

LEGISLATIVE GOVERNANCE TASK FORCE 2014 – 2017 WORK PLAN

EXECUTIVE SUMMARY

This report presents the Legislative Governance Task Force 2014 – 2017 Work Plan.

ADMINISTRATION RECOMMENDATION(S)

That the Legislative Governance Task Force recommend that Council

1. Approve the Legislative Governance Task Force 2014 – 2017 Work Plan; and
2. Direct the City Clerk's Office to report quarterly, starting in Q3, on the progress of the Legislative Governance Task Force 2014 – 2017 Work Plan.

PREVIOUS COUNCIL DIRECTION / POLICY

At the 2014 April 14 Combined Meeting of Council, Council approved the recommendations of the Legislative Governance Task Force (LGTF) and the Priorities and Finance Committee (PFC) to amend the LGTF Terms of Reference (Attachment 1).

At the 2014 March 06 meeting of the LGTF, the LGTF considered governance initiatives and directed the City Clerk's Office to report back with a detailed Work Plan for 2014-2017 and respective budget, if required, at the next LGTF meeting.

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.

Over the previous three years, the LGTF has met nine times, made significant progress in completing its previous work plans, and contributed to improving ethics, governance, transparency and accountability at The City of Calgary. The majority of the items on the LGTF's previous work plans are complete. One item, the *Disclosure Policy for Members of Council*, remains outstanding.

INVESTIGATION: ALTERNATIVES AND ANALYSIS

On 2014 March 06, the City Clerk's Office presented the LGTF with a proposed LGTF 2014-2017 Work Plan outlining prospective areas of future work related to improving governance, transforming government and cutting red tape. Key deliverables, based on outstanding items, emerging issues, and out-of-date policies, were identified in the following four main categories: (1) Boards, Commissions and Committees; (2) Council Policies; (3) Ethics and Accountability; and (4) Procedure Bylaw.

Following the 2014 March 06 meeting of the LGTF, the City Clerk's Office created a detailed LGTF 2014 – 2017 Work Plan based on the categories listed above (Attachment 2). To ensure progress, the work plan identifies a completion timeline for each of the work plan items, as well

LEGISLATIVE GOVERNANCE TASK FORCE 2014 – 2017 WORK PLAN

as the quarter each item is to be presented to the LGTF. The individual completion timelines account for research, engagement and consultation with stakeholders, writing of policies and reports, and implementing new proposals. Given the significant and far reaching impacts of new legislative governance initiatives, it is essential that the LGTF present Council with comprehensive information, including any risks and implications, necessary for efficient decision-making. For instance, in developing appropriate recommendations for Council, with respect to the *Disclosure Policy for Members of Council*, the City Clerk's Office is investing time and resources to research comparable disclosure practices in other municipalities and jurisdictions. Furthermore, the City Clerk's Office is consulting with the Law Department and the FOIP Office as it is essential that any new policy proposal contemplated by Council align with existing provincial legislation and leading practices.

The legislative governance initiatives identified in the LGTF 2014 – 2017 Work Plan will be conducted primarily by the City Clerk's Office and other Administration resources, as per the LGTF Terms of Reference. The City Clerk's Office has identified several items within the LGTF 2014 – 2017 Work Plan as special projects given their scope, time commitment and resource implications. The first recommended special project, to be launched in Q4 of 2014, is a review of the *Council Policy Library Policy* (PAC001). In addition to the Council policy review, the preliminary project scope also includes a comprehensive assessment of The City of Calgary Council Policy program and revisions to the online Council Policy Library which currently houses 149 Council policies. In addition, the special project is expected to encompass the design, and build, of a new Livelink Library structure for Council policies, as well as a Council policy education and awareness campaign for City Departments, Members of Council and the general public. With respect to the remaining special projects, the City Clerk's Office will return to the LGTF with individual reports outlining the scope of the special project prior to the commencement of work. In accordance with the LGTF Terms of Reference, in the event that external consulting resources are required, the City Clerk will propose a project budget for Council's review and approval in alignment with the work timeline.

Stakeholder Engagement, Research and Communication

A review of the previous LGTF work plans was conducted, and indicated that the majority of the LGTF work has been completed. The City Clerk's Office presented a proposed LGTF 2014 – 2017 Work Plan to the LGTF on 2014 March 06 for discussion and sought direction on the scope of future governance initiatives to be considered as well as the source of funding.

Strategic Alignment

The LGTF 2014 – 2017 Work Plan is aligned with The City of Calgary's 2012 – 2014 Business Plan priority of becoming a more effective and disciplined organization by exploring and applying alternative ways to deliver our services and improve access to information. In addition, this 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)

There are no social, environmental, or external economic implications as a result of this report.

LEGISLATIVE GOVERNANCE TASK FORCE 2014 – 2017 WORK PLAN

Financial Capacity

Current and Future Operating Budget:

In accordance with the LGTF Terms of Reference, the work around legislative governance will be conducted primarily by internal resources. In order to deliver on the legislative governance initiatives within the proposed timelines, the City Clerk's Office requires additional resources. The City Clerk is exploring options, within its existing operating budgets, to expand internal resources. 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 propose a project budget for Council's review and approval.

Current and Future Capital Budget:

There are no capital budget implications associated with the recommendations of this report.

Risk Assessment

Failure to complete the work detailed in the LGTF 2014 – 2017 Work Plan, exposes The City to a number of risks: (1) failure to adhere to Council policies, (2) 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 effective and disciplined organization.

REASON(S) FOR RECOMMENDATION(S):

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

ATTACHMENT(S)

1. Legislative Governance Task Force Terms of Reference; and
2. Legislative Governance Task Force 2014 – 2017 Work Plan.