

# COUNCIL REPORT – OFFICE OF THE CITY AUDITOR

Edmonton

## CIVIC AGENCIES GOVERNANCE AUDIT

### RECOMMENDATION

That the November 30, 2023, Office of the City Auditor report OCA02191, be received for information.

#### Report Purpose

**Information only.**

### Executive Summary

This report presents the results of the Civic Agencies Governance audit.

### REPORT

Civic agencies is a collective term for all agencies, boards, committees, commissions, and task forces to which City Council appoints citizens, Council members, or representatives of external organizations.

Civic agency governance is the combination of processes and structures the City uses to inform, direct, manage, and monitor the activities of the agencies toward achieving their objectives. The City uses Policy C575D Agencies, Boards, Committees and Commissions and its related procedure as part of the overall governance framework. This Policy and Procedure formed the basis for much of the work performed in this audit.

The objective of this audit was to determine if the City's governance supports civic agencies to fulfill their mandates and help the City achieve its strategic goals.

The City has policies and bylaws in place, which outline some of the expectations related to civic agencies. There is also an expectation for some classifications of civic agencies to report to City Council, whether directly or through Council Committees, on a regular basis.

The City also has a process in place to regularly review appointments to civic agencies.

However, we found areas where the City can improve the civic agency governance environment.

## **CIVIC AGENCIES GOVERNANCE AUDIT**

Roles and responsibilities for all parties involved with city agencies are not well documented.

Some city agencies were created with overly broad mandates, and Council has not regularly reviewed agency mandates for current relevance.

All city agencies with annual reporting requirements met those requirements. However, the reports submitted by city agencies contain inconsistent sections, and do not include sufficient information for Council to assess the agency's progress against its mandate.

City agency member training topics are documented in the C575D Agencies, Boards, Committees and Commissions Procedure. However, agency members are not receiving consistent training that covers the topics listed.

We made the following recommendations to the City Clerk:

1. Updates roles and responsibilities of City staff involved with city agencies.
2. Provide City Council the support it requires to regularly review the mandates of advisory committees.
3. Provide City Council with reporting requirements for advisory committees and decision making boards to report enough information for Council to assess progress against their mandates.
4. Update the training requirements, including who is responsible for conducting the training, for advisory committees and decision making board members to provide the information and tools they need to be prepared for their role with an agency.

## **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. Civic Agencies Governance Audit Report