

## OFFICE CONSOLIDATION

*This is a consolidation of the Town's procedure by-law for governing the calling, place and proceedings of meetings being By-law Number 2025-081 as amended by By-law 2026-021. 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-law 2026-021 the by-laws shall prevail.*

### THE CORPORATION OF THE TOWN OF CALEDON

#### BY-LAW NO. 2025-081

A procedure by-law for governing the calling, place and proceedings of meetings

WHEREAS *Municipal Act, 2001*, section 11(2) paragraph 1 provides that a lower-tier municipality may pass by-laws respecting the governance structure of the municipality and its local boards; and

WHEREAS *Municipal Act, 2001*, section 11(2) paragraph 7 provides that a lower-tier municipality may pass by-laws respecting the health, safety and well-being of persons; and

WHEREAS *Municipal Act, 2001*, section 238(2) requires that every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings; and

WHEREAS *Municipal Act, 2001*, section 238(2.1) provides the procedure by-law shall provide for public notice of meetings; and

WHEREAS *Municipal Act, 2001*, section 238(3) permits the procedure by-law to provide that meetings be held and public offices be kept at a place outside the municipality within an adjacent municipality; and

WHEREAS *Municipal Act, 2001*, section 238(3.1) permits the procedure by-law to provide that a member of council, of a local board or of a committee of either of them, can participate electronically in a meeting to the extent and in the manner set out in the by-law;

WHEREAS *Municipal Act, 2001*, section 238(3.3) permits the procedure by-law to provide a member of a council, of a local board or of a committee of either of them who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any point in time; and a member of a council, of a local board or of a committee of either of them can participate electronically in a meeting that is open or closed to the public;

WHEREAS *Municipal Act, 2001*, section 238(4) permits the procedure by-law, with the consent of the head of council, designate a member of council, other than the head of council, to preside at meetings of council; and

WHEREAS Council respects the rights of all individuals under the Canadian Charter of Rights and Freedoms and acknowledges its responsibility to exercise its authority in a manner upholding these rights; and

WHEREAS By-law 2025-080 repeals By-law 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, and all its amending By-laws; and

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

This by-law shall be the procedure by-law for the Corporation of the Town of Caledon, containing the following chapters and parts therein:

#### CHAPTER 1 – GENERAL

##### 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.

**“Agenda deadline”** shall mean at noon of the day the agenda shall be made available to the public as outlined in sections 38.1. to 38.3 respectively, of this By-law, and:

**“Agenda addendum deadline”** shall mean at noon of the day the agenda addendum shall be made available to the public as outlined in section 38.4 of this By-law.

**“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.

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

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

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

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

**“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.

**“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.

**“Information Package”** or **“Info Pack”** means a publication of correspondence items containing circulated:

- a) municipal resolutions,
- b) draft minutes from local boards and task forces,
- c) sent Council resolutions or letters by or on behalf of the Mayor or Council,
- d) notices of services disruptions,
- e) webinar or information session invites,
- f) newsletters or bulletins, or
- g) 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.

**“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.

**“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.

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

(a) **“Budget meeting”** means a Committee meeting held solely concerning the Town of Caledon’s annual budget,

(b) **“Public meeting”** or **“Public information meeting”** means a public hearing conducted in accordance with the applicable legislative requirements or requirements contained within this by-law,

(c) **“Workshop”** means an Advisory Committee or Committee meeting held solely for the purposes of education, information or input from its members.

**“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.

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

**“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.

**“Petition”** or **“letter writing campaign”** means a written legible request or near-identical individually written legible requests from multiple people in support or opposition of a shared cause or concern without containing any obscene or improper language.

**“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.

**“Point of privilege”** means a matter that a member considers to question their integrity and/or the integrity of the Council.

**“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.

**“Presiding Officer”** or **“Chair”** means the member presiding over a meeting.

**“Procedural motion”** means a motion which relates to meeting proceedings and does not require further action or implementation upon meeting adjournment if the vote is in the affirmative for the motion to carry as a decision of Council or Committee.

**“Public Question Period”** means an opportunity for residents, ratepayers, service providers or members speaking on behalf of an association or organization to appear before Council to ask questions to them related to their duties.

**“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.

**“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.

**“Rules of procedure”** means the rules and regulations provided in this by-law.

**“Terms of Reference”** means the established framework of an advisory committee which defines its mandate, roles, committee composition, qualifications for appointment, meeting frequency, and any necessary differentiation from this By-law to an advisory committee’s term length, recruitment requirements, remuneration or any other governance requirements.

**“Two-thirds vote”** or **“two-thirds majority vote”** means a vote where at least two-thirds (2/3) of the members present and eligible to vote, vote in the affirmative for the motion to carry as a decision of Council or Committee.

**“Unfinished business”** means any matter listed in the meeting agenda which has not been dealt with by the adjournment hour.

**“Webpage”** means the Council and Committee Information webpage whose uniform resource locator on the Town of Caledon’s Website is known as <https://www.caledon.ca/en/government/agendas-and-minutes.aspx>

## **PART 2 – MAINTAINENCE**

- 2.1 The Clerk shall be responsible for recommending improvements to this By-law a minimum of once per term of Council within the first year of their term.
- 2.2 The Clerk shall provide to Council any periodic reports and information for recommending effective maintenance of this By-law arising from broader governance updates occurring within the *Municipal Act*, *Planning Act*, *Municipal Conflict of Interest Act*, or any other Act.

