a reconsideration of a decided matter within one year of the original decision,
- g) Repetitive information which does not provide significantly new material from their own previously made delegation,
- h) Topics beyond the jurisdiction of the municipality.

8.8.3 The *Clerk* shall:

- a) Determine whether a person's request to speak contains sufficient detail and if deemed necessary may require additional information related to their proposed *delegation* request,
- b) Schedule a maximum of three (3) *delegations* per *Committee meeting* on business that is not on an upcoming *meeting* agenda if there are no *delegations* on the *meeting* agenda, and if deemed necessary, may limit delegations unrelated to an agenda item,
- c) Determine and deny a person from being heard if their request is subject to a matter contained within section 8.8.2, replying to the person who submitted the request with the cited reason for denying the request.

8.8.4 A person desiring to address a closed session agenda item that is also subject to any of the matters contained within section 8.8.2 shall have their request to address *Council* or *Committee* replied to by the *Clerk* providing denial and the reason for denying the request.

8.8.5 A person who desires to appeal a denied request to being heard at a *Committee meeting* shall submit a request to any *member* for an exemption.

8.8.6 A *member* who desires to support a person's appeal of a denied request to be heard at a *Committee meeting* shall:

- a) For a denied delegation on business that is not on an upcoming *meeting* agenda item, submit a *notice of motion* for recommending a *Council* decision to grant an exemption to the cited section 8.8.2 reason provided by the *Clerk*,

and the person shall then be granted to speak to *Committee* upon a *majority vote* in the affirmative by *Council*.

- b) For a denied delegation on a closed session agenda item that is also subject to any of the matters contained within section 8.8.2, submit an agenda amendment in accordance with section 8.3.1, for recommending a *Council* decision to grant an exemption to the cited section 8.8.2 reason provided by the *Clerk*, and the person shall then be granted to speak to *Committee* upon a *majority vote* in the affirmative by *Council*.

8.8.7 *Council* or *Committee* may in their discretion, refuse to hear or limit any *delegation* upon a *majority vote* in the affirmative.

8.8.8 A person desiring to address *Committee* or *Council* concerning an item on the agenda shall submit a request through the *Clerk* by the agenda addendum deadline clearly stating which agenda item is to be discussed and any relevant supporting documentation for the proposed *delegation*.

8.8.9 A person desiring to address *Committee* or *Council* concerning an item on the agenda may request a *delegation* through the *Clerk* before the *Committee* or *Council* meeting begins, the *Clerk* will advise the *Presiding Officer* of the request.

8.8.10 When a request for a *delegation* has been given to the *Presiding Officer* by the *Clerk*, the *Presiding Officer* will call for a vote of the *Committee* or *Council* to waive the rules for delegations to allow the person to speak and upon a *majority vote* in the affirmative the person will be permitted to address *Committee* or *Council*.

8.8.11 A person desiring to address *Committee* or *Council* may speak through available means for up to ten (10) minutes and successive extensions of five (5) minutes may be granted upon consensus of *Council*, *Committee* or by the *Chair*.

8.8.12(a) A person desiring to address *Committee* or *Council* on multiple agenda items may speak for an additional five (5) minutes without consensus of *Council*, *Committee* or by the *Chair*.

8.8.12(b) A Person addressing *Committee* or *Council* shall:

- a) Confine their remarks to the stated business,
- b) Only present significantly new information to *Council* if they previously addressed *Committee* concerning the same item on the agenda,
- c) Only address *Council* or *Committee* without entering debate,
- d) Obey the rules of procedure or a decision of the *Mayor* or *Presiding Officer*,
- e) Speak respectfully without use of offensive language.

8.8.13(a) A person desiring to ask questions of *Committee* or *Council* related to their delegation may do so for three (3) minutes upon the conclusion of their delegation.

8.8.13(b) *Members* shall only ask questions for clarification and obtaining additional relevant information after the person addressing *Committee* or *Council* has finished their formal address.

8.8.14 *Members* may ask staff to provide clarifying remarks or answer questions in response to a person who addressed *Committee* or *Council*.

