

LEGISLATIVE GOVERNANCE TASK FORCE 2014 – 2017 WORK PLAN

I. OUTSTANDING WORK PLAN ITEMS

ITEM	TOPIC	WORK TIMELINE	LGTF	NOTES
1. BOARDS, COMMISSIONS AND COMMITTEES (BCCs)				
b.	Report on amalgamating all Council policies related to the Boards, Commissions and Committees of Council into one master policy, <i>Appointment of Members of Council, Administration and Citizens to Agencies and Establishment of Council Agencies Policy</i> (#CC003): i. <i>Advertising Policy for Appointment of Citizens to Boards, Commissions and Committees</i> (#CC002); ii. <i>Courtesy Policy-Letters for Applicants and Members of Council-Appointed Boards, Commissions and Committees</i> (#CC033); iii. <i>Disbanding of Committees Policy</i> (#CC019).	Q3 (2015) – Q2 (2016)	Q2 (2016)	To date the Project Manager (PM) has completed the Research and Findings phase of the project. This phase involved consultations with members of Council, The City Clerk's Legislative Governance Review Project Team, COC support department representatives, six municipal jurisdictions across Canada, and external agencies. The Research and Findings phase results were presented for information to LGTF 2016 January 19. Subsequently, at LGTF 2016 February 2, the PM was endorsed to proceed with the proposed project BCC Stakeholder engagement plan, within project scope and budget. Next steps: The PM will provide project status to ALT 2016 February 23. Additionally the PM will prepare and execute the BCC stakeholder engagement plan. A BCC Master Policy is being prepared for LGTF 2016 April 5 meeting for committee Recommendation to Council.
d.	Report exploring term limits for Citizens to the 81 Boards, Commissions and Committees (including Quasi-Judicial Boards).	Q2 (2015) – Q2 (2016)	Q2 (2016)	Same as item b.
e.	Report proposing a new advertising and recruitment process for Citizen Members to the 81 Boards, Commissions and Committees (including stakeholder engagement and research of best practices among other municipalities)	Q2 (2015) – Q2 (2016)	Q2 (2016)	Same as item b.

f.	Council Committee Structure and mandate review	Q1 (2016)	Q1 (2016)	In accordance with Council direction on 2015 September 28, The City Clerk's Office Governance and Policy Section will return to LGTF with associated scope and timelines for the review of Council Committees, to which Members of Council are appointed.
ITEM	TOPIC	WORK TIMELINE	LGTF	NOTES
2. COUNCIL POLICIES				
c.	New and revisions of Protocol and Mayors Office Policies: i. <i>City of Calgary Flag Policy (general, dignitaries & flag raising) (#CC036)</i> ii. <i>White Hat Presentation Policy (#CC018)- (Mayor's Office)</i> iii. <i>Swearing in Ceremony and Reception (#CC016)</i> iv. <i>Civic Recognition on the Death of Current or Former Member of Council (new)</i> v. <i>Recognitions in Council (new)</i> vi. <i>Council Chamber Operational Matters Policy (CC032) – (Mayor's Office)</i>	Q1 – Q2 (2016) Q1 – Q4 (2016) Q1 – Q2 (2016) Q2 (2015) – Q1 (2016) Q1 – Q4 (2016) Q1 – Q2 (2016)	Q2 (2016) Q4 (2016) Q2 (2016) Q2 (2016) Q4 (2016) Q2 (2016)	Consultation with key stakeholders are ongoing and a first draft is being prepared. On target for Q2, 2016 Process mapping and consultations with Mayor's Office and other stakeholders is ongoing. Deliverable moved to end of Q2, 2016 Final consultations are underway. Planning to bring this policy to LGTF on 2016 April 5. At its meeting 2015 November 9, (C2015-0882) Council directed that Administration develop a new policy to reflect new procedures and standards. Proposal to rescind outdated policy and replace with best practises and guidelines on how to operate the Council Chamber.

3. ETHICS AND ACCOUNTABILITY				
4. PROCEDURE BYLAW				
b.	City Clerk's will engage Council on potential amendments to the Procedure Bylaw No. 44M2006	Q2 (2016) – Q2 (2017)	Q2 (2017)	This work will be lead by the Project Manager of the LGTF Work Plan Implementation Project with the assistance of Project Team Members.

II. COMPLETED WORK PLAN ITEMS

1. BOARDS, COMMISSIONS AND COMMITTEES (BCCs)	
a.	The City Clerk's Office researched previous Council direction with respect to Boards, Commissions and Committees, and updated the Council policy on the <i>Appointment of Members of Council, Administration and Citizens to Agencies and Establishment of Council Agencies (#CC003)</i> to reflect the current practice with respect to the advertisement and recruitment process.
c.	The City Clerk's Office developed a Council policy on the <i>Code of Conduct for Citizen Members Appointed to Council Established Boards, Commissions and Committees (#CC045)</i> . The Council policy was adopted by Council on 2014 December 15. The City Clerk's Office presented amendments to the Council policy, in order to provide greater clarity with respect to the conduct expected of citizen members related to political activity and leaves of absence. The amendments also provided greater clarity with respect to potential conflicts between the minimum standards of conduct set out in the Council policy and the mandates of individual Boards, Commissions and Committees. The amended Council policy was adopted by Council on 2015 March 30.
2. COUNCIL POLICIES	
a. (i)	<i>Council Policy Library (#PAC001)</i> : revisions and user enhancements to the on-line Council Policy Library structure. New Council Policy Program was brought to LGTF 2015 November 17. LGTF recommended Council to adopt new policy with amendments.
a. (ii)	The City Clerk's Office brought forward the Council policy on the <i>Opening Prayer-Council Meeting (#CC013)</i> , along with the 2013/2014 Deputy Mayor Roster, to the 2014 Organizational Meeting of Council to bring awareness to the duties of the Deputy Mayor. Subsequently, on 2015 April 27, the Council policy was rescinded due to the Supreme Court of Canada ruling.

b.	The City Clerk's Office brought forward a report proposing rescinding Council Policies that replicate legislation in the Procedure Bylaw or the <i>Municipal Government Act</i>. The following Council policies were rescinded on 2014 September 22: i. <i>Council Members Attendance (#CC029); and</i> ii. <i>Council Breaks and Meal Times (#CC007).</i>
3. ETHICS AND ACCOUNTABILITY	
a.	The City Clerk's Office developed a <i>Disclosure Policy for Members of Council</i> which provides guidelines for the proactive disclosure of real estate holdings, within the municipal boundaries of The City of Calgary, and financial holdings. Council adopted the Council policy on 2014 November 04.
b.	The City Clerk's Office researched best practices in other jurisdictions, and drafted amendments to the <i>Gifts and Benefits Policy for Members of Council</i> (#CC043) in order to bring greater clarity to the acceptance and disclosure of gifts and benefits by Members of Council. The amended Council policy was adopted on 2015 May 13.
c.	At the 2015 May 11 Combined Meeting of Council, Council approved Administration's recommendation to develop a new Council policy to provide guidance on ward events and fundraising. 2015 December 14 Council adopted the committee's recommendation for the City Solicitor to review the Policy and return to Council as soon as possible
4. PROCEDURE BYLAW	
a.	The City Clerk's Office brought forward minor housekeeping amendments to Procedure Bylaw No. 44M2006 for the purpose of providing correction and clarity, creating meeting efficiencies and/or aligning business processes and the Procedure Bylaw. Council adopted the amendments on 2015 March 30.