



City of Hamilton Memorandum

To: Chair and Members of the
Governance Review Sub-Committee

Date: November 18, 2024

Report No: CC24002

Subject/Title: Council and Committee Report Templates

Ward(s) Affected: City Wide

Information

This memorandum is to advise the Governance Review Sub-Committee Members of recommended changes to the Council and Committee reporting templates. These templates were developed with a view to:

- Simplifying the format
- Providing information to Council and its Committee's in a more streamlined and organized way
- Ensuring automated accessibility in accordance with the *Accessibility of Ontarians with Disabilities Act (AODA)*
- Incorporating feedback from the Governance Review Sub-Committee

Updated report templates will be a key support for the implementation of automated approvals using eScribe. This will:

- Improve efficiency with standardized templates for a more consistent approach to informing Council of City business;
- Ensure clearer communication with a focus on key facts and staff recommendations;
- Allow for decision-making supported with listings of part reports and an understanding of the Report's connection to Council's priority projects; and
- Assist staff with facilitating digital integration, improving data analysis through standardization and the goal of reducing late report approvals, with the implementation of eScribe workflow approvals.

If members of Council have any recommended amendments to the templates, Clerk's Office staff will note those today and incorporate them into the final versions which will be implemented in 2025.

Consultation

Senior Leadership Team approval, and previously identified amendments from the Governance Review Sub-Committee.

Appendices and Schedules Attached

Appendix A: Report Template

Appendix B: Confidential Report Template

Appendix C: Memorandum Template

Appendix D: Confidential Memorandum Template

Prepared, submitted

and recommended by: Matthew Trennum, City Clerk
Corporate Services Department