[Section 8.8.11 deleted and replaced, By-law 2025-049, effective May 20, 2025]

[Section 8.8.12 amended, By-law 2025-049, effective May 20, 2025]

[Section 8.8.13 amended, By-law 2025-049, effective May 20, 2025]

[Section 8.9 deleted and replaced, By-law 2024-100, effective November 26, 2024]

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 if it is to be included on the agenda at the scheduled *meeting*.

8.9.2 *Notices of Motion* received before a *Committee* agenda deadline shall be deemed a completed *notice of motion* and placed on the agenda by the *Clerk* as a *motion* for *Committee* consideration at that *meeting*.

- 8.9.3 *Notices of Motion* received in between a *Committee* agenda deadline and its agenda addendum deadline, or before a *Council* agenda deadline shall be placed on the agenda as a *notice of motion* for consideration at the next scheduled relevant *meeting*.
- 8.9.4 *Notices of Motion* delivered to the *Clerk* in accordance with section 8.9.3 may be considered as a *motion* at the same *meeting* through the passage of a *majority vote* as a proposed agenda amendment in accordance with section 8.3.1, immediately prior to, or immediately after the *notice of motion* is before *Council* or *Committee* at the *meeting*.
- 8.9.5 *Notices of Motion* received in between a *Council* agenda deadline and its agenda addendum deadline shall be placed on the agenda as a *notice of motion* for consideration at the next scheduled relevant *Committee meeting*.
- 8.9.6 *Notices of Motion* delivered to the *Clerk* in accordance with section 8.9.5 may be considered as a *motion* at the same *meeting* through the passage of a *two-thirds vote* as a proposed agenda amendment in accordance with section 8.3.1, immediately prior to, or immediately after the *notice of motion* is before *Council* at the *meeting*.
- 8.9.7 When a *notice of motion* is before *Council* or *Committee* at a *meeting*, the *Presiding Officer* shall call upon the *member* who submitted a *notice of motion* to read and may provide introductory remarks, without entering debate, to the *motion* to being considered at a subsequent *meeting*.
- 8.9.8 Upon completion of reading all *notices of motion* listed on the *meeting* agenda, the *Presiding Officer* shall inquire if there are any verbal *notices of motions* to be presented by any *member* for consideration at a subsequent *meeting*, and any *member* may verbally introduce a *notice of motion*.
- 8.9.9 The *Clerk* shall record any presented verbal *notices of motion* in the *meeting* minutes.

8.10 Motions

- 8.10.1 The *Clerk* shall place deemed completed *notices of motions* on the specified relevant *meeting* agenda as a *motion* for *Council* or *Committee* consideration.
- 8.10.2 Notwithstanding section 8.9 of this By-law, *motions* submitted to *Committee meeting* agendas concerning the Town Budget to amend the Budget are placed on its agenda by the *Clerk* as *motions* in the order which they are received.
- 8.10.3 Where it would be beneficial to obtain a staff report on any *motion* arising from a deemed completed *notice of motion*, during its consideration as a *motion*, *members* may refer such *motion* to staff upon its introduction for report and consideration as an item of business at a future *meeting*.

8.11 Correspondence

- 8.11.1 Internal correspondence prepared for *Council* or *Committee* explanatory or information purposes without required Council resolution shall be placed on the agenda as memorandums on the agenda by the *Clerk*.
- 8.11.2 Correspondence items shall be distributed in the form of an *information package* or considered at *Council* or *Committee* meetings by the *Clerk* in accordance with the provisions set out in this By-law.
- 8.11.3 A *Member* may add a correspondence item distributed by the *Clerk* to a *Council* or *Committee* meeting for consideration through referencing to the *Clerk* by the agenda deadline which distributed correspondence item is to be added.
- 8.11.4 A *Member* may add a correspondence item in their possession to a *Council* or *Committee meeting* for consideration through submission of the correspondence item to the *Clerk* by the agenda deadline and written confirmation from the author of the submitted correspondence item that it may be publicly shared in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.
- 8.11.5 Any *Member* who submitted a correspondence item for consideration at a *Council* or *Committee meeting* shall be identified on the agenda under the corresponding agenda item.

