

# COUNCIL REPORT – OFFICE OF THE CITY AUDITOR

Edmonton

## COUNCIL AND COUNCIL COMMITTEE REPORTS AUDIT

### RECOMMENDATION

That the February 13, 2023, Office of the City Auditor report OCA01664, be received for information.

#### Report Purpose

**Information only.**

### Executive Summary

This report presents the results of the Council and Council Committee Reports audit.

### REPORT

From 2018 to 2022, Administration sent an average of 652 reports per calendar year to City Council and Council committees. The audit objective was to determine if Administration provides City Council with reports that support informed decision-making.

We found that the City Manager's Office provides instructions for City staff who prepare Council and Council committee reports. However, they do not have instructions for when to use a Council report. We also found the instructions, guides, and templates do not provide enough guidance to report writers on how to write clear, readable reports.

Our review of a sample of 15 reports found the information in them to be objective and timely. However, sampled information within 7 of the reports contained information that we could not validate. As well, the subject matter expert indicated that most of the reports could have been clearer and more concise.

We made the following recommendations:

- That the City Manager strengthen Council and Council committee report writing instructions to clarify the process and set clear writing standards for reports.

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- That the City Manager improve readability and fully support information in reports to Council and Council committees.

### **POLICY**

Bylaw 16097, Audit Committee Bylaw, Section 14(d) states that, "Committee will review all reports from the City Auditor dealing with completed audit projects."

### **ATTACHMENT**

1. Council and Council Committee Reports Audit