

LEGISLATIVE GOVERNANCE TASK FORCE 2014 – 2017 WORK PLAN (AMENDED)

ITEM	TOPIC	WORK TIMELINE	LGTF	PROGRESS	NOTES
1. BOARDS, COMMISSIONS AND COMMITTEES (BCCs)					
a.	<p>City Clerk’s will update, as per previous Council direction, the <i>Appointment of Members of Council, Administration and Citizens to Agencies and Establishment of Council Agencies Policy (#CC003)</i> to reflect the current practice with respect to the advertising and recruitment process.</p>	Q1– Q2 (2014)	Q2 (2014)	Completed	
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 (#CC003)</i>:</p> <ul style="list-style-type: none"> i. <i>Advertising Policy for Appointment of Citizens to Boards, Commissions and Committees (#CC002)</i>; ii. <i>Courtesy Policy-Letters for Applicants and Members of Council-Appointed Boards, Commissions and Committees (#CC033)</i>; iii. <i>Conflict of Interest: Citizen Appointees (#CC006)</i>; and iv. <i>Disbanding of Committees Policy (#CC019)</i>. 	Q1 – Q2 (2014)	Q2 (2014)	Q3 (2016)	<p>Deferred by Council on 2014 September 22 on to align with item 1(e): Report proposing a new advertising and recruitment process for Citizen Members to Boards, Commissions and Committees.</p>
c.	Report proposing a new Citizen Member Code of Conduct Policy	Q1 – Q3 (2014)	Q3 (2014)	Q4 (2014)	<p>Deferred by Council on 2014 September 22 to receive direction from the Legislative Governance Task Force with respect to the scope of a Council Policy on a Code of Conduct for Citizen Members of Boards, Commissions and Committees.</p>

d.	Report exploring term limits for Citizens to the 81 Boards, Commissions and Committees (including Quasi-Judicial Boards).	Q4 (2015) – Q3 (2016)	Q3 (2016)	Given scope, time commitment and resource implications, the City Clerk may request funding to secure services of an external consultant as per the LGTF Terms of Reference.
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)	Q4 (2015) – Q3 (2016)	Q3 (2016)	The City Clerk’s Office requires direction from LGTF on bringing forward item 1(e).
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)	Given scope, time commitment and resource implications, the City Clerk may request funding to secure additional resources. The revisions to the online Council Policy Library structure are nearly complete, and the City Clerk’s Office expects to release a new online Council Policy Library in Q1 (2015).
a (ii)	<i>Opening Prayer-Council Meeting (#CC013)</i>	Q4 (2014)		City Clerk’s Office brought the Council policy on the <i>Opening Prayer-Council Meeting</i> to the 2014 Organizational Meeting of Council, along with the 2013/2014 Deputy Mayor Roster, to bring awareness to the duties of the Deputy Mayor.
a (iii)	<i>White Hat Presentation Policy (#CC018)</i>	Q1 – Q2(2015)	Q2(2015)	
a (iv)	<i>Swearing in Ceremony and Reception (#CC016)</i>	Q1 – Q3 (2016)	Q3 (2016)	

b.	Report proposing rescinding Council Policies that replicate legislation in the Procedure Bylaw or the <i>Municipal Government Act</i> : i. <i>Council Members Attendance at Meetings Policy (#CC029)</i> ; and ii. <i>Council Breaks and Meal Times (#CC007)</i> .	Q3 (2014)	Q3 (2014)	Completed	
c.	Protocol policies i. <i>City of Calgary Flag Policy (general, dignitaries & flag raising) (#CC036)</i>	Q1 – Q2(2015)	Q3(2015)		The Administration Services Division of the City Clerk's Office has identified this Council policy as the first of several protocol related Council policies to undergo a review and requests Council to add to the LGTF 2014 – 2017 Work Plan.
3. ETHICS AND ACCOUNTABILITY					
a.	Report on the <i>Disclosure Policy for Members of Council</i> (outstanding item from LGTF Work Plan for 2013).	Q1 – Q2 (2014)	Q2 (2014)	Completed	At the 2014 November 03 Combined Meeting of Council, Council adopted a <i>Disclosure Policy for Members of Council</i> .
4. PROCEDURE BYLAW					
a.	City Clerk's will bring forward minor housekeeping amendments to the Procedure Bylaw.	Q2 – Q4 (2014)	Q4 (2014)	Defer to Q1 (2015)	Defer to allow for additional time to refine and investigate impacts of potential amendments. Given scope, time commitment and resource implications, the City Clerk may request funding to secure services of an external consultant as per the LGTF Terms of Reference.
b.	City Clerk's will engage Council on potential amendments to the Procedure Bylaw.	Q3 (2015) – Q1 (2016)	Q1 (2016)		