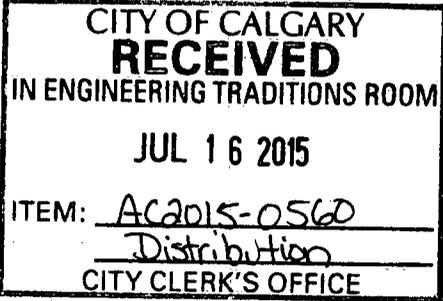


<p>when reviewing the policy at the scheduled interval.</p> <p>All Code policies and related awareness videos are readily available and easily accessible to all employees with on-line access (wired). Non-wired employees, contractors and members of the public can access material on-line through Calgary.ca.</p> <p>Action: Administration will complete a review of: 1) training needs and approaches; 2) tracking mechanism; and ease of access to the Code and related amendments.</p>	
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Observation 3

Currently, the Audit Committee and Council members do not receive, nor are they required to receive, training regarding the content of the Code of Conduct.

Risk/Impact

Audit Committee and Council members may not be fully informed about the nature and content of the Code of Conduct, which may impact their ability to provide effective oversight with respect to the Code.

Recommendation

Consider establishing Code of Conduct awareness training for all AC member as part of their orientation process so they are aware of the Code requirements for City employees. In addition, the Code awareness training should be recommended training for other members of Council.

Management Response

Action Plan	Responsibility
<p>Agree.</p> <p>Action:</p> <p>Administration will discuss training needs with Council.</p>	<p>Responsible: City Clerk</p> <p>Timing:</p> <p>March 31, 2016</p>

5.1.3 Policy

Observation 4

Testing indicates that there is currently a lack of clarity whether Councilors and their staffers are to comply with the Code of Conduct. The existence of a separate Ethical Conduct Policy adopted by Council also contributes to the uncertainty by referencing some but not all of the City's Code of Conduct policies.

Risk/Impact

Lack of clarity or understanding regarding the application of the City's Code of Conduct over Councilors and their staff creates confusion and inconsistency, which reduces the effectiveness on the objective of the Ethics program.

Recommendation

We recommend a review of all relevant policies and bylaws be undertaken in order to:

- Confirm if the Code of Conduct currently applies to members of Council and/or their staff. As part of this review, Council can consider the appropriateness of adopting any policies that do not currently apply to Councilors and/or their staff members.
- Clearly communicate and articulate which policies (including the Code of Conduct) apply to individuals employed outside of the City's Administration including any training requirements for Council members and staffers to support their responsibilities.

Management Response

Action Plan	Responsibility
<p>Agree.</p> <p>The Code clearly states that it applies only to "all City employees and contract employees at The City". Councilors are subject to both the policies outlined in Council's Ethical Conduct Policy for Members of Council and to various other policies Councilors have adopted, some of which are Administration Policies that Council has agreed to become subject to or benefit from. Councilors may wish to review the Ethical Conduct Policy for Members of Council and the suite of Council policies that apply to them and to their staff to ensure that these policies are sufficient and clear.</p> <p>Action:</p> <p>1) A recent Notice of Motion from Council directed Administration to review ways to provide HR support to staff of the Office of the Councilors. This work is underway and will include a review of the Code of Conduct for this group of staff</p>	<p>Responsible:</p> <p>Director, Human Resources (with support by City Clerk Office)</p> <p>Timing:</p> <p>Action 1- March 31, 2016</p> <p>Action 2 – June 30, 2016 - TBD by Council.</p>