



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

**Meeting #:** 24-005  
**Date:** May 15, 2024  
**Time:** 10:00 a.m.  
**Location:** Room 264, 2nd Floor, City Hall (hybrid) (RM)  
71 Main Street West

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

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**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 April 17, 2024

**4. COMMUNICATIONS**

**5. DELEGATION REQUESTS**

**6. DELEGATIONS**

**7. CONSENT ITEMS**

7.1 Mayor's Task Force on Transparency, Access and Accountability Working Group Updates

a. Work Plan for Delegations

**8. STAFF PRESENTATIONS**

9. DISCUSSION ITEMS
10. MOTIONS
11. NOTICES OF MOTION
12. GENERAL INFORMATION / OTHER BUSINESS
13. PRIVATE AND CONFIDENTIAL
14. ADJOURNMENT

# 3.1



## **MAYOR'S TASK FORCE ON TRANSPARENCY, ACCESS AND ACCOUNTABILITY MINUTES 24-003**

2:00 p.m.  
Wednesday, April 17, 2024  
Room 264  
Hamilton City Hall  
71 Main Street West

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

**Also Present:** B. W. Baker, Community Engagement Advisor, Office of the Mayor  
L. Kolar, Legislative Coordinator  
C. McIntosh, Legislative Coordinator  
M. Stahl, Director of Government Relations and Community Engagement  
G. Tedesco, Senior Project Manager - Community Engagement

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**THE FOLLOWING ITEMS WERE REFERRED TO COUNCIL FOR CONSIDERATION:**

**FOR INFORMATION:**

Mark John Stewart, Co-Chair, called the meeting to order. A land acknowledgement was read into the record.

**(a) APPROVAL OF AGENDA (Item 1)**

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

**(Custers/Santucci)**

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

**CARRIED**

**(b) DECLARATIONS OF INTEREST (Item 2)**

There were no Declarations of Interest.

**(c) MINUTES OF THE PREVIOUS (Item 3)**

**(i) February 20, 2024 (Item 3.1)**

**(Custers/Verhovsek)**

That the Minutes of February 20, 2024, be approved, as presented.

**CARRIED**

**(d) COMMUNICATIONS (Item 4)**

**(i) Improving Service Standards and Transparency Servicing Residents with the Office of the City Clerk, Hafeez Hussain, September 7, 2023. (Item 4.1)**

**(Wingfield/Verhovsek)**

That the Improving Service Standards and Transparency Servicing Residents with the Office of the City Clerk, Hafeez Hussain, September 7, 2023, be received.

**CARRIED**

**(e) DISCUSSION ITEMS (Item 9)**

**(i) Work Plan Updates (Item 9.1)**

**(Wingfield/Verhovsek)**

That the following Work Plan Updates be received:

**(a) Work Plan for Engagement with Interested Parties (Item 9.1(a))**

Task Force members discussed the Engagement with Interested Parties document.

**(b) Work Plan for Professional Support Engagement (Item 9.1(b))**

Task Force members discussed an RFP for Professional Support Engagement, including the scope of work and proposals.

**(c) Work Plan for Delegations (Item 9.1(c))**

Task Force members discussed upcoming meetings that could be dedicated to delegations from the public.

**CARRIED**

(f) **ADJOURNMENT (Item 16)**

**(Wingfield/Custers)**

There being no further business, the Mayor's Task Force on Transparency, Access and Accountability be adjourned at 2:48 p.m.

**CARRIED**

Respectfully submitted,

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

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

Loren Kolar  
Legislative Coordinator  
Office of the City Clerk