## **PART 3 – PRINCIPLES**

- 3.1 The majority of members have the right to decide.
- 3.2 The minority of members have the right to be heard.
- 3.3 Members have a right to an efficient meeting.
- 3.4 All members have the right to be treated with respect and courtesy.
- 3.5 All members have equal rights, privileges and obligations.

## **PART 4 – APPLICATION**

- 4.1 The rules of procedure established in this by-law shall be observed in all proceedings of Council and Committee and shall be the rules for the order and conduct for the dispatch of business in Council and Committee.
- 4.2 Notwithstanding section 4.1, the rules and regulations contained in this by-law may be suspended by Council or Committee on a single occasion by a two-thirds vote, provided the suspension does not contravene the requirements of the *Municipal Act* or any other statute.
- 4.3 Advisory and special purpose committees of Council and meetings held with a publicly notified alternate meeting type shall refer to the provisions outlined in Part 16 and relevant sections of this by-law to govern the calling and proceedings of meetings.
- 4.4 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.
- 4.5 The Clerk shall be responsible to interpret the rules of procedure under this by-law which shall be interpreted in accordance with the principles outlined in Part 3 of this By-law.
- 4.6 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.

- 4.7 No meeting of Council or Committee shall be held in the absence of the Clerk or designate.
- 4.8 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.

## **CHAPTER 2 – COMMITTEE STRUCTURE OF COUNCIL**

### **PART 5 – COMMITTEE STRUCTURE ESTABLISHMENT**

- 5.1 The Committee structure for the Town of Caledon is established to consist of the Committees of the Whole or Standing Committees established under this Chapter of the By-law, any established committees through assigned powers under the *Municipal Act*, and any advisory committees or special purpose committee with a Terms of Reference adopted by Council.
- 5.2 Recommendations made by a Committee of the Whole will be forwarded to the next Council meeting for final consideration.
- 5.3 Recommendations made by an advisory committee will be considered by an applicable Committee of the Whole and a final recommendation will be forwarded to the next *Council meeting* for final consideration.
- 5.4 Committees established through assigned powers under the *Municipal Act* report to Council as prescribed, or directly to Council.
- 5.5 Unless otherwise specified within this Chapter of the By-law, Committees of the Whole and Standing Committees may direct staff as it relates to a request for further information without Council approval or refer or defer a matter without Council approval.
- 5.6 Council may refer to any Committee any report in whole or in part of any question or matter for the Committee's reconsideration.

### **PART 6 – PLANNING AND DEVELOPMENT COMMITTEE**

- 6.1 Planning and Development Committee is established as a Committee of the Whole.
- 6.2 This 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).
- 6.3 This Committee will also consider planning related policies and conditions under which site-specific development can occur.

### **PART 7 – GENERAL COMMITTEE**

- 7.1 General Committee is established as a Committee of the Whole.
- 7.2 This Committee's main role is to consider all other items from the administration not otherwise covered in another Committee's role.

### **PART 8 – AUDIT COMMITTEE**

- 8.1 Audit Committee is established as a Standing Committee.
- 8.2 This 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.
- 8.3 The Audit Committee will be comprised of five (5) members of Council.
- 8.4 In accordance with the *Municipal Act*, the Committee shall appoint a Chair and Vice-Chair to serve a minimum of two (2) years.

#### **PART 9 – GOLF TOURNAMENT COMMITTEE**

- 9.1 Golf Tournament Committee is established as a Standing Committee.
- 9.2 This 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.
- 9.3 The Golf Tournament *Committee* will be comprised of nine (9) *members of Council*.
- 9.4 In accordance with the *Municipal Act*, the Golf Tournament *Committee* shall appoint a Chair and Vice-Chair to serve for duration of one (1) year.

#### **PART 10 – GOVERNANCE REVIEW COMMITTEE**

- 10.1 Governance Review Committee is established as a Standing Committee.
- 10.2 This 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
- 10.3 This 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.
- 10.4 Quorum shall consist of a majority of members present including members in an ex-officio capacity.
- 10.5 Resignations and filing vacancies of community members shall follow section 17.1 e) and f) to this By-law.
- 10.6 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.

#### **PART 11 – PUBLIC MEETING DELEGATION TO COMMITTEES**

- 11.1 The Committee with the most relevant associated main role 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.
- 11.2 The Committees shall, as authorized the *Municipal Act*, 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*, as amended; the *Development Charges Act*, as amended, and the *Education Act*, as amended, and as directed additionally by the Council pursuant to any other Act.

## **PART 12 – PUBLIC MEETING PROCEDURES**

- 12.1 The Presiding Officer shall advise of the procedures for the applicable legislative requirements to be followed at the commencement of the public meeting and confirm *appropriate public notice of the public meeting was provided.*
- 12.2 Public meetings held by a delegated Committee shall only consider procedural motions.
- 12.3 Presentations on a listed public meeting agenda item shall be heard prior to the opportunity for a member of the public to speak to it.
- 12.4 A member of the public may register with the Clerk to speak to any listed public meeting agenda item.
- 12.5 A member of the public shall register with the Clerk if they intend to speak by means other than in person.
- 12.6 The Presiding Officer shall call upon members of the public who have registered with the Clerk to speak in the order which the registration was received prior to any other members of the public are provided an opportunity to speak to the matter under consideration.
- 12.7 The Presiding Officer may advise members of the public to limit their speaking to matters that have yet to be materially considered by others who have previously spoken to the same matter.
- 12.8 The Presiding Officer shall call upon members of the public in attendance at the public meeting for the opportunity to speak to the matter being considered after the registered members of the public have spoken to it.
- 12.9 During a public meeting, after all members of the public have been provided an opportunity to speak to the matter under consideration, the Presiding Officer shall ask those in attendance if there are any other members of the public who wish to speak to the matter being considered.
- 12.10 Upon confirmation that all members of the public have been provided an opportunity to speak to the matter under consideration, the Presiding Officer shall adjourn the public portion of the meeting with respect to the matter being considered as listed on the agenda.

