Corporate Policy

Subject: Council Decision Database

Council Approval Date: May 20, 2025

Report Number: Staff Report 2025-0288

Reviewed on: March 19, 2025 & May 12, 2025 Governance Review Committee meetings

Next Review: May 2029

Repeals or Replaces: None.

Purpose:

The Council decision database serves the purpose of an accountability and transparency tool to publicly and accurately capture Council decisions made and their implementation status' as the decision-making body for the Corporation of the Town of Caledon, without further political use as a tool or track record for or against any individual Council member.

This policy has been developed to establish a framework for effective implementation and management of the Council decision database.

Definitions:

Term	Definition
Council decision	A Council approved recommendation made by any Committee of Council, or a non-procedural Council meeting motion that carried and does not ratify a recommendation made by any Committee of Council, pass a By-law, or approve meeting minutes.
Council decision database	The publicly available version of the Council decision database listing all Council decisions made during a Term of Council.
'Decision status,' 'implementation status,' or 'status'	The complete, in progress, or outstanding status of a previously made Council decision

Scope:

This policy applies to all Town of Caledon Staff responsible for establishing, maintaining, and updating the Council decision database.

The policy applies to all previously ratified Council decisions made from the immediately previous or current Term of Council as the decisions are made available.

Policy Statement:

1. Each Council decision within scope of this policy is included in the associated (immediately previous or current) Term of Council decision database and assigned an implementation status:

a. Complete: all required actions for implementation of the listed previous Council decision have been completed,
b. In-progress: Actions for implementation of the listed previous Council decision have begun or are partially completed,
c. Outstanding: Actions for implementation of the listed previous Council decision have yet to begin regardless of whether it has been scheduled to begin.

2. The Council decision database contains the following features:

   a. A 'Decision by Status' chart containing totals of Council decisions that have been completed, in progress, or outstanding for the entire Town of Caledon,
   b. A 'Decisions by Department' chart containing totals of Council decisions by each of current Town of Caledon department that have been completed, in progress, or outstanding,
   c. A table listing the Council decision's meeting date, its associated agenda title, the approved decision wording, associated department, and implementation status of each Council decision,
   d. Filter functionality to narrow the scope of the specified charts by department, decision status, and date of ratification,
   e. Keyword search capability of the table which narrows table and chart results to only include the searched keywords.
   f. Exporting or downloading functionality of the data into a machine-readable format.

3. When reasonably possible, the Council decision database from the immediately previous and current Terms of Council are made publicly available on the Town of Caledon's Website.

4. Council decision databases from non-immediate previous Terms of Council are kept in an offline archive in accordance with applicable records retention schedules.

5. When reasonably possible, the Council decision database is updated within two weeks of the previous Council meeting, to add new Council decisions made at the previous meeting and update implementation status of previously made Council decisions.

6. Council decisions involving multiple, or no available departments are either assigned a lead department if reasonably available, assigned to the Office of the CAO, or a department is not specified.

Roles:

The Municipal Clerk and Clerk's Division, with technical support from Information Technology Division, is responsible for updating the Council decision database. Commissioner's or Department Heads, or their designates are responsible for providing updates of implementation status to previous Council decisions to the Clerk's Division.

The Manager of Information Technology, in consultation with the Clerk's Division and Communications Division, is responsible for establishing and maintaining a publicly available platform or portal for the Council decision database which contains all features and functionality described in this policy.

The Municipal Clerk and Clerk's Division is responsible for policy maintenance.

Reference and Related Documents:

Council decision database webpage:
https://www.caledon.ca/en/government/council-decision-database.aspx

Council decision database updates procedure (Attached as schedule A to this Policy)

VERSION HISTORY				
VERSION	**APPROVED BY**	**REVISION DATE**	**DESCRIPTION OF CHANGE**	**AUTHOR**
1.1	Commissioner of Corporate Services and Chief Legal Officer	3/23/2026	Policy put into new template, updated reference documents, added links and procedure in accordance with Corporate Policy Framework Policy section 8.	Clerk

Corporate Procedure

Subject: **Council Decision Database Updates**

Purpose Statement:

The purpose of this procedure is to maximize efficiency and consistency in the monthly updates to the Council Decision Database in accordance with the Council Decision Database Policy (the "Policy").

Policy interpretations are defined as a part of the process.

