

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.	<p>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):</p> <ul style="list-style-type: none"> 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. Conflict of Interest: Citizen Appointees (#CC006); and iv-iii. <i>Disbanding of Committees Policy</i> (#CC019). 	Q2 (2015) – Q2 (2016)	Q2 (2016)	<p>Item brought forward from Q3 (2016) to Q2 (2016) due to Council’s approval of the City of Calgary Innovation Fund Application.</p> <p>At the 2015 March 30 Regular Meeting of Council, Council rescinded the Council policy on the <i>Conflict of Interest: Citizen Appointees</i> when Council adopted the amended Council policy on the <i>Code of Conduct for Citizen Members Appointed to Council Established Boards, Commissions and Committees</i>.</p>
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.
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.

ITEM	TOPIC	WORK TIMELINE	LGTF	NOTES
2. COUNCIL POLICIES				
a (i)	<i>Council Policy Library (#PAC001)</i> : 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)	<p>The revisions and user enhancements to the on-line Council Policy Library structure are complete. The City Clerk’s Office released a new on-line Council Policy Library in Q1 (2015).</p> <p>The City Clerk’s Office conducted a review of the current Council policy on the <i>Council Policy Library</i>, researched best practices in policy frameworks, and engaged with the Office of the Mayor, Office of the Councillors and the City Manager’s Office to obtain input into the development of a new Council Policy Framework for The City of Calgary. The City Clerk’s Office is now developing a new Council policy, including a revised policy review process, for LGTF’s consideration in Q4 (2015).</p>
c	Protocol Policies: <ul style="list-style-type: none"> <li data-bbox="275 862 877 927">i. <i>City of Calgary Flag Policy (general, dignitaries & flag raising) (#CC036)</i> <li data-bbox="275 927 877 992">ii. <i>White Hat Presentation Policy (#CC018)</i> <li data-bbox="275 992 877 1057">iii. <i>Swearing in Ceremony and Reception (#CC016)</i> <li data-bbox="275 1057 877 1138">iv. <i>Death of Current and Former Members of Council</i> 	Q1 – Q2 (2015)	Q4 (2015)	<p>The City Clerk’s Office is currently developing a Council policy on the <i>Death of Current and Former Members of Council</i> to ensure proper and consistent procedures are offered by The City in the event a current or former Member of Council passes away. The City Clerk’s Office requests that Council add this work to the LGTF 2014 – 2017 Work Plan. City Clerk’s Office is also requesting a deferral of the <i>White Hat Presentation Policy</i> from Q2 (2015) to Q4 (2015) and a deferral of the <i>City of Calgary Flag Policy (general, dignitaries & flag raising)</i> from Q2 (2015) to Q4 (2015) to allow for additional time to gather information, conduct further benchmarking, investigate the scope of the Council policy review, and to consider further policy alignment.</p>

ITEM	TOPIC	WORK TIMELINE	LGTF	NOTES
4. 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.
5. 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.

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.	<p>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:</p> <ul style="list-style-type: none"> i. <i>Council Members Attendance at Meetings (#CC029); and</i> ii. <i>Council Breaks and Meal Times (#CC007).</i>
3. ETHICS AND ACCOUNTABILITY	
a.	<p>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.</p>
b.	<p>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 (#CC043)</i> 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.</p>
4. PROCEDURE BYLAW	
a.	<p>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.</p>