## **PART 13 – PUBLIC MEETING PROTOCOL**

- 13.1 Debate on a matter with the public portion adjourned by the Presiding Officer shall be limited to members.
- 13.2 The rules or procedures for a person addressing Council or Committee contained within section 47.7 of this By-law, where applicable, further applies to a member of the public desiring to speak to an agenda item at a public meeting.
- 13.3 The rules or procedures for a member of the public desiring to speak to an agenda item at a public meeting contained within this section of the By-law shall prevail despite Part 49 of this By-law regarding Delegations.

## **PART 14 – BUDGET MEETINGS**

- 14.1 Budget meetings shall only be a General Committee meeting type.
- 14.2 A minimum two budget meetings are to be scheduled for setting the Town of Caledon's next annual budget.
- 14.3 The first budget meeting shall only present an overview of considerations for the next annual budget.
- 14.4 Subsequent budget meetings after the first budget meeting shall only consider matters related to the next annual budget.

## **PART 15 – WORKSHOPS**

- 15.1 Workshops shall only consider procedural motions.
- 15.2 Workshops shall only consider presentations, correspondence or delegations as items attached to or included within its agenda.
- 15.3 The purpose or topics of a Workshop shall be listed as items under the Workshop heading on the agenda.

- 15.4 All listed agenda items shall be related to the purpose or topics of the *Workshop*.
- 15.5 Workshops may include comments or input from its members for staff consideration in developing a future report related to its meeting's purpose or topics.

#### **PART 16 – ADVISORY COMMITTEE GOVERNANCE FRAMEWORK**

- 16.1 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.
- 16.2 Advisory Committees provide recommendations, advice, and information to Council through its Committees on matters which relate to the mandate of the advisory committee.
- 16.3 Advisory Committee agendas shall be compiled of items aligned with its mandate.
- 16.4 Quorum of Advisory Committees' meetings shall be conducted in accordance with the *Municipal Act*.
- 16.5 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.
- 16.6 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 Part 28 of this By-law.
- 16.7 Advisory Committees may form working groups without Council approval through passing a motion at its meeting.
- 16.8 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.
- 16.9 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.

#### **PART 17 – ADVISORY COMMITTEE MEMBER APPOINTMENTS**

- 17.1 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.
- 17.2 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.
- 17.3 The Clerk shall give written notice to any member who has exceeded the absentee threshold advising that their advisory committee membership is deemed vacant.
- 17.4 Advisory committees shall recommend the appointment of a Chair and Vice- Chair at their first meeting of the term for Council approval.
- 17.5 The Council liaison shall serve as Chair in the absence of an appointed Chair or Vice-Chair of an advisory committee.
- 17.6 The Mayor shall be ex-officio for all Advisory Committees.

## **PART 18 – ADVISORY COMMITTEE STAFF SUPPORT**

- 18.1 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.
- 18.2 Advisory Committee meetings shall be attended by a staff liaison of the affiliated department as provided by their Commissioner or department Head.
- 18.3 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 Part 23 of this By-law.
- 18.4 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.
- 18.5 Only the staff liaison is required to attend working group meetings.

## **PART 19 – SPECIAL PURPOSE COMMITTEES**

- 19.1 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.
- 19.2 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 Part 23 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.

## **CHAPTER 3 – DUTIES AND ROLES**

### **PART 20 – MAYOR**

- 20.1 It is the duty of the Mayor to:
- a) carry out the responsibilities of their roles as described in the *Municipal Act*,
  - 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.
- 20.2 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.

### **PART 21 – MEMBERS**

- 21.1 It is the duty of members to:
- a) carry out the responsibilities of the role of Council as described in the *Municipal Act*, *Municipal 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, and
  - e) observe the rules of procedure at all meetings.

### **PART 22 – PRESIDING OFFICER**

- 22.1 It is the duty of the Presiding Officer to:
- 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 them when it is not possible to maintain order.
- 22.2 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.
- 22.3 Council shall appoint when delegated the authority to do so in accordance with the *Municipal Act*, 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.

## **PART 23 – CLERK**

- 23.1 It is 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 and agenda delivery is provided in accordance with Parts 24 and 38 of this By-law,
  - 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.

## **CHAPTER 4 – COUNCIL AND COMMITTEE MEETINGS**

### **PART 24 – NOTICE OF MEETINGS**

- 24.1 All meetings shall be notified through publishing notice on the webpage.
- 24.2 The annual schedule for the next calendar year shall be published on the webpage prior the end of the current calendar year.
- 24.3 Special meetings shall be notified on the webpage as soon as reasonably possible, no later than a day after being established, and in any extent prior to appropriate notice outlined in Part 28 of this by-law.
- 24.4 All published meeting notices shall contain its:
- a) Date, time and location,
  - b) Name of the Committee, or identification of a Council meeting,
  - c) Meeting type or that it is a special meeting, if applicable.