- 8.11.6

A *Member* who added a correspondence item for consideration at a *Council* or *Committee meeting* shall submit to the *Clerk* any motions they desire to move into the possession of *Council* or *Committee* arising from the added correspondence item.
- [Section 8.11.7 to 8.11.12 (previously 8.11.6 to 8.11.11) added, By-law 2024-079 effective September 24/24]

8.11.7

All *correspondence* within the jurisdiction of an advisory committee shall be referred by the *Clerk* directly to the appropriate committee, unless the communication relates to a subject that has been dealt with by *Council* or is to be placed on an upcoming agenda for a meeting of *Council* in which case it may be placed on the upcoming agenda for the *Council* meeting.

8.11.8

Correspondence received from municipalities and local boards of circulated resolutions where the Town of Caledon is referenced, cited, or addressed shall be placed on the next available, relevant *Committee* or *Council* agenda.

8.11.9

Correspondence received in response to sent Council resolutions and letters of support shall be placed on the next available, relevant *Committee* or *Council* agenda.

8.11.10

Information packages shall be made available to the public a week prior to a regular *Council* meeting, or two days after the *Committee* meeting preceding the regular *Council* meeting.

8.11.11

Correspondence received in response to a Planning and Development Committee agenda item for *Council* consideration as a part of the planning process under the *Planning Act* will be provided to the Chief Planner, report author, or appropriate Planning staff responsible for the affiliated planning application to be addressed as a part of the recommendation report for *Council* decision.

8.11.12

Correspondence received in response to a Planning and Development Committee agenda item after any publicly notified submission deadline or after a *Committee* or *Council* decision has been made, provided to Planning staff to address or resolve in implementation of the *Council* decision when applicable.

[Section 8.11.13 and 8.11.14 added, By-law 2024-100, effective November 26, 2024]

8.11.13

Correspondence received in response to an agenda item not specified in sections 8.11.11 and 8.11.12 shall be placed on an addendum as a written comment upon review by the *Clerk* that the written comments follow the procedures for addressing *Council* or *Committee* as described in section 8.8.13 of this By-law.

8.11.14

The *Presiding Officer* shall inquire if any correspondence items listed on the agenda require further discussion at which time any *member* may hold the item to discuss or move a *motion* related to the held correspondence item.

[Section 8.12, 8.13 and 8.14 renumbered, By-law 2024-064 effective July 23/24]

8.12

Announcements

8.12.1

Members shall be permitted a maximum of three (3) minutes each at *Council meetings* in order to provide announcements which are intended for the purpose of sharing information about events, activities, functions and general work of *members* and such updates shall not be reflected in the minutes of the *meeting*.

[Section 8.12.2 added, By-law 2024-100, effective November 26, 2024]

8.12.2

The *Mayor* shall first call upon the *Acting Mayor* for announcements, followed by any *members* wishing to make an announcement when this matter is before *Council* at its *meetings*.

8.13

Council Inquiries

[Section 8.13 added, By-law 2024-100, effective November 26, 2024]

8.13.1

The *Mayor* shall first call upon the *Acting Mayor* for Council inquiries, followed by any *members* wishing to make an inquiry when this matter is before *Council* at its *meetings*.

8.13.2

Council Inquiries shall be recorded by the Clerk in the minutes in accordance with the *Municipal Act, 2001*, and recorded into a tracking tool to be made available upon request.

[Section 8.13.2 added, By-law 2025-049, effective May 20, 2025]

8.14

Public Question Period

[Section 8.14 added, By-law 2025-031, effective April 22, 2025]

8.14.1

A person on their own behalf, or as a spokesperson for a group, may ask questions of *Council* or of staff through the *Mayor* or *Acting Mayor* during Public Question Period.

8.14.2

A person addressing *Council* with a question during Public Question Period shall:

- a) Be allocated three (3) minutes of time for questioning and receival of any *Council* responses unless extended by the *Mayor* or *Acting Mayor*,
- b) Attend the *meeting* in person or provide notice to the *Clerk* prior to the start of the *meeting* if they wish to address *Council* with a question during Public Question Period through electronic means,
- c) State whether they are a resident, ratepayer, service provider or member speaking on behalf of an association or organization prior to asking a question,
- d) Confine their remarks to a question for *Council* or any of its *members* related to their duties as outlined in section 4.2.1 of this By-law,
- e) Ask questions on topics that they had not previously spoken to during either a delegation or Public Question Period in the previous three (3) months,
- f) Obey the rules of procedure or a decision of the *Mayor* or *Acting Mayor*,
- g) Speak respectfully without the use of offensive language.

