



Mayor's Open Government Task Force
Citizen Representatives Working Group
Terms of Reference

The Citizen Representatives Working Group (CRWG) was established February 10, 2015 per the Terms of Reference of the Mayor's Open Government Task Force (MOGTF). The role of the CRWG is to operate as an independent body that will gather citizen feedback and prepare recommendations to bring forward to the MOGTF on how the City can increase accountability, transparency, and citizen's understanding of and contribution to decision-making.

Purpose

The purpose of this working group is to provide recommendations to the Mayor's Open Government Task Force that will:

1. Increase citizen's access to the information that they want to receive.
2. Increase citizen participation, engagement and collaboration in community issues.
3. Increase citizen's satisfaction with the transparency and accountability of the City.

Mandate

The Citizen Representatives Working Group will:

1. Engage citizens to provide input on the type of information that they are seeking from the City as well as the preferred format, function and means by which they would like to access this information.
2. Develop recommendations that will contribute to a gold standard program of engagement, accountability and transparency regarding an open government system, and present these recommendations to the Mayor's Open Government Task Force.

Citizen input will be a pivotal component of the CRWG's work. It will be up to the CRWG to determine the most effective approach to gather this input.

While the CRWG is invited make recommendations on preferred tools or approaches, it is outside of their scope of work to deliver recommendations on specific delivery tools, pricing and cost trade-offs.

In addition, the CRWG is not tasked with making recommendations on systems or tools that support business as this work will be conducted through another venue.

Lastly, the intention is for the CRWG's recommendations to inform the MOGTF's work. However, the recommendations that will be brought forward to Council are the work of the MOGTF as is oversight of the implementation of those recommendations.

Members

Katherine Wagner is the Chair of the Citizen Representatives Working Group. The CRWG Chair will select the membership of this working group in collaboration with the Chair of the MOGTF or her designate. Once membership selection is complete, the Chair and Members will determine the process by which citizen engagement will be accomplished and the process by which they will develop those recommendations.

Non-members

In order to maintain the independent function of the CRWG, it will not include City Council Members including those on the MOGTF or City employees. However, other participants may be invited at the discretion of the Chair.

Meetings

The CRWG will meet bi-weekly or at the call of the Chair. It is anticipated that a maximum of six meetings approximately two hours in duration will be required to complete this work. Members should be available Wednesday and Thursday evenings and have access to e-mail. Meetings may be recorded and made available on the City website to increase public access.

Quorum

Every effort will be made to include all CRWG members at all meetings but in some instances that may not be possible and in that case, the CRWG will have quorum if a majority of the members are in attendance.

Reporting Requirements

The Chair of the CRWG will report to the MOGTF on a monthly basis or more often as required and will deliver final recommendations to the MOGTF by June 5, 2015 or other date that may be agreed upon between the Chair of the CRWG and the chair of the MOGTF.

Liaison

All communication between the CRWG and the MOGTF will be conducted through the Chair of each group. This includes report timelines, requests for support and general questions. All questions and requests for information directed to staff will be communicated by the Chair of the MOGTF to the CAO or his designate.

Term

The Task Force modality is provided for in the Committees of Council Policy No. 3.11 which includes the responsibility to consider issues within a bounded period of time and once finished this work, through resolution of Council, to cease to exist. The work of the CRWG is expected to conclude by June 5, 2015 or soon thereafter in alignment with the term of the MOGTF. The MOGTF is expected to conclude by July 6, 2015, which is six months from the inception date of January 5, 2015.

Accountability

The working group members are accountable to the Chair of the CRWG for their participation in CRWG meetings, activities and e-mail correspondence.

Funding

There is currently no funding allocated to the CRWG. As the need for funding is further defined it is the responsibility of the CRWG to bring a request forward to the MOGTF who will consider the request and if supportive will bring it forward to Council for a final decision.