### **PART 25 – MEETINGS OPEN TO THE PUBLIC**

- 25.1 Except as provided in this by-law, all *meetings* shall be open to the public.
- 25.2 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*.
- 25.3 Council and Committee members, to keep its business or decision-making held at meetings open to the public, shall refrain from sending or copying electronic communications on any matter related to its business or decision making to:

- a) all or a majority of Council members,
- b) other members through where it establishes a quorum of Council members if

they are aware of communication that involves other members on the same subject matter.

## **PART 26 – INAUGURAL MEETING OF COUNCIL**

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

## **PART 27 – MEETING SCHEDULE**

- 27.1 In accordance with the annual set schedule, unless otherwise decided by Council or for a Council-to-Council meeting, meetings of Council shall be held at an accessible Town facility commencing at 7:00 p.m.
- 27.2 Council meetings that contain a closed session shall commence at 3:00 p.m. and the public portion of the meeting shall commence at 7:00 p.m.
- 27.3 Unless otherwise decided by Council, Committee meetings shall be held at an accessible Town facility commencing at 2:30 p.m. for Committee of the Whole meetings.
- 27.4 Unless otherwise decided by Council, public meetings shall be held at an accessible Town facility commencing at 7:00 p.m.
- 27.5 Meetings of Standing Committees and Advisory Committees shall be scheduled as needed and in coordination with the availability of the members.
- 27.6 Budget meetings are set annually and will commence as set out in the annual schedule.

## **PART 28 – SPECIAL MEETINGS**

- 28.1 A special or emergency meeting may be established by:
- a) a Motion of Council or Committee at a meeting,
  - b) at the call of the Mayor, with appropriate notice of at least 48 hours prior to the date and time of the special meeting, or
  - c) at the call of the Mayor, with appropriate notice of at least 24 hours prior to the date and time of the emergency meeting.

## **PART 29 – MEETING ADJUSTMENTS AND ADDITIONS**

- 29.1 The Mayor may, with appropriate notice, postpone or cancel any Council or Committee meeting if, in consultation with the Clerk, it has been determined that there are insufficient agenda items for the meeting or if it appears that inclement weather or like occurrence or an emergency situation will prevent the members from attending.
- 29.2 Where an item of business scheduled for an agenda may require extraordinary time provisions, the Mayor may authorize an earlier commencement time for the meeting and the Clerk shall notify all members and accordingly provide public notice.
- 29.3 Notwithstanding any other Section of this By-law, the Clerk, in consultation with the Mayor, may upon providing at least 7 days notice to the public:
- a) adjust the day of an existing meeting,
  - b) adjust the start time of any meeting, and
  - c) call and schedule a new meeting for the purposes of conducting a workshop.
- 29.4 For the purposes of Section 29.3, for greater clarity, posting a change to a meeting day or time or adding a new workshop on the Town's website shall be considered sufficient notice.

## **PART 30 – MEMBER ATTENDANCE**

- 30.1 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.
- 30.2 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.
- 30.3 Members of Council absent to, or remotely participating at, a meeting shall provide a rationale of either business, health and safety, or personal reasons to the Clerk within two (2) calendar days:
- a) Business reasons shall be considered an inability to attend in-person due to

- completing other duties of members as either outlined in Part 21 of this By-law, duties through appointments made by Council, or duties for which members 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.
- 30.4 The Clerk shall maintain and make publicly available when reasonably possible a registry of the provided reasons members of Council have remotely or not attended a meeting, containing the member's name, the meeting's date and type, and the reason provided for the absence or remote participation.

### **PART 31 – CLOSED SESSION MEETINGS**

- 31.1 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*.
- 31.2 Prior to moving into *closed session* for one of the reasons listed in the *Municipal Act* Council, Committee, or advisory committee shall state by resolution:
- a) the fact that the meeting is convening into closed session; and
  - b) the general nature and a brief description of the matter(s) to be considered.
- 31.3 Members shall be prohibited from discussing any additional matters during a closed session other than those identified by resolution as required under this section.
- 31.4 A meeting shall not be closed to the public during the taking of a vote, except where the vote is for a procedural matter or for giving direction or instructions to officers, employees, or agents of the municipality, or persons retained by, or under contract to, the municipality.
- 31.5 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.
- 31.6 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*.
- 31.7 Closed session Committee attendance is restricted to Council and its appointed members, or by invitation from the Presiding Officer or Mayor.
- 31.8 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*.

### **PART 32 – QUORUM**

- 32.1 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.
- 32.2 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.
- 32.3 If during 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.
- 32.4 The Clerk shall record the names of the members present in the minutes at the time the meeting stands adjourned in the absence of quorum.
- 32.5 Notwithstanding sections 32.1 and 32.2, presentation of a workshop's agenda may proceed without quorum of its members in accordance with the *Municipal Act* and Part 15 of this By-law, so the considered agenda items of the scheduled meeting are deemed no longer before Committee, without further adjournment requirements to the next meeting specified in subsection 32.2, provided that the discussed agenda items are both video and audio recorded.
- 32.6 If a Member participating through electronic means experiences connection issues and cannot participate electronically, they shall be deemed to have left the meeting.
- 32.7 In the case where *quorum* is present and the intended *Presiding Officer* has not attended within fifteen minutes after the time appointed, the Acting Mayor shall take the Chair if at Council, or the Vice-Chair shall take the Chair if at Committee, proceeding to call the meeting to order, and presiding until the arrival of the intended Presiding Officer.

