



Notice of Motion

Subject: Request to Update Town of Caledon Staff
Report Templates
Member of Council: Councillor D. Sheen
Meeting Motion Considered At: February 24, 2026 Town Council Meeting

PROCEDURAL PROCESS:

In accordance with Section 51.3 of the Procedure By-law, as amended, 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.

Notices of Motion delivered to the Clerk in accordance with the above section may be considered as a motion at the same meeting through the passage of a majority vote as a proposed agenda amendment, immediately prior to, or immediately after the notice of motion is before Council or Committee at the meeting.

MOTION:

WHEREAS the Town of Caledon and this Council is committed to openness, transparency, and accountability in its decision making;

AND WHEREAS staff have confirmed that all staff reports already undergo a multi stage internal review by senior management before reaching Council or Committees;

AND WHEREAS best practices in municipal governance encourage clear, visible attribution of senior staff oversight on reports to support public confidence and informed decisions;

NOW THEREFORE BE IT RESOLVED THAT:

1. Council direct that the standard staff report template be updated to include a simple one line statement under the author's name indicating that the report has been reviewed and endorsed by the appropriate Commissioner and the Chief Administrative Officer, by name.
2. This change is to reflect, in a visible way, the existing internal review process only and shall not add any new approval steps or requirements for staff.
3. The updated template be implemented as soon as practicable and in any event no later than 45 days from the adoption of this resolution.