

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).	Q2 (2015) – Q2 (2016)	Q2 (2016)	Delivery date accelerated to Q2 (2016) due to Council's approval of the City of Calgary Innovation Fund Application for a Project Manager. The Project Manager, Legislative Governance will start work with the City Clerk's Office in September 2015 and concurrently work on item (b) as part of the Legislative Governance Task Force Work Plan Implementation Project.
d.	Report exploring term limits for Citizens to the 81 Boards, Commissions and Committees (including Quasi-Judicial Boards).	Q2 (2015) – Q2 (2016)	Q2 (2016)	Item brought forward from Q3 (2016) to Q2 (2016) due to Council's approval of the City of Calgary Innovation Fund Application. The Project Manager, Legislative Governance will start work with the City Clerk's Office in September 2015 and concurrently work on item (d) as part of the Legislative Governance Task Force Work Plan Implementation Project.
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)	Item brought forward from Q3 (2016) to Q2 (2016) due to Council's approval of the City of Calgary Innovation Fund Application. The Project Manager, Legislative Governance will start

					work with the City Clerk's Office in September 2015 and concurrently work on item (e) as part of the Legislative Governance Task Force Work Plan Implementation Project.
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2. COUNCIL POLICIES					
a (i)	Council Policy Library (#PAC001): revisions to the policy review process, and revisions to the online Council Policy Library structure housing 149 Council Policies, including user enhancements	Q3 (2014) – Q4 (2015)	Q4 (2015)	The revisions and user enhancements to the on-line Council Policy Library structure were completed and released in Q1 2015. A report in regards to New Council Policy Program will be brought to LGTF in Q4.	
c	New and revisions of Protocol Policies: i. City of Calgary Flag Policy (general, dignitaries & flag raising) (#CC036) ii. White Hat Presentation Policy (#CC018) iii. Swearing in Ceremony and Reception (#CC016) iv. Death of Current and Former Members of Council (new)	Q1 – Q2 (2015) Q1 – Q2 (2015) Q1 – Q3 (2016) Q2 – Q3 (2015)	Q4 (2015) Q4 (2015) Q3 (2016) Q4 (2015)	No further updates on these policies. Work is ongoing.	
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3. ETHICS AND ACCOUNTABILITY					
c.	Report on a proposed Council policy on fundraising and ward events	Q3 (2015)	Q4 (2015)	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. City Clerk's Office in conjunction with CCCO is drafting this.	

					This report will be brought to LGTF 2015 December 1.
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)	Item moved from Q1 (2016) to Q2 (2017) given Council's approval of the City of Calgary Innovation Fund Application. A Project Manager will start in September 2015 and after the review and work on item 1. (b, d and e) a review of the Procedure Bylaw No. 44M2006 will commence.	

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. (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.
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.