

MEMO

TO: Executive Committee

FROM: Councillor Joe Mihevc

RE: Format of Committee/Council Reports

DATE: January 22, 2007

Recommendation

It is recommended that staff report by the end of 2007 on a revised format for Committees and Council Reports, such format to possibly include Corporate Implications, an Equity Impact Statement, a Sustainability Statement and a Healthy Public Policy Statement.

Background

Two recent factors serve as background to this proposal:

- (1) The Clerk's Office initiated a re-design of Council Reports with the beginning of this term of Council;
- (2) In the last terms of Council, the Roundtable on Access, Equity and Human Rights developed an "Equity Lens" that was to be used by city staff in the preparation of reports and policies. The September 2006 meeting of Council approved a one year pilot project to be undertaken by the City Manager's office for reports prepared by her office.

Comments

As the Roundtable on Access, Equity and Human Rights developed the Equity Lens, it became apparent that there may be other considerations that all managers need to consider in the writing of reports. Currently, the only consideration that is highlighted is “Financial Implications and Impacts.”

Other municipalities have additional lens and filters that policy-makers use to develop reports. These include:

- (a) Corporate Implications (seen as financial, legal, etc.)
- (b) Sustainability Implications (the City of Hamilton includes this filter).

Using these tools, I submit, may help to align the development of corporate policy with core values of the city.

My suggestion is that staff review the current format, examine best practices from other cities and recommend proposals and alternatives.

Joe Mihevc