8.14.3 Public Question Period shall not exceed fifteen (15) minutes of time, unless extended by the *Mayor* or *Acting Mayor*.

8.14.4 Public Question Period may be suspended by *Council* decision to its next *meeting* if the *meeting* has proceeded past the hour of 9:00 p.m.

[Section 8.15 (previously 8.14) and 8.16 (previously 8.15) renumbered, By-law 2025-031, effective April 22, 2025]

8.15 By-laws

8.15.1 Every by-law shall be in writing and shall require only one reading prior to being passed by a *majority vote* of *Council*.

8.15.2 All by-laws proposed for adoption may be passed collectively by a single *motion*.

8.15.3 Every by-law passed by *Council* shall signify the date of passage and be signed by the *Mayor* and the *Clerk* and sealed with the seal of the Corporation.

8.15.4 A by-law shall be passed for each *Council meeting* to confirm the proceedings thereof as the last order of business prior to *meeting adjournment*.

8.15.5 The *Clerk* shall be authorized to make minor corrections to any by-law resulting from technical or typographical errors prior to the by-law being signed.

8.16 Adjournment

8.16.1 Upon completion of the agenda and in the absence of a verbal *motion* to adjourn moved by a *member*, the *Presiding Officer* shall declare a *meeting* adjourned.

[Section 9 deleted and replaced, By-law 2024-064 effective July 23/24]

Part 9

Minutes

9.1 Minutes shall record, without note or comment, all resolutions, decisions and other proceedings of *Council*, *Committee*, and *Advisory Committee*.

9.2 Detail of other proceedings shall include any attendees who spoke at the meetings, the nature of the topic discussed by the attendee, and whether they responded to questions of members or provided supplementary written information.

9.3 Minutes shall include:

- a) the place, date and time of meeting;
- b) the name of the *Presiding Officer*;
- c) the attendance of the *members* and contributing staff;

[Section 8.15.1 (previously 8.14.1 and 8.13.1) amended, By-law 2024-085, effective October 22, 2024]

[Section 8.15.2 (previously 8.14.2) amended, By-law 2024-100, effective November 26, 2024]

[Section 8.15.4 (previously 8.14.4) amended, By-law 2024-100, effective November 26, 2024]

[Section 8.16. 1 (previously 8.15.1) amended, By-law 2024-100, effective November 26, 2024]

[Section 9.1 amended, By-law 2025-004, effective January 28/25]

- d) identification of the *members* who attended remotely;
 - e) declarations of pecuniary interest;
- 9.4 Minutes of *closed session* shall additionally include:
- a) the attendance of the members and any other attendees;
 - b) a description of the substantive and procedural matters discussed, including specific reference to any documents considered; and
 - c) all directions given.
- 9.5 Minutes of public meetings held to fulfil the requirements of the *Planning Act* by providing an opportunity for the public to express their views on planning related policies and development applications (Public Information Meetings) shall additionally include:
- a) that the *Presiding Officer* advised of the procedures to be followed at the commencement of the public meeting and called upon any registered speakers to express their views;
 - b) the name of the person expressing their view and enough detail to identify their affiliation with the associated policy or development application to determine third-party appeal rights to the Ontario Land Tribunal; and
 - c) the topic of the individual's concern or support associated with the policy or development application.

- 9.6 *Council meeting* minutes and any *Committee meeting* minutes with only recording of other proceedings where there are no *Committee* decisions for *Council* approval shall be presented at the next *Council* meeting for confirmation of record accuracy.
- 9.7 *Committee meeting* minutes with *Committee* decisions for *Council* approval shall be presented at the next *Council meeting* for approval by a vote to confirm *Committee* decisions as *Council* decisions.
- 9.8 *Council* shall vote on any *Committee* decision contained within the respective *meeting minutes* separately upon the request of a member, and the *Council* decision shall supersede the *Committee* decision of the same matter.

