

Timetable for Completion of KPMG Actions

Action	Action (abridged)	KPMG Report Date	Expected Dates	Comment
5.1.1	Consider application or implication of sign-off	June 30, 2017	September 30, 2016*	
5.1.1	Continue and possibly enhance communication strategy for the Code	June 30, 2017	September 30, 2016*	
5.1.2	Complete a review of training needs and approaches	Begin in Q2, 2016 Implement by December 31, 2017	Begin in Q3, 2015* Implement by December 31, 2017	
5.1.2	Complete a review of a tracking mechanism for training and ease of access to code and related amendments	Begin in Q2, 2016 Implement by December 31, 2017	Begin in Q4, 2015* Implement by December 31, 2017	
5.1.2	Discuss training needs with Council	March 31, 2016	March 31, 2016	
5.1.3	Review of Code of Conduct for staff of Office of the Councillors	March 31, 2016	March 31, 2016	
5.1.3	Assist Council in any review Council chooses to undertake	June 30, 2016	June 30, 2016	
5.1.3	Review responsibility and process to identify and resolve any conflicts between policies in the Code or with supporting policies and documents; review the complexity of the Code with objective of providing an understandable and effective code	March 31, 2017	Recommendations for changes December 31, 2016*	
5.1.3	Review current investigation approach and matrix for applicability to the overall code of conduct and to ensure clarity and effectiveness	June 30, 2017	September 30, 2016*	
5.1.3	Review the effectiveness of the process for policy review and procedure to record evidence of the review	September 30, 2016	September 30, 2016	
5.1.4	Review the reporting processes and determine whether a generic reporting process should be created	March 31, 2017	September 30, 2016*	

*Formation of Project team expedited to meet request of Audit Committee to advance completion dates where possible.

Action	Action (abridged)	KPMG Report Date	Expected Dates	Comment
5.1.4	Consider expanding Bid Submissions forms to clearly include identification of current and former employees. At that time also consider enhancements to reference spouses/partners of employees	June, 2016	June, 2016	
5.1.5	Explore the development of a mechanism to monitor and report on Code violations/investigations and report regularly to City Manager/Senior Management	June 30, 2017	September 30, 2016*	
5.1.6	Document clear roles and responsibilities for the code processes	March 31, 2016	March 31, 2016	
5.1.6	Revisit the individual performance evaluation process to ensure it reflects corporate values and, by extension, the values inherent in the Code.	March 31, 2016	December 31, 2016	Contingent on Individual Performance being reviewed under LSP

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