

# Staff Report



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To	<b>Committee of the Whole</b>
Service Area	Corporate Services
Date	Tuesday, February 6, 2024
Subject	<b>Expansion of the Governance Section at Committee of the Whole</b>

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## Recommendation

1. That the Committee of the Whole Terms of Reference be revised to expand the mandate of the Governance section to include the Office of the CAO, as outlined in report 2024-08, dated February 6, 2024.
  2. That the City Clerk be directed to revise other governance policies and procedures which relate to the Governance section of the Committee of the Whole to reflect the changes outlined in report 2024-08, dated February 6, 2024.
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## Executive Summary

### Purpose of Report

To update the Terms of Reference for the Committee of the Whole by amending the Governance section to include the Office of the Chief Administrative Officer (CAO) service area.

### Key Findings

Staff reports from the Office of the CAO service area are not currently assigned to a specific section of the Committee of the Whole (excluding Internal Audit, which reports to the Audit section of the Committee of the Whole). The City's three other service areas, however, have dedicated sections at Committee of the Whole. This inconsistency makes it difficult to assign Office of the CAO service area staff reports at to Committee of the Whole. To address this issue, it is recommended that the Governance section of the Committee of the Whole be revised to include all reports from the Office of the CAO service area (excluding Internal Audit), as well as any governance-related items from other service areas.

### Strategic Plan Alignment

This change directly supports sub-objective 3.2 Review the continued effectiveness of Council processes and its advisory committees of the Future Guelph Strategic Plan.

### Future Guelph Theme

Foundations

## **Future Guelph Objectives**

Foundations: Lead with accountability

## **Financial Implications**

None.

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## **Report**

The [Committee of the Whole Terms of Reference](#) establishes five Committee of the Whole sections: Infrastructure, Development and Environment (IDE), Public Services, Corporate Services, Audit and Governance. The IDE, Public Services and Corporate Services sections align directly with three of the City's service areas. The City's organizational structure, however, includes a fourth service area: the Office of the CAO. Historically, staff reports from the Office of the CAO service area have gone either to Governance or to one of the other sections based on the content of the report. This has led to inconsistency in how Office of the CAO staff reports are brought forward to the Committee of the Whole.

To address this issue, it is recommended that the Committee of the Whole Terms of Reference be revised to expand the mandate of the Governance section to include the Office of the CAO. Following this change, all staff reports (excluding Internal Audit) authored by the Office of the CAO service area will be brought forward to the Governance and Office of the CAO section of the Committee of the Whole.

No changes are being recommended regarding the chairing of the proposed Governance and Office of the CAO section. Staff are recommending that the Mayor remain as chair.

## **Financial Implications**

None.

## **Consultations and Engagement**

Mayor Guthrie

Scott Stewart, Chief Administrative Officer

## **Attachments**

None.

## **Departmental Approval**

None.

## **Report Author**

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## **This report was approved by:**

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