Scope:

This procedure applies to the Clerk's Division, the Information Technology Division, and the Commissioner's designated staff who have prescribed roles within the Policy to maintain the Council Decision Database.

Procedure:

Start.

1. The Clerk's Division inputs Committee recommendations into the internal-facing Council Decision Database during the meeting month cycle, following the Clerk's confirmation that the previous month's Council Decision Database updates have been completed.

2. The draft Council minutes from the preceding Council meeting will be published within one week of the meeting, when reasonably possible, in accordance with Procedure By-law 2025-081, section 61.6. The Clerk or their designate reviews the previously ratified Council decisions once the draft Council minutes have been published and:
    a. preliminarily assigns the affiliated department responsible for completing the direction and updates implementation status as *complete*, *in-progress,* or *outstanding*,
    b. updates the internal-facing Council Decision Database prior to circulating to the Commissioner or their designate for confirmation, and
    c. may update existing *in-progress* implementation statuses of affiliated departments previously assigned directions to *complete* if the draft Council minutes reasonably demonstrates that the assigned direction has now been completed at the most recently ratified Council meeting.
3. As applicable, the Commissioner or their designate receives an email from the Clerk's Division containing:
    a. a list of new *outstanding* or *in-progress* Council decisions from the most recently ratified Council decisions at the previous meeting, and
    b. two lists attached to the email exported from the Council Decision Database: one showing their department's *outstanding* or *in-progress* Council decisions, and the other showing those that have been *completed* from the most recently ratified Council meeting.

4. As applicable, the Commissioner or their designate is provided one week to review the email with its two attachments and respond to the Clerk, either by email reply or by attending a monthly scheduled call from the Clerk to:
    a. confirm the accuracy of the preliminary assigned implementation statuses or advise of required changes,
    b. confirm acceptance of the Council decisions preliminarily assigned to them for completion, or identify any required changes,
    c. advise of any changes or updates to existing implementation statuses from beyond the previous month's ratified Council decisions, or
    d. identify Council decisions with multi-departmental impacts that should be either cross-referenced or transferred to another affiliated department due to the work within their department being *complete*.
5. In the event of a Council decision transfer or cross-reference request from a Commissioner or their designate to another department, the Clerk shall advise the receiving Commissioner or their designate of the proposed transfer or cross-referencing. The CAO or their designate makes the final decision on who is assigned to the decision if the transfer or cross-referencing is disputed by the recipient. The Clerk shall transfer or cross-reference the decision upon acceptance by the recipient, or assignment by the CAO.
    a. In the event of an accepted or assigned cross-reference request, the Clerk or designate shall create duplicate entries of the Council decision within the database, one entry under each relevant department and identify which department is responsible for which aspect of the Council decision. Duplicate cross-referenced entries will be deleted once the Council decision implementation status is complete. The completed cross-referenced Council decision will be listed under the department that accomplished the final step for its completion.
6. No email reply or attendance by the Commissioner at the Clerk's scheduled call constitutes confirmation that there are no errors, omissions, or further updates to the decisions assigned to the department within the Council Decision Database. The Clerk shall refresh the internal-facing Council Decision Database upon confirmation from all Commissioners or their designates regarding updates to the Database, or, in the absence of confirmation, after the scheduled call to review the email with attachments has passed.
7. The Clerk notifies the Supervisor of Data and Applications, or their designate, of their intent to update the external-facing Council Decision Database upon review and confirmation of accuracy of the internal-facing Council Decision Database and shall run the Council Decision Database export to the public-facing webpage application. The Supervisor of Data and Applications will ensure the webpage application is available and ready for the update.
8. The Clerk advises Commissioners and Council via email that the Council Decision Database has been updated and informs them when the updates are scheduled to be made publicly available on the Council Decision Database website.

Finish.

Reference and Related Documents:

Procedure By-law
Council Decision Database
Council Decision Database Policy (the Policy)

VERSION HISTORY				
VERSION	**APPROVED BY**	**REVISION DATE**	**DESCRIPTION OF CHANGE**	**AUTHOR**
1.1	Commissioner of Corporate Services and Chief Legal Officer	03/23/2026	Additions of subsections 2c and 5a, cross-referencing procedures in subsection 4d and section 5. Minor punctuation updates and associated grammar updates from the additions.	Clerk