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

### **PART 33 – ADJOURNMENT HOUR**

- 33.1 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.
- 33.2 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.

## **CHAPTER 5 – RULES OF CONDUCT AND DEBATE**

### **PART 34 – MEMBER CONDUCT AND DECORUM**

- 34.1 Members, with respect to meetings and where applicable shall:
- (a) act in accordance with their Declaration of Office pursuant to the *Municipal Act* 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) speak respectfully regarding any person without the use of 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,
  - (d) treat the Presiding Officer, other members, staff, and the delegates from the public with courtesy, respect and good faith,
  - (e) remain in their seat and refrain from make any noise or disturbance while a vote is being taken until the result is declared,
  - (f) obey 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,
  - (g) 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,
  - (h) put their cell phones on silent, and electronic devices, or otherwise set them so as not to emit any audible sound during a meeting with exception to those devices in use to facilitate the meeting.
- 34.2 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.
- 34.3 The Presiding Officer may permit the member to resume their seat if the member apologizes.

### **PART 35 – SPEAKING AND DEBATE**

- 35.1 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.
- 35.2 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.
- 35.3 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.
- 35.4 When a member is speaking, no other member shall interrupt, except to raise a point of privilege or point of order.
- 35.5 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.
- 35.6 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 section 64.1.
- 35.7 A member shall be restricted to asking questions related directly to the matter under discussion.
- 35.8 The Presiding Officer may answer questions and comment in a general manner but if they wish to speak to the matter under discussion, they shall withhold their comments

until the conclusion of the debate after all other members have had an opportunity to speak to the matter.

- 35.9 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.
- 35.10 No member shall speak to the same motion more than twice without the leave of Council, Committee, or Chair.
- 35.11 A member shall not speak to the same motion, or in reply, for longer than five minutes, without leave of Council, Committee, or Chair.

## **PART 36 – PUBLIC CONDUCT AT MEETINGS**

- 36.1 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.
- 36.2 Meeting attendees may display signs or placards, record or photograph the meeting from a non-Town of Caledon-owned device, applaud participants in debate or engage in conversation or other behaviour, provided that doing so will uphold meeting decorum and respectful conduct without disruption for all meeting attendees and participants.
- 36.3 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.
- 36.4 Any person who contravenes any provision of this section, may be expelled from the meeting by the Presiding Officer.

## **CHAPTER 6 – AGENDAS**

### **PART 37 – AGENDA PREPARATION AND APPROVALS**

- 37.1 The Clerk shall prepare an agenda for each Council, Committee, and Advisory Committee meeting in accordance with the provisions of this By-law.
- 37.2 A notice heading shall be provided on or appended to each agenda containing the following information:
- a) Whether the meeting contains a virtual attendance option for its members,
  - b) How members of the public can participate,
  - c) Where the meeting can be viewed,
  - d) Contact information for answering questions about the meeting,
  - e) Any specific meeting procedures, and
  - f) how to obtain the agenda in alternative accessible formats.
- 37.3 The agenda, inclusive of its ordering, shall be authorized by a majority vote for each regular Council and Committee meeting, prior to declaration of pecuniary interests.
- 37.4 Any item of business not listed on the agenda to be introduced at a meeting shall be authorized by a two-thirds vote prior to declaration of pecuniary interests.

### **PART 38 – AGENDA DELIVERY**

- 38.1 When reasonably possible, agendas for Advisory Committee meetings shall be made available to the public two (2) days prior to a meeting.
- 38.2 When reasonably possible, agendas for Committee meetings shall be made available to the public a week prior to a meeting.
- 38.3 When reasonably possible, agendas for regular Council meetings shall be made available to the public a week prior to a meeting, or two days after the preceding Committee meeting.
- 38.4 The Clerk may prepare an addendum to the agenda to deal with supplementary information to items of business listed on the agenda which shall be provided to the public and Members on the day prior to the meeting.
- 38.5 When reasonably possible, the Clerk shall make available to the public all supplementary information to items of business listed or added to the agenda at the meeting within a week after the meeting.

- 38.6 The agenda, addendums to the agenda, or supplementary information to items of business listed or added to the agenda at the meeting shall be made available to the public through appending them to its corresponding notice of meeting on the webpage.
- 38.7 The Clerk shall provide e-mail notice to:
- a) Council and to the public upon their request when Council or Committee agendas are made available to the public,
  - b) Council and appointed advisory committee members when its Advisory Committee agendas are made available to the public.

### **PART 39 – AGENDA HEADINGS**

- 39.1 The following headings shall be on an *Advisory Committee* agenda:

Notice  
Call to Order  
Indigenous Land Acknowledgment  
Declaration of Pecuniary Interest  
Presentations  
Delegations  
Regular Business  
Correspondence  
Closed Session  
Adjournment

- 39.2 The following headings shall be on a Standing Committee agenda:

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

- 39.3 The following headings shall be on a Committee of the Whole agenda:

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

- 39.4 Notwithstanding section 39.3 of this By-law, the following headings shall be on:

- 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

39.5 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

## **CHAPTER 7 – MEETING PROCEEDINGS**

### **PART 40 – COUNCIL-TO-COUNCIL MEETINGS**

40.1 Notwithstanding Parts 41 to 53 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.

### **PART 41 – OPENING PROCEDURE**

41.1 Every regular Council meeting shall include the singing of O' Canada.

41.2 Every regular Council meeting shall commence with a fifteen (15) second moment of silent contemplation.

41.3 Every Council and Committee meeting shall commence with a land acknowledgement.

### **PART 42 – AGENDA AMENDMENTS**

42.1 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.