- 9.9 When reasonably possible, draft minutes for *Council*, *Committee*, and *Advisory Committee meetings* shall be made available to the public within a week after the meeting.

Part 10

Motions

- 10.1 Except as provided elsewhere in this by-law, all motions shall be in writing and shall have a mover and seconder.
- 10.2 In *Council*, *Committee*, or *Advisory Committee* a *point of order*, a *point of privilege*, *motion* to close debate and *motion* to adjourn may be introduced verbally, without notice and without leave, except as otherwise provided in this By-law.
- 10.2.1 When a *member* wishes to raise a *point of order*:
- a) The *member* shall ask leave of the *Presiding Officer* and the *Presiding Officer* shall grant leave.
 - b) The *member* shall state the *point of order* to the *Presiding Officer* upon being granted leave.
 - c) The *Presiding Officer* shall decide on the *point of order*.
 - d) The *member* shall only thereafter address the *Presiding Officer* for the purpose of appealing the decision to *Council*, *Committee*, or *Advisory Committee*.

[Section 9.9 amended, By-law 2025-004, effective January 28/25]

[Amended by By-law 2024-017 effective March 26/24]

[Section 10.2 amended, By-law 2025-004, effective January 28/25]

[Section 10.2 deleted and replaced, By-law 2024-085, effective October 22, 2024]

- e) The decision of the *Presiding Officer* shall be final If the *member* does not appeal.
- f) *Council, Committee or Advisory Committee* shall decide the question without debate and the decision shall be final if the *member* appeals to *Council, Committee, or Advisory Committee*.

10.2.2 When a *member* wishes to raise of a *point of privilege* which directs attention to a matter that affects the integrity, character or reputation of an individual, *members* or the entire *Council, Committee, or Advisory Committee*, or the ability of an individual to participate:

- a) The *point of privilege* shall take precedence over any other matter.
- b) A *member* shall not be permitted to enter any debate or introduce any *motion* not related to the *point of privilege*.
- c) The *Presiding Officer* shall decide upon the *point of privilege* and advise the *members* of the decision.
- d) The decision of the *Presiding Officer* shall be final unless a *member* immediately appeals the *Presiding Officers'* decision.
- e) The question "Shall the ruling of the Chair be upheld?" shall be called without debate, and its results shall be final, based on a *majority vote* if the decision of the *Presiding Officer* is appealed.
- f) The *member* shall be afforded an opportunity to propose a *motion* in relation to a sustained *point of privilege*.

10.2.3 A *motion* to close debate:

- a) Is not debatable or amendable.
- b) Cannot be moved with respect to the main *motion* when there is an amendment under consideration.
- c) Requires a *two-thirds vote* for passage.
- d) The question is to be put forward without debate or amendment when resolved in the affirmative.

10.2.4 A *motion* to adjourn:

- a) Is not debatable or amendable.
- b) Is always in order except as provided by this By-law.
- c) Is not in order when a *member* is speaking or during the verification of the vote.
- d) Is not in order immediately following the affirmative resolution of a *motion* to close debate.
- e) Cannot be made again when the resulting vote is in the negative until after some proceedings have been completed by *Council, Committee, or Advisory Committee*.

10.3 In *Council, Committee, or Advisory Committee* motions to suspend the rules of procedure, to table, take up a tabled matter, to postpone definitely (deferral *motion* with a specified date/*meeting*), to postpone indefinitely (deferral *motion* without specifying a date/*meeting*), to refer, to amend and any other procedural *motion* may be introduced without notice and without leave, except as otherwise provided by this By-law.

10.3.1 A *motion* to suspend the rules of procedure (waive the rules):

- a) Is not debatable or amendable.
- b) Requires a *two-thirds vote* to carry.

[Section 10.3 amended, By-law 2025-004, effective January 28/25]

[Section 10.3 deleted and replaced, By-law 2024-085, effective October 22, 2024]

- c) Takes precedence over any *motion* if it is for a purpose connected with that *motion* and yields to a *motion* to table.

