



OPEN AND EFFECTIVE GOVERNMENT COMMITTEE

Councillor J.H. Carlson
Councillor J.A. Coffman
Councillor B.A. Crowson
Councillor R.K. Parker

Director of City Manager's Office
City Clerk
Communications Consultant

Tara Cryderman, Senior Advisor – 403-327-7327

Terms of Reference: Approved February 2012, Revised July 2015

Membership:	Four (4) members of City Council
Desired Outcomes	<ul style="list-style-type: none"> • Ensure municipal government processes are open and accessible. • Encourage public engagement. • Improve communication and share information with the public in a manner consistent with their needs. <ul style="list-style-type: none"> ○ Improve how we communicate with community and business leaders to engage and gain understanding of the issues facing our community. ○ Improve how we communicate the policies and actions of Council. • Deliver the highest possible level of service to our citizens in a manner that endeavors to meet their needs and requirements.
Key Actions	<ul style="list-style-type: none"> • Review all Council committee processes to encourage openness such as Community Issues Committee (CIC), agendas, and Incamera. • Invite community leaders to meet with Council at City Hall or their places of business. • Separate Council messages (for all Council, not just Mayor) from corporate messages. • Council members on committees report back to Council as a whole on Committee business. Or consider having key organizations where we have Council members on Board to report to Council as a whole twice per year. • Make our data including Council's activities more accessible to the public. • Consider strategies to make it easier to navigate and access services at City Hall. • Develop and implement strategies to enhance the culture of public service.
Meetings Held:	Held: Monthly as required Location: Council Chambers
Contact:	Office of the City Clerk: committee@lethbridge.ca

**CITY COUNCIL
OPEN AND EFFECTIVE GOVERNMENT COMMITTEE**

TERMS OF REFERENCE

1. Name and Type of Committee
 - a. Open and Effective Government Committee
 - b. Standing Committee of City Council

2. Statement of Purpose

To ensure that City Council and Corporate policies, processes and procedures are open, transparent, accessible, and effective. In addition, that City Council issues and priorities are appropriately communicated to the public while facilitating open dialogue.

3. Composition of the Committee

The Committee shall be comprised of four (4) members of City Council

4. Chair and Vice-Chair

The Chair and Vice-Chair are to be elected annually from amongst the voting members at the first meeting following the Organizational Meeting of City Council.

5. Outcomes and Objectives

To make recommendations to City Council for the adoption of specific principles and guidelines of transparency, accountability, efficiency and effectiveness

 - a. Improve the efficiency and effectiveness of City Council specifically related to committee participation and communications to and from committees
 - b. Communicate strategies including conventional, electronic and web-based communications
 - c. Engage residents and stakeholders in dialogue and various two way communications that actively seeks out citizen input and ensures citizens understand that their input is important, possible and welcome

6. Duties and Responsibilities
 - a. Establish a community survey strategy and steward the process
 - b. Improve communication and information flow between City Council and City of Lethbridge residents
 - c. Direct research that will obtain information from other municipalities and levels of government concerning best practices in government transparency, accountability, efficiency and effectiveness
 - d. Obtain from City Administration information related to current policies and practices related to transparency, accountability, efficiency and effectiveness at the City of Lethbridge
 - e. Review information obtained and make appropriate recommendations to City Council

- f. Ensure that the work of the Open and Effective Government Committee is carried out in accordance with the governance requirements of the Municipal Government Act and Freedom of Information and Protection of Privacy Act
- g. Periodically update progress of the Committee and recommend to City Council appropriate actions and initiatives
- h. Recommend to City Council the approval of budgets for Open and Effective Government Committee initiatives and report financial status periodically
- i. Develop and provide performance measures for the Committee and for each initiative recommended by the Committee
- j. Make further recommendations to City Council as appropriate and where possible based on performance measures
- k. Deal with referrals from City Council
- l. Submit an End of Term Report

7. Meetings

- a. As necessary
- b. A quorum of the Committee is three of the appointed members
- c. All decisions of the Committee shall be by a simple majority of members present
- d. All meetings will be conducted in public in accordance with the guidelines of the Municipal Government Act and Freedom of Information and Protection of Privacy Act

Meeting Support

- a. Recording secretary for meetings
- b. Other Administrators subject to request by Committee

8. Committee Support

- a. Director of the City Manager's Office
- b. Corporate Communications
- c. Office of the City Clerk
- d. Communications – Office of the Mayor