



## Board Report Format

Item 11

March 26, 2024

Governance, Communications and Human Resources Committee

**Report:** GCHRC:2024-12

**To:** Governance, Communications and Human Resources Committee (“GCHRC”)

**From:** General Counsel & Corporate Secretary

**Date:** February 29, 2024

### **PURPOSE:**

The purpose of this report is to provide an update to the Governance, Communications and Human Resources Committee related to work being undertaken to review the Board and Committee Report format.

### **RECOMMENDATIONS:**

It is recommended that the GCHRC receive this report for its information.

### **REASONS FOR RECOMMENDATIONS:**

#### **GCHRC Charter**

In accordance with its Charter, the GCHRC fulfills its purpose, in part, by overseeing the design, implementation, and reporting of corporate governance guidelines and procedures, monitoring best practices in corporate governance, and reporting and making recommendations to the Board on such matters.

#### **TCHC Procedural By-Law Approval**

Pursuant to subsection 5.1(j) of the City’s Shareholder Direction to TCHC, the Board supervises the management of the business and affairs of TCHC, ensuring that the Board has appropriate processes in place to ensure that information is reported to the Board in a timely manner to enable the Board to monitor implementation of its decisions and the performance of TCH staff.

## Background

TCHC management are presently engaged in a review of the format of Board and Committee reports in order to ensure that the report structure provides a framework through which the Board and its Committees receive information required to enable the Board to function effectively.

In this regard, TCHC management are considering revisions to the Board and Committee Report structure in order to better align with the structure of reports presented to City Council.

Specific changes that are being proposed to the report structure include:

1. The replacement of the “Purpose” section of the report with an “Executive Summary.” The Report Purpose does not add significantly to the content of Board and Committee reports. This is especially true in so far as Board and Committee reports, as presently structured, include the Report Purpose immediately before the Report Recommendations, which should indicate the basis upon which the report is being presented to the Board or one of its Committees and should thus reflect the purpose of the Report; and
2. The inclusion of a “Financial Impact Statement.” The inclusion of a report section outlining the financial impact of the recommendations within the report should ensure that, when presented with any report, the financial implications of the report are clearly identified to the extent possible. Alternatively, the report should identify the manner in which any future financial impact of those recommendations will be quantified. The incorporation of this section in the report is aligned with the structure of City Council reports. While reports currently include a “Risk and Implications” section, Board and Committee reports do not provide consistently provide information regarding Financial Impact in this portion of the document. Consistent with the structure of reports to City Council, this section of the Board and Committee reports will be found early in the document.

TCHC management continue to consider a request to move the Decision History section of Board and Committee reports to the end of the document or an attachment. The inclusion of the Decision History section of Board and Committee reports, at its present location, reflects the practice of the City in the presentation of its Council and Committee reports. To that end, TCHC management propose to engage staff of the City Clerk’s Office in relation to this proposal.

TCHC management will provide a report to GCHRC, outlining the changes proposed to Board and Committee reports, arising from this review, in Q2 of 2024.

**IMPLICATIONS AND RISKS:**

Reports that do not provide the Board and its Committees with the information that they require in order to fulfill their mandate create challenges for the Board in fulfilling its oversight role and the potential for inefficient communication between the Board and TCHC management.

**SIGNATURE:**

*“Darragh Meagher”*

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Darragh Meagher  
General Counsel & Corporate Secretary

**STAFF CONTACT:**

Darragh Meagher, General Counsel & Corporate Secretary  
416-981-4241  
Darragh.Meagher@torontohousing.ca