Mayor's Open Government Task Force
Terms of Reference

Purpose

The Mayor's Open Government Task Force was created pursuant to a resolution of Council on January 5, 2015 to increase accountability, transparency and citizen's understanding of and contribution to decision-making.

Mandate

The Mayor's Open Government Task Force will:
1. Increase citizen's access to information.
2. Increase citizen participation, engagement and collaboration in community issues.
3. Increase transparency and accountability of actions.

Membership

Mayor Read is the Chair and a member of the Mayor's Open Government Task Force (MOGTF). Councillor Shymkiw and Councillor Bell are members.

Expert advice on various topics will be a pivotal component of the MOGTF's work. Additional participation will occur through three working groups:

1. Citizen Representatives
   A Chair will be selected by the MOGTF members. The Citizen Representative Chair will participate alongside the MOGTF in selecting additional members for this group through a public call for volunteers' process.

   The purpose of this working group is to assess open government performance of the City of Maple Ridge. Specific parameters will be determined by the MOGTF.

2. City Departments
   This group includes but is not limited to Clerk's, Information Technology, Planning, Community Services and Communications.

   The purpose of this working group is to provide the MOGTF with information on the current tools that are available, to respond to questions, and to provide professional advice. In particular this group will offer input and guidance to build on existing tools and talents with the City, including what has been tried, worked, failed, any feedback, ideas received to date from within or from external organizations. This input will be instrumental in shaping policies and processes as staff will be the leaders in the execution of this work.

3. Technical Experts
   This group will include but will not be limited to technology providers and educational institutions with expertise in this area, local government support agencies, and municipalities that have shown leadership and success in this area.

   The purpose of this working group is to assist the MOGTF in identifying opportunities to achieve and exceed current best practices in open governance.

Non-members

The CAO or his representative is expected to attend all meetings of the MOGTF. Other participants may be invited at the discretion of the Chair.

Meetings

The Mayor's Task Force on Open Government will meet weekly or at the call of the Chair. It is anticipated that a number of additional meetings will be scheduled to ensure a strong dialogue with the working groups.

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

Reporting Requirements

The Mayor's Task Force on Open Government will report out to Council and the public on a monthly basis.

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 Task Force is expected to conclude by July 6, 2015, which is six months from the inception date of January 5, 2015.

Accountability

The MOGTF members are accountable for their participation on the Task Force. The working group members are accountable to the MOGTF.

Funding

There is currently no funding allocated to the MOGTF. As the need for funding is further defined it is the responsibility of the task force to bring a request forward to Council for consideration.