

## 2014 Work Plan for the Corporate Secretariat

### **Corporate Secretariat vision:**

The Corporate Secretariat will assist Council to achieve good governance of its subsidiaries.

### **Workplan:**

Subject	Description	Timeline: 2014	Updates to Council
1. Deliver Council orientation session on governance	As part of the Council Orientation and Corporate Awareness Program, a module on the governance principles, key tools developed, and Council's role as shareholder for The City of Calgary's subsidiaries will be provided.	January	Direct delivery of governance information session
2. Develop communication plan	Develop a communication / engagement plan and strategy for the Corporate Secretariat including website.	Q1	Link to Council orientation website  Ongoing engagement with Council
3. Implement Reporting Framework	Put in place the processes necessary to implement the new Reporting Framework for subsidiaries. The Corporate Secretariat will work with Administration (City Clerks and record coordinator) as well as the subsidiaries to strengthen reporting processes, establish a record keeping protocol and set up a calendar for subsidiary meetings with Council.	Q1-Q3	Engagement  Report to Council with an update on implementation
4. Work with Council to develop a Shareholder direction for Calgary Housing Company	If approved, implement the recommendation from PFC2013-0801, Governance Evaluation for the Calgary Housing Company.	Q1-Q4	Shareholder to present at Shareholder meeting

Subject	Description	Timeline: 2014	Updates to Council
5. Calgary Convention Centre Authority study	<p>Address the recommendations from AC2013-0654, Calgary Convention Centre Authority Governance Framework Audit, with respect to:</p> <ul style="list-style-type: none"> <li>• Improving the governance framework;</li> <li>• Enhancing reporting;</li> <li>• Enhance board recruiting process.</li> </ul>	Q1-Q3	Report to Council
6. Mandate review for one subsidiary	Pilot the Mandate review process with one subsidiary. Engage Council to select the candidate entity.	Q2-Q4	Engagement; Report to Council with results