42.2 The *Presiding Officer* shall announce any proposed amendments to the agenda, inquire if any *members* have subsequent proposed amendments, and upon all proposed amendments being stated, request the *Clerk* to call a vote of *Council* or *Committee* to confirm the agenda as presented or amended.

### **PART 43 – DISCLOSURE OF PECUNIARY INTEREST**

43.1 It is the responsibility of each member to identify and disclose any direct and indirect pecuniary interest on any item or matter before the Council, Committee, or Advisory

Committee, in accordance with the provisions of the of interest legislation currently in effect.

- 43.2 Where a member has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Council, Committee, or Advisory Committee at which the matter is the subject of consideration, the member shall:
- a) Where reasonably possible, disclose the pecuniary interest and general nature thereof upon the Chair's request under the appropriate agenda item, or prior to any consideration of the matter at the meeting if not reasonably possible to do so under the appropriate agenda item,
  - b) leave the meeting so that they are visibly absent for the part of the meeting 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 or after the meeting to influence the voting on any such question.
- 43.3 Where a member has left the meeting due to a declared pecuniary interest in accordance with section 43.2, the Clerk or their designate shall notify or return the member to the meeting upon the completion of the related agenda item.
- 43.4 Where the interest of a member has not been disclosed by reason of their absence from the meeting, the member shall disclose the interest and otherwise comply at the first meeting of Council, Committee, or Advisory Committee as the case may be, attended by the member after the particular meeting.
- 43.5 At a meeting at which a member discloses an interest, or as soon as possible afterwards, the member shall file a written statement of the interest and its general nature with the Clerk.
- 43.6 Every declaration of interest and the general nature thereof made in accordance with the *Municipal Conflict of Interest Act* shall, where the meeting is open to the public, be recorded in the minutes of the meeting by the Clerk.

#### **PART 44 – AWARDS AND RECOGNITION**

- 44.1 A person may appear before Council or Committee for the purpose of presenting or receiving an award or recognition provided that:
- a) a member submits a request in writing to the Clerk 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, and
  - d) if presented at a Committee meeting, the award or recognition is relevant to that Committee.

#### **PART 45 – CONSENT ITEMS**

- 45.1 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.
- 45.2 The Clerk shall inform the Chair of reports and motions subject to any conditions listed in section 45.1.
- 45.3 Any reports and motions listed on the agenda, unless subject to any conditions listed in section 45.1, are determined by Council or Committee as to whether they are consent items through a member requesting to hold the listed report or motion.
- 45.4 A member may make brief comments to consent items prior to their consideration for approval collectively by a single motion.
- 45.5 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.

- 45.6 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.
- 45.7 Despite section 45.4, 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.
- 45.8 Notwithstanding section 45.1 of this by-law, agendas which do not include the Consent items agenda heading as outlined in Chapter 6 of this by-law shall not consider reports or motions as a consent item at its meeting.

#### **PART 46 – PRESENTATIONS**

- 46.1 Presentations shall be scheduled by the Clerk.
- 46.2 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.
- 46.3 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.
- 46.4 When reasonably possible, the Clerk shall add any presentation exceeding twenty (20) minutes to the next scheduled workshop or call and schedule a new workshop for the completion of such a presentation in accordance with section 29.3 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.
- 46.5 The presentation rules of order outlined in sections 46.2 to 46.3 of this By-law do not apply to workshops.
- 46.6 When reasonably possible, workshops shall be limited to two (2) hours of presentations.
- 46.7 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 46.2 or 46.6, 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.
- 46.8 Members may ask questions of the presenter following each presentation.

#### **PART 47 – DELEGATIONS AT MEETINGS OTHER THAN PUBLIC MEETINGS**

- 47.1 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.
- 47.2 The Clerk shall 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.
- 47.3 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.
- 47.4 Council or Committee may in their discretion, refuse to hear or limit any delegation upon a majority vote in the affirmative.
- 47.5 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.
- 47.6 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.
- 47.7 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.

- 47.8 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.
- 47.9 Members shall only ask questions for clarification and obtaining additional relevant information after the person addressing Committee or Council has finished their formal address.
- 47.10 Members may ask staff to provide clarifying remarks or answer questions in response to a person who addressed Committee or Council.

#### **PART 48 – DELEGATIONS ON MATTERS NOT ON THE AGENDA**

- 48.1 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.
- 48.2 The Clerk shall determine and deny a person from being heard if their request is subject to a matter contained within section 48.1, replying to the person who submitted the request with the cited reason for denying the request.
- 48.3 The Clerk shall schedule a maximum of three (3) *delegations* shall 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.
- 48.4 A member who desires to support a person's appeal of a denied request to be heard for a denied delegation on business that is not on an upcoming meeting agenda item a Committee meeting shall submit a notice of motion for recommending a Council decision to grant an exemption to the cited section 48.1 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.

#### **PART 49 – DELEGATIONS ON AGENDA ITEMS**

- 49.1 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.
- 49.2 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.
- 49.3 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.
- 49.4 Notwithstanding sections 49.1 to 49.3, respectively, a person desiring to address a Committee meeting publicly notified as a workshop may request a delegation through the Clerk prior to meeting adjournment, and Committee may grant the person to address them or ask public questions with the consensus of Committee or at the discretion of the Chair.
- 49.5 A person desiring to address a closed session agenda item that is also subject to any of the matters contained within section 48.1 shall have their request to address Council or Committee replied to by the Clerk providing denial and the reason for denying the request.

