

CITY CLERK'S OFFICE AND OFFICE OF THE MAYOR COUNCIL POLICIES SUMMARY REFERENCE (in order of latest effective or amendment date)

Policy Title	Effective Date	Amendment Date	Purpose	Direction
POLICIES ORIGINATING WITH THE CITY CLERK'S OFFICE - RELATED TO BOARDS, COMMISSIONS AND COMMITTEES				
<u>Courtesy Policy- Letters for Applicants and Members of Council-Appointed Boards, Commissions and Committees</u> (#CC033)	1977 Nov. 28	1985 Feb. 18	To regularly acknowledge and express appreciation for the willingness and dedication of individuals to serve on Council-appointed Boards, Commissions and Committees.	Amalgamate into CC003
<u>Disbanding of Committees Policy</u> (#CC019)	1988 Oct. 24		To ensure Council is actively engaged in determining if existing committees are still viable or deemed to be obsolete.	Amalgamate into CC003
<u>Appointment of Members of Council, Administration and Citizens to Agencies and Establishment of Council Agencies</u> (#CC003)	1978 May 28	2006 Sept 11 2005 Sept. 27 1991 July 02 1985 Feb. 18	To regularize and define the circumstances under which Members of Council, Administration and Citizens will be appointed to city and external agencies. This policy is subject to applicable legislation, regulations and/or bylaws. All amendments to this policy must be adopted by Council.	
<u>Conflict of Interest: Citizen Appointees</u> (#CC006)	1991 July 02	2006 Sept 11	To provide Council with complete information when making citizen member decisions, and to provide clear wording in the advertisement for citizen member applications for Council's committees.	Amalgamate into CC003
<u>Advertising Policy for Appointment of Citizens to Boards, Commissions and Committees</u> (#CC002)	1978 May 28	2009 April 27 2006 Sept. 11 1991 July 02	a) To ensure that members of the public are provided with information they require in order to make an informed choice when making their committee selections; and b) To ensure that Members of Council are provided with all the information they require of the applicant to ensure they make the best possible choices when selecting committee members.	Amalgamate into CC003

ALL OTHER POLICIES ORIGINATING WITH THE CITY CLERK'S OFFICE				
<u>Council Members Attendance at Meetings Policy</u> (#CC029)	1980 Sept.		To ensure that there are procedures in place for Councillors when requesting to be excused from attendance at a meeting through completion of a Memorandum addressed to the City Clerk.	Rescind (Replicates legislation in the <i>Municipal Government Act</i>)
<u>Proclamation Policy</u> (#CC015)	1990 Nov. 19		To provide general criteria to the issuing of Proclamations by the Office of the Mayor. A request for a Proclamation should be for a charitable event, of national significance, of benefit to the majority of Calgarians or be an initiative of The City of Calgary.	
<u>Letters of Recognition Policy</u> (#CC012)	1990 Nov. 19		To provide general criteria for the issuing of Letters of Recognition by the Office of the Mayor. Letters of recognition are issued for important issues, charitable events, civic-minded individuals, or memorable occasions. Consideration will be given to offering Letters of Recognition to worthwhile causes, which do not merit a proclamation.	
<u>Swearing In Ceremony and Reception</u> (#CC016)	1992 Sept. 1		This policy gives direction to the City Clerk's office with respect to the format of the Swearing-In Ceremony and Reception for future Councils.	
<u>Civic Census Policy</u> (#CC005)	1984 Nov. 7	1994 Dec. 19	For City departments and related agencies to have accurate and up-to-date statistical information on the residents of Calgary to make informed and appropriate decisions on the provision of population based city services, such as transportation, roads, transit, fire protection, police services, utilities, recreation, etc.	
<u>Year Long Proclamations Policy</u> (#CC020)	1997 July 14		To establish guidelines for when to consider a year long proclamation.	
<u>Council to Cover Expenses of Prospective FCM (Federation of Canadian Municipalities) Directors</u> (#CC008)	2002 Oct. 21		To provide authorization to cover expenses of prospective FCM Directors.	
<u>Plaque Policy</u> (#CC014)	1988 May 04	2003	To establish guidelines and criteria for creating City of Calgary plaques for City public buildings, structures and other artifacts.	