10.3.2 A *motion* to table:

- a) Is not debatable or amendable.
- b) Shall be deemed to be a *motion* to postpone if the matter has some condition, opinion or qualification added to the *motion*.
- c) Which carried shall not be considered again by *Council*, *Committee*, or *Advisory Committee* until a *motion* has been made to take up the tabled matter at the same or subsequent *meeting* of *Council*.
- d) Which carried and not taken from the table for six (6) months shall be deemed to be withdrawn and cannot be taken from the table.

10.3.3 A *motion* to take up a tabled matter:

- a) Is not debatable or amendable.
- b) which was tabled a previous meeting of *Council* cannot be lifted off the table unless notice thereof is given through a notice of *motion* in accordance with this By-law.

10.3.4 A *motion* to postpone definitely (deferral *motion* with a specified date/*meeting*):

- a) Is debatable, but only as to whether a matter should be postponed and to what time.
- b) Is amendable as to time and/or date.
- c) Requires a *majority vote* to pass.
- d) Shall have precedence over the *motions* to refer, to amend, and to postpone indefinitely.

10.3.5 A *motion* to postpone indefinitely (deferral *motion* without specifying a date/*meeting*):

- a) Is debatable, and debate may go into the merits of the main question, which effectively stops a *motion* and avoids a direct vote on the question.
- b) Is not amendable.
- c) Requires a *majority vote*.

10.3.6 A *motion* to refer (to *Committee* or *Staff*) is debatable and amendable.

10.3.7 A *motion* to amend:

- a) Is debatable and amendable.
- b) Shall be relevant and not contrary to the principle of the report or *motion* under consideration.
- c) May propose a separate and distinct disposition of a question provided that such altered disposition continues to relate to the same issue, which was the subject matter of the question.
- d) Is in order and followed by a vote on the main *motion*, as amended if voted in the affirmative.
- e) An amendment to the main *motion* shall only be allowed one at a time.
- f) An amendment to the main *motion* shall be in order and followed by a vote on the *motion* to amend, as amended if voted in the affirmative.

10.4 The mover and seconder may withdraw a *motion* or a *notice of motion* at any time prior to it being read by the *Presiding Officer*.

- 10.5

After a *motion* has been read or stated by the *Presiding Officer*, it shall be deemed to be in the possession of *Council*, but may be withdrawn by the mover and seconder at any time before being voted on with the concurrence of *Council*.
- [Section 10.6 added, 10.7 through 10.10 renumbered, By-law 2024-064 effective July 23/24]

10.6

When a motion is under consideration, the mover shall have the right to speak to the motion first and prior to receiving any procedural motion or motion to amend.

10.7

When a *motion* is under consideration, no other *motion* shall be received except a procedural *motion* or a *motion* to amend.

10.8

After a *motion* has been put to vote by the *Presiding Officer*, no *member* shall speak to the *motion* nor shall any other *motion* be made until after the vote is taken and the result has been declared.

10.9

A *motion* regarding a matter, which is beyond the jurisdiction of the *Council*, shall not be in order except a matter, which, in the opinion of the *majority* of *Council*, has to do with the welfare of the citizens generally. The question of the opinion is to be decided without debate.
- [Section 10.10 deleted and replaced, By-law 2024-085, effective October 22, 2024]
- Part 11
- Reconsideration
- [Section 11.1 deleted and replaced, By-law 2024-085, effective October 22, 2024]

11.1

A *motion* to reconsider shall be made to consider bringing back a previously voted on *motion* made at *Council* or *Committee* during its current term.

[Section 11.2 amended, By-law 2024-085, effective October 22, 2024]

11.2

A *motion* to reconsider a previous decision of *Council* or *Committee* made earlier in a *meeting*:

a)

may be presented at any time prior to the *meetings*' adjournment by any *member* who voted in the majority when the decision was made;

b)

may not be apply to a decision of indefinite postponement; and

c)

shall require an affirmative *majority vote* of the *members* present.

[Section 11.2 c) amended, By-law 2024-085, effective October 22, 2024]

11.3

A *motion* to reconsider a previous decision of *Council* at a subsequent *meeting*:

a)

may only be introduced by a *member* who was present at the *meeting* and who voted in the *majority* when the decision was made or who was not present at the *meeting* when the decision was made;

b)

shall be introduced as a *notice of motion* in accordance with section 8.10 for consideration; and

c)

shall require an affirmative *two-thirds vote*.

