

LEGISLATIVE GOVERNANCE TASK FORCE 2014 – 2017 WORK PLAN

I. OUTSTANDING WORK PLAN ITEMS

ITEM	TOPIC (Completion detail in Section II.)	WORK TIMELINE	LGTF	NOTES
1. BOARDS, COMMISSIONS AND COMMITTEES (BCCs) PHASE 1 – INNOVATION PROJECT – Bonnie Hilford, Project Manager (P.M.)				
a, b, d, e.	*Phase 1 - Innovation Project – Governance and Appointments of Boards, Commissions, and Committees (BCC) Update Report		Q1 (2017)	In accordance with Council direction on 2016 April 25, the P.M. will return to Council Q1 2017 with a review of the 2016 BCC appointment process and a plan on the timelines for the next deliverables of Phase 1 per adopted LGT2016-0244 Attachment 6.
	Amendments to Governance Documents and Term Limits – Arising from Phase 1*	Q3 (2016)- Q1(2017)	Q1 (2017)	The City Clerk's Office in consultation with Law, and Administration, bring forward amendments to the governance documents of applicable Boards, Commissions and Committees formed under the jurisdiction of the City of Calgary, to reflect the 6 year term limit for members specified in the new <i>Governance and Appointments of Boards, Commissions and Committees</i> policy (CP2016-03)
	Recognition for Public Members of Boards, Commissions and Committees – Arising from Phase 1*	Q2 – Q3 (2016)	Q3 (2016)	The City Clerk's Office to bring forward options for providing recognition for the Public Members of Boards, Commissions and Committees.
f.	Council Committee Structure and Mandate Review	Q2 (2016)	Q3 (2016) (July 2016)	In accordance with Council direction on 2016 March 14 regarding scope and timelines, the City Clerk was directed to return to LGTF with research findings and recommendations on the structure and mandates of Council Committees. On track for 2016 July.
2. COUNCIL POLICIES – Tim Mowrey, Manager Administrative Services				
c.	New and revisions of Protocol and Mayors Office Policies:			

	i. City of Calgary Flag Policy (general, dignitaries & flag raising) (#CC036) ii. White Hat Presentation Policy (#CC018)- (Mayor's Office) iii. Swearing in Ceremony and Reception (#CC016) v. Recognitions in Council (new) vi. Council Chamber Operational Matters Policy (CC032) – (Mayor's Office)	Q1 – Q2 (2016) Q1 – Q3 (2016) Q1 – Q4 (2016) Q1 – Q2 (2016) Q1 – Q4 (2016) Q1 – Q2 (2016)	Q2 (2016) Q3 (2016) Q4 (2016) Q2 (2016) Q4 (2016) Q2 (2016)	Final consultations with key stakeholders are complete. Deliverable moved to Q3, 2016, due to capacity challenges. Awaiting process mapping and results of consultations by the Mayor's Office. On hold. Contained in the June 7 LGTF Agenda. At its meeting 2015 November 9, (C2015-0882) Council directed that Administration develop a new policy to reflect new procedures and standards for recognitions in Council meetings. Contained in the June 7 LGTF Agenda.
3. ETHICS AND ACCOUNTABILITY				
g.	Council policy on Fundraising and Ward Events	Q4 (2015) – Q3 (2016)	Q3 (2016)	At the 2015 May 11 Combined Meeting of Council, Council approved the Clerk's recommendation to develop a new Council policy to provide guidance on ward events and fundraising. 2015 December 14 Council referred the report LGT2015-0894 to the City Solicitor and the Integrity Commissioner to review the Policy and return to Council as soon as possible.
4. PROCEDURE BYLAW				
PHASE 2 – INNOVATION PROJECT – Bonnie Hilford, Project Manager				
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 Innovation Project with the assistance of Project Team Members. Several legislative items are currently in play that will potentially have impacts on the Procedure Bylaw e.g. Bill 20, Amendments to the MGA; City Charter; Committee Review.

II. COMPLETED WORK PLAN ITEMS – Adopted by Council

1. BOARDS, COMMISSIONS AND COMMITTEES (BCCs)	
a, b, d, e.	Adopted Council Policy Governance and Appointments of Boards, Commissions and Committees policy (CP2016-03) include updated term limits, and advertising and recruitment process of Public Members. Rescinded four policies: i. <i>Appointment of Members of Council, Administration and Citizens to Agencies and Establishment of Council Agencies Policy (#CC003)</i>; ii. <i>Advertising Policy for Appointment of Citizens to Boards, Commissions and Committees (#CC002)</i>; iii. <i>Courtesy Policy-Letters for Applicants and Members of Council-Appointed Boards, Commissions and Committees (#CC033)</i>; iv. <i>Disbanding of Committees Policy (#CC019)</i>.
c.	Adopted Council policy on the Code of Conduct for Citizen Members Appointed to Council Established Boards, Commissions and Committees (#CC045).
2. COUNCIL POLICIES	
a.	Adopted Council Policy Program Council Policy Library (#PAC001); Rescinded Council Policy Opening Prayer-Council Meeting (#CC013).
b.	Rescinded Council Policies: i. <i>Council Members Attendance at Meetings (#CC029)</i>; and ii. <i>Council Breaks and Meal Times (#CC007)</i>.
c.	Adopted Council Policy Civic Recognition on the Death of Current or Former Member of Council (#CP2016-02).
3. ETHICS AND ACCOUNTABILITY	
a.	Adopted Council Policy Disclosure Policy for Members of Council (#CC044).
b.	Amended Council Policy Gifts and Benefits Policy for Members of Council (#CC043).
4. PROCEDURE BYLAW	
a.	Minor housekeeping amendments to Procedure Bylaw No. 44M2006.