- 49.6 A member who desires to support a person's appeal of a denied request to be heard for a denied delegation on a closed session agenda item that is also subject to any of the matters contained within section 48.1, shall submit an agenda amendment in accordance with section 42.2, for recommending a Committee or Council decision to grant an exemption to the cited section 48.1 reason provided by the Clerk, and the person shall then be granted to speak to Committee or Council upon a majority vote in the affirmative.

#### **PART 50 – PUBLIC QUESTION PERIOD**

- 50.1 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.
- 50.2 A person addressing Council with a question during Public Question Period shall:
- a) Be allocated three (3) minutes of time for questioning and receipt 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.
- 50.3 Public Question Period shall not exceed fifteen (15) minutes of time, unless extended by the Mayor or Acting Mayor.
- 50.4 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.

#### **PART 51 – NOTICES OF MOTION**

- 51.1 Notices of Motion shall be submitted in writing, authored by a member, and delivered to the Clerk by the agenda deadline for a meeting with a Notice of Motion agenda heading as outlined in Part 39 of this by-law if it is to be included on the agenda at the scheduled meeting.
- 51.2 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.
- 51.3 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.
- 51.4 Notices of Motion delivered to the Clerk in accordance with section 51.3 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 42.2, immediately prior to, or immediately after the notice of motion is before Council or Committee at the meeting.
- 51.5 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.
- 51.6 Notices of Motion delivered to the Clerk in accordance with section 51.5 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 42.2, immediately prior to, or immediately after the notice of motion is before Council at the meeting.
- 51.7 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 be considered at a subsequent meeting.
- 51.8 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.

51.9 The Clerk shall record any presented verbal notices of motion in the meeting minutes.

#### **PART 52 – MOTIONS SUBMITTED BY MEMBERS**

52.1 The Clerk shall place deemed completed notices of motions on the specified relevant meeting agenda as a motion for Council or Committee consideration at meetings with a Motion agenda heading outlined in Part 39 of this by-law.

52.2 Notwithstanding Part 51 of this By-law, motions submitted to subsequent budget meetings after the first budget meeting are placed on its agenda by the Clerk as motions in the order which they are received.

52.3 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.

#### **PART 53 – CORRESPONDENCE ON AGENDAS**

53.1 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.

53.2 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.

53.3 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*.

53.4 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.

53.5 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.

53.6 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.

53.7 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.

53.8 Correspondence received in response to an agenda item not specified in Part 55 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 47.7 of this By-law.

53.9 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.

#### **PART 54 – CORRESPONDENCE ON INFORMATION PACKAGES**

54.1 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.

54.2 Sent Council resolutions and letters of support sent to action a decision of Council shall be placed in the next available information package.

- 54.3 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.

#### **PART 55 – PLANNING RELATED CORRESPONDENCE**

- 55.1 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.
- 55.2 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.

#### **PART 56 – PETITIONS OR LETTER WRITING CAMPAIGNS**

- 56.1 Petitions shall be submitted to the Clerk by its organizers or a member on their behalf if it is their desire for it to be considered at a relevant Committee or Council meeting.
- 56.2 Organizers of a petition not related to an agenda item submitted for inclusion on the next relevant Council or Committee agenda shall submit their petition prior to the agenda deadline by the Clerk provided:
- a) The topic is unrelated to the same conditions as submitted delegations on business that is not on an upcoming meeting agenda item contained with section 48.1 of this By-law, or
  - b) The petition follows the same conditions as correspondence being added by a member as outlined in sections 53.3 to 53.5 of this By-law.
- 56.3 Organizers of a petition related to an agenda item shall submit their petition prior to the agenda addendum deadline for inclusion onto the same agenda as the petitioned agenda item.
- 56.4 Petitions which have met the criteria for inclusion onto an agenda shall be placed as a Petition under the Correspondence heading of the agenda by the Clerk.
- 56.5 The petition organizers may make a delegation at the same meeting that the petition is included on an Agenda and shall comply with the rules for delegations as set out in Part 53 of this By-law.

#### **PART 57 – ANNOUNCEMENTS**

- 57.1 Members shall be permitted a maximum of three (3) minutes each at Council meetings 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.
- 57.2 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.

#### **PART 58 – COUNCIL INQUIRIES**

- 58.1 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.
- 58.2 Council Inquiries shall be recorded by the Clerk in the minutes in accordance with the *Municipal Act* and recorded into a tracking tool to be made available upon request.

#### **PART 59 – BY-LAWS**

- 59.1 Every by-law shall be in writing and shall require only one reading prior to being passed by a majority vote of Council.
- 59.2 All by-laws proposed for adoption may be passed collectively by a single motion.
- 59.3 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.

59.4 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.

59.5 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.

## **PART 60 – ADJOURNMENT**

60.1 The Presiding Officer shall declare a meeting adjourned upon completion of the agenda and in the absence of a verbal motion to adjourn moved by a member.

## **CHAPTER 8 – MINUTES**

### **PART 61 – MINUTE TAKING AND DELIVERY**

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

61.2 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.

61.3 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,
- d) identification of the members who attended remotely, and
- e) declarations of pecuniary interest.

