

IMPLEMENTATION PHASES – LEGISLATIVE GOVERNANCE REVIEW PROJECT

IMPLEMENTATION PHASE I (2016)	IMPLEMENTATION PHASE II (2017)	IMPLEMENTATION STATUS	RATIONALE
June campaign. Targeted Advertising for Vacancies – collaboration with BCCs, Administration and external agencies to promote awareness of vacancies.	June campaign. Targeted Advertising – according to vacancies 2017. Advertising list updated.	On track for 2017.	BCC vacancies will be advertised in June.
Prescribed application form in use (replaces cover letter and resume).	Prescribed application form interactive on BCC website. Issues logged.	The prescribed application form will continue to be used in 2017; however, it will become interactive on the website once the new software system for legislative meeting management is implemented.	Resources and funding are not currently in place to pursue upgrades to the existing BCC database. A new software system for legislative meeting management is currently being developed and is expected to have a BCC component.
2 choices per applicant. Choice report.	Choice report available in BCC database.	The identification of choices will become available once the new software system for legislative meeting management is implemented.	
Applicant Reserve List established (new process).	Reserve List in use and included in BCC database.	The Reserve List will continue to be used in 2017; however, it will be included in a database once the new software system for legislative meeting management is implemented.	
Investigation into types and volumes of BCC specific – guiding documentation (Work Plans, Strategic Plans, etc.)	BCC specific - Guiding documentation posted to BCC specific Webpage.	On track for 2017	Links to BCC's individual websites are provided where available.
A prototype basic skills matrix (categories) provided to BCC	Incorporating feedback from use of 2016 prototype basic skills matrix,	Complete	A prototype skills matrix was developed in 2016, and was provided to BCC Chairs. The

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chairs from which BCC vacancy recruitment requirements can be provided to City Clerks.	revise matrix and release for 2017 use.		skills matrix was well received by the BCCs, and no substantive revisions were recommended by the BCCs.
Training enhancements determined as per Engagement Survey feedback.	New Training (may direct members to sources for online governance training) designed and delivered, acquire feedback.	On track for 2017	Research was conducted into the practices in other municipal and provincial jurisdictions with respect to BCC governance. In addition, online governance training opportunities have been identified; however, such opportunities have both a time and financial investment component. Fees to enrol in such online training programs may be prohibitive for BCC volunteers. City BCCs were contacted to gain an understanding of their existing training practices. While majority of the BCCs consulted have a training component in place specific to their BCC's mandate and to onboard new Members, opportunities for training were identified in the following areas: - Council policies related to BCCs, - Chairmanship, - Vacancy management, and - Procedure Bylaw 44M2006, as amended.
Orientation enhancements determined as per Engagement Survey feedback.	New orientation delivery and manuals in use, acquire feedback.	Orientation delivery completed by BCCs.	The BCCs consulted all deliver an orientation to new Members. The orientation is typically BCC specific, related to the individual BCC mandate, practices and procedures. There is little role for the City Clerk's Office to play in the delivery of orientation as each BCC is unique. Rather than delivering orientation to the various BCCs, the City Clerk's Office will play a greater role in the delivery of training on general governance practices and chairmanship that apply across multiple BCCs.

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Succession planning determined as per Engagement Survey feedback and consultation with Human Resources, BCC representatives, et al.	Succession planning process and documentation in place, acquire feedback.	On track for 2017	Research and development of documents related to succession planning is underway.
Performance Management framework consultation with Human Resources.	Performance Management framework in place, acquire feedback.	On track for 2017	Research and development of documents related to performance management is underway.
May 2016 Council may wish to establish a Nominations Committee to address appointments for Advisory/Review/Interest Group committees only.	No Nominations Committee – 2017 Election Year – BCC Chairs, Vice Chairs and Administration Resources contributing to appointment process.	On track for 2017	The Nominations Committee will not be involved in the appointment process related to the 2017 Organizational Meeting. All applications and BCC short lists will be submitted directly to the Organizational Meeting of Council for consideration and appointment. However, the City Clerk's Office is proposing an amendment to the Council policy to permit the Nominations Committee to conduct Meetings in an Election year, with the exception of the months of September and October, for consistency in the mid-year appointment process.