



City of Hamilton
MAYOR'S TASK FORCE ON TRANSPARENCY, ACCESS AND
ACCOUNTABILITY
AGENDA

Meeting #: 24-002
Date: February 20, 2024
Time: 11:00 a.m.
Location: Room 192, 1st Floor (hybrid) (CC)
71 Main Street West

Loren Kolar, Legislative Coordinator (905) 546-2424 ext. 2604

1. APPROVAL OF AGENDA

(Added Items, if applicable, will be noted with *)

2. DECLARATIONS OF INTEREST

3. APPROVAL OF MINUTES OF PREVIOUS MEETING

3.1 January 17, 2024

4. COMMUNICATIONS

5. DELEGATION REQUESTS

6. DELEGATIONS

7. CONSENT ITEMS

8. STAFF PRESENTATIONS

8.1 Presentation from Engage Hamilton respecting Engagement Processes and Practices

9. DISCUSSION ITEMS

9.1 Mayor's Task Force on Transparency, Access and Accountability Meetings Schedule

Note:

All dates/times are subject to change and dependent upon Task Force member availability.

9.2 Mayor's Task Force on Transparency, Access and Accountability Work Plans (no copy)

1. Work Plan for Discovery Process
2. Work Plan for Stakeholder Engagement
3. Work Plan for Professional Support Engagement

10. MOTIONS

11. NOTICES OF MOTION

12. GENERAL INFORMATION / OTHER BUSINESS

13. PRIVATE AND CONFIDENTIAL

14. ADJOURNMENT



**MAYOR'S TASK FORCE ON TRANSPARENCY, ACCESS AND
ACCOUNTABILITY
MINUTES 24-001**

5:00 p.m.

Wednesday, January 17, 2024

Room 264, 2nd Floor

Hamilton City Hall

71 Main Street West

Present: B. Custers, J. Santucci (Co-Chair), M. Stewart (Co-Chair), M. Verhovsek and T. Wingfield

Also Present: Mayor A. Horwath
L. Kolar, Legislative Coordinator
U. Qureshi, Community Engagement Advisor, Office of the Mayor
M. Stahl, Director - Government Relations and Community Engagement
G. Tedesco, Senior Project Manager - Community Engagement

THE FOLLOWING ITEMS WERE REFERRED TO COUNCIL FOR CONSIDERATION:

FOR INFORMATION:

(a) CEREMONIAL ACTIVITIES (Item 1)

**(i) Welcome from the Co-Chairs of the Mayor's Task Force on
Transparency, Access and Accountability and Introductions**

Mark Stewart, Co-Chair, called the meeting to order. Members of the Task Force introduced themselves. A land acknowledgement was read into the record.

(b) APPROVAL OF AGENDA (Item 2)

The Committee Clerk advised the Task Force that there were no changes to the agenda.

(Custers/Verhovsek)

That the agenda for the January 17, 2024 Mayor's Task Force on Transparency, Access and Accountability meeting be approved, as presented.

CARRIED**(b) DECLARATIONS OF INTEREST (Item 3)**

There were no Declarations of Interest.

(c) DISCUSSION ITEMS (Item 10)**(Verhovsek/Wingfield)**

That the following items be received:

- (i) Terms of Reference of the Mayor's Task Force on Transparency, Access and Accountability (Item 10.1)

Task Force Members discussed the Terms of Reference for the Mayor's Task Force on Transparency, Access and Accountability

- (ii) For Review: Procedural Handbook for Citizen Appointees to the City of Hamilton Local Boards (Item 10.2)

Staff addressed the Task Force respecting the Handbook for Citizen Appointees to the City of Hamilton Local Boards, and the purpose of the guide for new citizen members.

- (iii) Information Collection for the Mayor's Task Force on Transparency, Access and Accountability (Item 10.3)

Task Force members conducted a discussion respecting Information Collection, which included, but was not limited to the following:

- Best practices for information collection
- Qualitative/Quantitative perspectives
- Diversity – community, geographic

- (iv) Stakeholder Engagement for the Mayor's Task Force on Transparency, Access and Accountability (no copy) (Item 10.4)

Task Force members conducted a discussion respecting Stakeholder Engagement, which included, but was not limited to the following:

- Constraints of time & budget
- Channels of access for citizens
- Methods of engagement

- (v) Budget and Consultative Process for the Mayor's Task Force on Transparency, Access and Accountability (Item 10.5)

Task Force members discussed the approved funding, and where it might best be utilized.

- (vi) Proposed Work Plan for the Mayor's Task Force on Transparency, Access and Accountability (Item 10.6)

Task Force members reviewed the proposed Work Plan, and discussed - particular capacities or skill sets of each member that can contribute to the work of the Task Force.

CARRIED

(d) ADJOURNMENT (Item 16)

(Custers/Verhovsek)

That there being no further business, the Mayor's Task Force on Transparency, Access and Accountability be adjourned at 6:40 p.m.

Respectfully submitted,

Mark John Stewart, Co-Chair
Mayor's Task Force on Transparency, Access
and Accountability

Respectfully submitted,

Joanne Santucci, Co-Chair
Mayor's Task Force on Transparency, Access
and Accountability

Loren Kolar
Legislative Coordinator
Office of the City Clerk



MAYOR'S TASK FORCE ON TRANSPARENCY, ACCESS AND ACCOUNTABILITY MEETING SCHEDULE 2024

Meetings have been scheduled for the following dates:

- Wednesday, March 20, 2024
- Wednesday, April 24, 2024 (date/time may change)
- Wednesday, May 15, 2024
- Wednesday, June 12, 2024
- Monday, July 8, 2024
- Wednesday, August 14, 2024
- Wednesday, September 18, 2024
- Wednesday, October 16, 2024
- Wednesday, November 13, 2024

A December meeting date will be scheduled, if required.

All dates/times are subject to change and dependent upon Task Force member availability.