61.4 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.

61.5 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 development application or policy.

61.6 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 62 – MINUTES ADOPTION AND APPROVAL OF COMMITTEE DECISIONS**

62.1 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.

62.2 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.

62.3 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.

**CHAPTER 9 – MOTIONS**  
**PART 63 – MOTION PROCEDURES**

- 63.1 Except as provided elsewhere in this by-law, all motions shall be in writing and shall have a mover and seconder.
- 63.2 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.
- 63.3 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 or meeting), to postpone indefinitely (deferral motion without specifying a date or 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.
- 63.4 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.
- 63.5 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.
- 63.6 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.
- 63.7 When a motion is under consideration, no other motion shall be received except a procedural motion or a motion to amend.
- 63.8 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.
- 63.9 A motion regarding a matter 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 and the question of the opinion is to be decided without debate.

**PART 64 – POINTS OF ORDER OR PRIVILEGE**

- 64.1 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,
  - 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.
- 64.2 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.

## **PART 65 – MOTION TO CLOSE DEBATE**

65.1 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.

## **PART 66 – MOTION TO ADJOURN**

66.1 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.

## **PART 67 – MOTION TO SUSPEND RULES OF PROCEDURE**

67.1 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,
- c) takes precedence over any motion if it is for a purpose connected with that motion and yields to a motion to table.

## **PART 68 – MOTION TO TABLE OR PICK UP A TABLED MATTER**

68.1 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.

68.2 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 Part 51 of this By-law.

## **PART 69 – MOTION TO DEFER OR REFER**

69.1 A motion to postpone (deferral motion with a specified date or 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.

69.2 A motion to postpone indefinitely (deferral motion without specifying a date or 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.

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

## **PART 70 – MOTION TO AMEND**

70.1 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.

## **CHAPTER 10 - RECONSIDERATION**

### **PART 71 – RECONSIDERATION PROCEDURES**

- 71.1 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.
- 71.2 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.
- 71.3 Debate on a motion for reconsideration shall be confined to reasons for or against reconsideration.
- 71.4 Discussion of the previous decision shall not be in order until the motion to reconsider has been adopted.
- 71.5 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.
- 71.6 A motion to reconsider during the same term of Council shall not be permitted more than once about a previous decision of Council nor shall a vote to reconsider be reconsidered.
- 71.7 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 72 – RECONSIDERATION OF A DECISION FROM THE SAME MEETING**

- 72.1 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.

### **PART 73 – RECONSIDERATION OF A DECISION FROM A PREVIOUS MEETING**

- 73.1 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 Part 51 of this By-law for consideration; and
  - c) shall require an affirmative two-thirds vote.

## CHAPTER 11 – VOTING

### PART 74 – VOTING PROTOCOL

- 74.1 Every member present at a meeting shall vote on every motion, unless prohibited by legislation.
- 74.2 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 the whole matter.
- 74.3 Except as provided in the *Municipal Act*, votes taken by ballot or by any other method of secret voting, is of no effect.
- 74.4 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 and Debate as outlined in Part 35 of this By-law.

### PART 75 – VOTING PROCEDURES

- 75.1 A motion shall be put to a recorded vote by the Clerk in accordance with the following procedures:
- the Chair shall call on the Clerk to conduct a recorded vote,
  - the Clerk shall call out the name of each Member to record their vote,
  - 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, and
  - the Clerk shall announce the results and record the names of the members who voted for or against the motion in the minutes.
- 75.2 A motion may be put to a vote through an alternative form at Advisory Committees, workshops, and public meetings by the Chair's discretion.

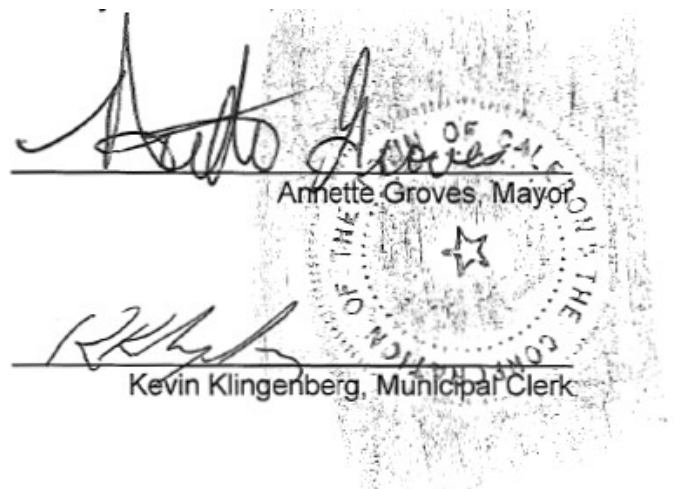
### PART 76 – PASSED OR DEFEATED VOTES

- 76.1 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.
- 76.2 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*.
- 76.3 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.
- 76.4 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.
- 76.5 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.

### ENACTMENT

This By-law shall come into full force and effect on the day of its passing.

Enacted by the Town of Caledon Council this 28th day of October, 2025.



The image shows two signatures and their corresponding official seals. The top signature is in cursive and reads "Amette Groves". Below it is a circular seal for the Town of Caledon, with the text "TOWN OF CALEDON" and "MAYOR" visible. The bottom signature is also in cursive and reads "Kevin Klingenberg". Below it is another circular seal for the Town of Caledon, with the text "TOWN OF CALEDON" and "MUNICIPAL CLERK" visible.