THE GOVERNANCE REVIEW SUB-COMMITTEE PRESENTS REPORT 09-002 AND RESPECTFULLY RECOMMENDS:

1. Proposed New Report Template (CM09008) (City Wide) (Item 3)

   (a) That Report CM09008 outlining a proposed new report template, attached hereto as Appendix “A”, be approved as amended to reflect suggestions provided during the discussion, including:

      (i) incorporate the City’s Corporate Strategic Plan Desired End Results on the back page of each agenda;

      (ii) incorporate a statement in the Executive Summary advising that, if applicable, Alternatives for Consideration are included in the report

   (b) That should Council approve the new format, staff develop a comprehensive mandatory training program for all report writers.

Audit and Administration Committee – June 4, 2009
FOR THE INFORMATION OF THE COMMITTEE:

(a) CALL TO ORDER/DECLARATIONS OF INTEREST (Item 1)

Chair Powers called the meeting to order and asked if there were any declarations of which there were none.

(b) MINUTES OF PREVIOUS MEETINGS (Item 2)

On a motion, the February 19, 2009 Minutes of the Governance Review Sub-Committee, were approved as presented.

Councillor Mitchell reported that he has received e-mails from various sources with respect to the flag issue, in which one suggested that the existing City of Hamilton flag be kept for formal occasions, and a secondary flag using the triple H be created for recognition purposes. Rose Caterini advised that this concept will be forwarded to the appropriate staff for further investigation.

(c) PROPOSED NEW REPORT TEMPLATE (CM09008) (City Wide) (Item 3)

Connie Wheeler provided background to the report, advising that a review of the report format was conducted at the request of the new City Manager.

A committee Report Review Task Group was established and met several times to arrive at a new format with a view to streamlining the process, removing redundancies from an administrative perspective, providing for a more logical sequence of reporting within the template and making reports more reader friendly.

A draft of the template was forwarded by Councillor Powers to members of Council for their review.

Councillor Whitehead requested, on behalf of HABIA, that their organization be formally included under “relevant consultation”, where applicable, as there have been occasions where reports have been presented to committees without HABIA having had opportunity for input/comment, specifically with reports to the Public Works Committee. Jennifer DiDomenico responded that she will take this issue back to the General Manager of Public Works for further discussions with HABIA. The Committee was also advised that all Departments create a relevant consultation list associated with their Departments.

(c) INFORMATION UPDATE - CLEAN CITY LIAISON COMMITTEE LOGO/SLOGAN (Item 4)

On a motion, the update provided with respect to the Clean City Liaison Committee logo/ slogan, was received.
(d) OTHER BUSINESS (Item 5)

(i) Review of Protocol/Criteria for Reports/Presentations

Connie Wheeler advised that staff have had some discussions in terms of what warrants a report to a Standing Committee of Council, whether it is verbal, information or recommendation. Staff will also be reviewing issues such as when is a presentation required and what is presented. The Committee requested that staff provide further information on this matter at the next meeting of the Governance Review Sub-Committee.

(ii) Outstanding Business List

Rose Caterini advised that a report with respect to Community Councils is near completion and will be presented to the Sub-Committee in September.

(e) ADJOURNMENT (Item 6)

There being no further business, the Sub-Committee adjourned at 10:55 a.m.

Respectfully submitted

Councillor R. Powers
Chair

Carolyn Biggs
Legislative Assistant
May 28, 2009
CITY OF HAMILTON

DEPARTMENT NAME
Division Name

TO:                      WARD(S) AFFECTED:

REPORT NO:               COMMITTEE DATE:

SUBJECT:

SUBMITTED BY:            PREPARED BY:

SIGNATURE:

RECOMMENDATION(S)

EXECUTIVE SUMMARY (High level overview)

Alternatives for Consideration – See Page X or Not Applicable

FINANCIAL / STAFFING / LEGAL IMPLICATIONS (for Recommendation(s) only)

Financial:

Staffing:

Legal:

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