

# Corporate Policy

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**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

**Amended:** New (none)

**Next Review:** May 2029

**Repeals or Replaces:** None.

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## **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.



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## 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.



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## **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:**

[Future link to relevant webpage containing the Council decision database]



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