[Section 11.3 c) amended, By-law 2024-085, effective October 22, 2024]

11.4

The mover of a *motion* to reconsider shall specify whether the reconsideration will address the entire original decision of *Council* or part of the original decision.

11.5

Debate on a *motion* for reconsideration shall be confined to reasons for or against reconsideration.

11.6

Discussion of the previous decision shall not be in order until the *motion* to reconsider has been adopted.

11.7

Where the *motion* to reconsider is decided in the affirmative, reconsideration of the previous decision of *Council* shall become the next order of business unless the *motion* to reconsider included direction to postpone reconsideration to a definitive date.

11.8

During the term of *Council*, a *motion* to reconsider shall not be permitted more than once with regard to a previous decision of *Council* nor shall a vote to reconsider be reconsidered.

[Section 11.9 added, By-law 2024-085, effective October 22, 2024]

11.9

Council decisions that have already been acted upon and cannot be reversed or suspended cannot be reconsidered, such as the execution of any agreements or legally binding documents, expenditures of funds, or any other action that may have a significant impact on operations, the financial position or liability of the Town of Caledon.

Part 12

Voting Procedures

- [Part 12 (Voting) deleted in its entirety and replaced, By-law 2024-085, October 22, 2024]

12.1

Every *member* present at a *meeting* shall vote on every *motion*, unless prohibited by legislation.

12.2

Any *member* may request that the vote be taken separately on each proposition (through splitting the question) and no vote shall be required to be taken on a matter as a whole.

12.3

Except as provided in the *Municipal Act, 2001*, votes taken by ballot or by any other method of secret voting, is of no effect.

12.4

A *motion* shall be put to a vote immediately after all *members* desiring to speak on the *motion* have spoken in accordance with the rules of Speaking/Debate as outlined in section 6.2 of this By-law.

12.5

A *motion* shall be put to a recorded vote by the *Clerk* in accordance with the following procedures:

a)

The *Chair* shall call on the *Clerk* to conduct a recorded vote.

b)

The *Clerk* shall call out the name of each *Member* to record their vote.

c)

If a *Member* is present, their name is called and no response is given to indicate the vote, the *Clerk* shall ask one more time, and if no vote is given, the vote shall be deemed to be a negative vote.

d)

The *Clerk* shall announce the results and record the names of the *members* who voted for or against the *motion* in the minutes.

12.6

A motion may be put to a vote through an alternative form at an *Advisory Committee* by the *Chair's* discretion.

12.7

A *motion* requiring a *majority* vote shall be deemed to have been carried when a majority of the members present and voting have voted in favour of the motion.

12.8

A *motion* requiring a *majority* vote upon which there is a tied vote shall be deemed to have been defeated, in accordance with the *Municipal Act, 2001*.

12.9

A *motion* requiring a *two-thirds* vote shall be deemed to have been carried when *two-thirds* of the *members* present and voting have voted in favour of the *motion*.

12.10

A *motion* requiring a *two-thirds* vote upon which exactly two-thirds of the *members* voted in the affirmative shall be deemed to have been carried, in accordance with this By-law.

12.11

If a *member* disagrees with the announcement of the result of any vote, the *member* may object immediately to the announcement and require that the vote be retaken.

Part 13

General

13.1

By-law 2009-088 and all amendments thereto are hereby repealed.

13.2

Should any section, subsection, clause, paragraph or provision of this by-law be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this by-law as a whole or any part thereof, other than the provision so declared to be invalid.

13.3

This by-law shall take full force and effect on January 1, 2016.

READ THREE TIMES AND FINALLY
PASSED IN OPEN COUNCIL
THIS 22nd DAY OF DECEMBER, 2015.

“Allan Thompson”

Allan Thompson, Mayor

“Carey deGorter”

Carey deGorter, Clerk

[Appendix A deleted, By-law 2025-004, effective January 28, 2025]

[Appendix B reordered to Appendix A, By-law 2024-085, effective October 22, 2024]

[Appendix C to By-law 2015-108 deleted, By-law 2022-016, effective March 29, 2022]