

LEGISLATIVE GOVERNANCE TASK FORCE 2014 Q4 WORK PLAN PROGRESS REPORT

EXECUTIVE SUMMARY

This report presents an update on the progress of the Legislative Governance Task Force 2014 – 2017 Work Plan.

ADMINISTRATION RECOMMENDATION(S)

That the Legislative Governance Task Force recommend that Council approve the amended Legislative Governance Task Force 2014 – 2017 Work Plan.

PREVIOUS COUNCIL DIRECTION / POLICY

At the 2014 May 26 Regular Meeting of Council, Council approved the LGTF 2014 – 2017 Work Plan and directed that the City Clerk's Office report quarterly, starting in Q3, on its progress.

BACKGROUND

The LGTF Terms of Reference provide for a Task Force of Council with the responsibility of making recommendations to Council to improve legislative governance at The City of Calgary. The LGTF meets monthly, and is focused on the following priorities:

1. Making Council more accessible and transparent to the public;
2. Making the Council decision-making process more efficient; and
3. Increasing accountability.

INVESTIGATION: ALTERNATIVES AND ANALYSIS

The work completed to date is updated on the LGTF 2014 – 2017 Work Plan (Attachment).

At the 2014 October 14 Meeting of the LGTF, discussion was held with respect to the work timeline of item 1(e), report proposing a new advertising and recruitment process for citizen appointments to Boards, Commissions and Committees. The City Clerk's Office requires LGTF's direction with respect to whether LGTF would like to amend the work timeline of item 1(e) in order to bring it forward.

The City Clerk's Office is recommending the addition of item 2(c), Protocol policies, to the LGTF 2014 – 2017 Work Plan. The *City of Calgary Flag Policy (general, dignitaries & flag raising)*(CC036) is one of several Council policies related to protocol that requires updating. While a full review of all Council policies related to protocol is underway, the Administration Services Division proposes reviewing the *City of Calgary Flag Policy (general, dignitaries & flag raising)* first in order to reflect proposed changes to the practice of flag raising, as well as to make other outstanding updates. Additional Council policies related to protocol will be brought forward to LGTF in the future, once the Administration Services Division develops a detailed work plan.

The City Clerk's Office is requesting that item 5(a), minor housekeeping amendments to the Procedure Bylaw, be deferred from Q4 2014 to no later than Q1 2015. The City Clerk's Office conducted a preliminary review of the Procedure Bylaw and its alignment with existing business processes, and initiated preliminary discussions with the Law Department on drafting proposed amendments. Additional time is required to refine and investigate the impacts of potential amendments before consideration by LGTF.

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Stakeholder Engagement, Research and Communication

None.

Strategic Alignment

The LGTF 2014 – 2017 Work Plan is aligned with Council's Fiscal Plan for Calgary; specifically, priority Z10: "increase transparency and accountability throughout the organization", and priority Z12: "implement new ethical guidelines for members of Council, potentially including a real estate and lobbyist registry and a commitment to campaign finance reform".

Social, Environmental, Economic (External)

In line with LGTF's Terms of Reference, making Council more transparent to the public, the City Clerk's Office posted the *Disclosure Policy for Members of Council* on the Council Policy Library for public viewing.

Financial Capacity

Current and Future Operating Budget:

In accordance with the LGTF Terms of Reference, to date, all work on the LGTF 2014 – 2017 Work Plan has been carried out by City Clerk's internal resources. The City Clerk's Office has secured a Limited Term resource to assist with completing items under section 2(a), Council Policies, on the LGTF 2014 – 2017 Work Plan. As per the LGTF Terms of Reference, should the services of an external consultant be required for the completion of the special projects within the LGTF 2014 – 2017 Work Plan, the City Clerk will return to LGTF with a project budget for Council's review and approval.

Current and Future Capital Budget:

There are no current and future capital budget impacts as a result of this report.

Risk Assessment

Failure to complete the work detailed in the LGTF 2014 – 2017 Work Plan exposes The City of Calgary to a number of risks: (1) failure to adhere to Council policies, (2) confusion and misalignment between Council policies and existing practice, (3) maintaining outdated Council policies which do not keep pace with leading practices in legislative governance, and (4) inadequate transparency and accountability. Such risks do not allow The City of Calgary to achieve its priority of becoming a more efficient and effective organization.

REASON(S) FOR RECOMMENDATION(S):

The City Clerk's Office requires approval of the amended LGTF 2014 – 2017 Work Plan in order to deliver on legislative governance initiatives at The City of Calgary.

ATTACHMENT(S)

Legislative Governance Task Force 2014 – 2017 Work Plan (**Amended**)