

Implementation Phases – Legislative Governance Review Project

2016	2017	2018
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.	June campaign. Targeted Advertising – according to vacancies 2018. Advertising list updated.
Prescribed application form in use (replaces cover letter and resume).	Prescribed application form interactive on BCC website. Issues logged.	Prescribed application form interactive on BCC website. Issues addressed.
2 choices per applicant. Choice report.	Choice report available in BCC database.	Choice report available in BCC database.
Applicant Reserve List established (new process).	Reserve List in use and included in BCC database.	Reserve List in use and included in BCC database.
Investigation into types and volumes of BCC specific – guiding documentation (Work Plans, Strategic Plans, etc.)	BCC specific - Guiding documentation posted to BCC specific Webpage.	Guiding documentation updated yearly.
A prototype basic skills matrix (categories) provided to BCC chairs from which BCC vacancy recruitment requirements can be provided to City Clerks.	Incorporating feedback from use of 2016 prototype basic skills matrix, revise matrix and release for 2017 use.	Incorporating feedback from use of 2017 prototype basic skills matrix, revise matrix and release for 2018 use.
Training enhancements determined as per Engagement Survey feedback.	New Training (may direct members to sources for online governance training) designed and delivered, acquire feedback.	Continual improvement to training. Training feedback incorporated.
Orientation enhancements determined as per Engagement Survey feedback.	New orientation delivery and manuals in use, acquire feedback.	Orientation feedback incorporated.
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.	Succession planning feedback incorporated.
Performance Management framework consultation with Human Resources.	Performance Management framework in place, acquire feedback.	Performance Management feedback incorporated.
<b>May 2016 Council may wish to establish a Nominations Committee to address appointments for Advisory/Review/Interest Group committees only.</b>	<b>No Nominations Committee – 2017 Election Year – BCC Chairs, Vice Chairs and Administration Resources contributing to appointment process.</b>	<b>By Council decision May 2018, establishment of Nominations Committee. BCC Chairs, Vice Chairs and Administration Resources contributing to appointment process.</b>