<u>Council Policy Library</u> (#PAC001)	2004 Feb. 10		1. Clearly state and compile policies of the Council; 2. Provide for the distribution of these policies to all concerned; and 3. Establish procedures for the preparation, distribution and maintenance of Council policies and the "Council Policy Library."	Amend
<u>Council Breaks and Meal Times</u> (#CC007)	2003	2006	To provide guidelines to regulate meal times and breaks during Council and Council Committee meetings.	Rescind (Replicates legislation in the Procedure Bylaw)
<u>City of Calgary Flag Policy (general, dignitaries & flag raisings)</u> (#CC036)	2009 Mar. 16		To ensure that all flags at the Municipal Complex and other City of Calgary properties and buildings are flown and displayed in a consistent and appropriate manner.	
<u>City of Calgary Half-Mast Flag Policy</u> (#CC037)	2009 Mar. 16		To establish policies and procedures when half-masting flags at City of Calgary properties and buildings to ensure The City's practice of lowering flags to half- mast is exercised in a consistent and appropriate manner.	
<u>Recordings of Legislative Meetings Policy</u> (#CC001)	2011 April 11		Identifies the expectations and requirements of video recordings of Regular Council and Standing Policy Committee meetings and making the recordings available online. This policy reflects The City of Calgary's ongoing effort to improve the ease-of-access and transparency of the legislative process.	
<u>Transparency and Accountability Policy</u> (#CC039)	2011 Oct. 3		a) To provide policies and overarching guidance for The City's activities, programs and services as outlined herein and augment existing City of Calgary policies, procedures and practices; and b) Define the manner in which City Council and The City of Calgary will ensure that it is transparent and accountable to the public for its actions.	

<u>Ward Boundary Determination and Review</u> (#CC017)	1993 May 3	2013 Mar. 18 1993 May 03 1977 Jan. 24 1960 Oct. 19	<p>1. To establish a Ward Boundary Commission (hereinafter called the “Commission”), appointed by Council, to undertake major revisions to ward boundaries and provide recommendations to Council;</p> <p>2. To establish the membership, terms of reference and appointment process for the Commission;</p> <p>3. To establish the criteria to be considered by the Commission for major reviews and by the Returning Officer for minor revisions in developing proposals for Ward Boundary changes;</p> <p>4. To provide a method for Members of Council to provide representation to the Commission and the Returning Officer;</p> <p>2012/09/11 Page 2 of 6 ISC: Unrestricted</p> <p>5. To establish a process and timing for major ward boundary reviews; 6. To establish a process for minor revisions; and</p> <p>7. To provide authorization to the Returning Officer to determine minor adjustments to ward boundaries arising from new developments and annexations.</p>	
<u>Members of Council and Election Campaigns</u> (#CC041)	2013 Jan. 28	2013 April 08	<p>a) To establish and promote ethical conduct standards for Members of Council in interactions with the public, all City employees, contractors, Council staff and all Members of Council.</p> <p>b) To outline certain rules of conduct for Members of Council so that they may carry out their duties, powers, and functions with impartiality and dignity, recognizing that the function of Members of Council is, at all times, service to the public.</p>	

POLICIES ORIGINATING WITH THE OFFICE OF THE MAYOR				
<u>Opening Prayer-Council Meeting</u> (#CC013)	1986 Feb. 11		To ensure guidelines are in place for conducting the Opening Prayer at Council meetings.	
<u>Calgary Sister Cities (Selection and Evaluation Processes)</u> (#CC004)	1995 Oct 2		To provide the selection and evaluation process for establishing and reviewing Sister City relationships (Office of The Mayor and Calgary Economic Development). Note, this policy replaced the “Policy Recommendations for Establishing Twin City Relationships”, approved by Council in 1983.	
<u>White Hat Presentation Policy</u> (#CC018)	1999 July 08		To establish the white hat presentation criteria.	
<u>Approval of City of Calgary Senior Management Compensation and Pension Plan</u> (#CC031)	2003 Sept 29		To clarify responsibilities and establish that the approval of the compensation and pension policy for senior management at The City of Calgary, and any amendments to the policy is the exclusive domain of City Council.	
<u>Council Chamber - Operational Matters Policy</u> (#CC032)	1986 Apr. 29	2009 Jan. 26	To provide policies and protocol for the operation of the Council Chamber.	