

**Ministry of
Transportation**

Office of the Minister

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**Ministère des
Transports**

Bureau de la ministre

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 Toronto ON M7A 1Z8
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107-2020-640

February 24, 2020

The Honourable Tony Valeri
 Chair
 Hamilton Transportation Task Force

Dear Mr. Valeri:

Thank you for your letter about the progress that the Hamilton Transportation Task Force is making.

Ontario is committed to building transportation infrastructure in the City of Hamilton to get people to work and home to their families on time, and keep the economy growing.

I am pleased to hear that the Task Force has been working with the Ministry of Transportation, Metrolinx and the City to help develop its recommendations on transportation projects that best meet the needs of City of Hamilton's residents and supported by the Province's \$1 billion capital funding commitment.

I know how important this transportation investment is to the residents of Hamilton. As per your request, I am granting the Task Force an extension to March 16, 2020 in order to undertake the necessary work to ensure that recommended projects will bring substantial benefit to the residents of Hamilton.

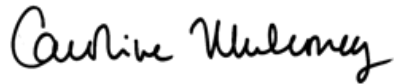
I look forward to receiving the Task Force's list of transportation projects and to meeting with you to discuss the Task Force's recommendations.

Once I receive the list of transportation projects, provincial officials will also engage with the Task Force to undertake further due diligence, such as identifying any commercially sensitive information, prior to any public release of the Task Force's recommendations.

.../2

People in Hamilton deserve transportation investments that are realistic and affordable. I appreciate the work that the Task Force is doing for the City of Hamilton.

Sincerely,

A handwritten signature in black ink, reading "Caroline Mulroney". The signature is written in a cursive, flowing style.

Caroline Mulroney
Minister of Transportation

- c. Richard Brennan, Hamilton Transportation Task Force Member
Anthony Primerano, Hamilton Transportation Task Force Member
Dr. Saiedeh Razavi, Hamilton Transportation Task Force Member
Janette Smith, Hamilton Transportation Task Force Member
Shelley Tapp, Deputy Minister, Ministry of Transportation

Honourable Caroline Mulroney
Minister of Transportation
5th Floor, 777 Bay St,
Toronto, ON M7A 1Z8

Feb. 24, 2020

Dear Minister Mulroney,

I would like to begin by thanking you for the appointment as chair of the Hamilton Transportation Task Force. The Task Force has been meeting regularly to provide the requested advice on potential transportation projects that can best meet the needs of the City of Hamilton's residents.

Over the past four weeks, the Task Force deliberations have focused on developing an objective and transparent assessment framework to evaluate projects, building upon industry best practices, the work of the City in their transportation master plan and aligning with Council's strategic priorities.

As the Task Force works toward identifying projects that best meet the needs of Hamiltonians, and given the significance of this responsibility, there is consensus among all members that additional work is required before finalizing the preliminary list of transit and transportation projects.

Through this letter, the Task Force is formally requesting a two-week extension to the deadline of the end of February 2020 for submission of the preliminary list to you to March 16, 2020, with an intention to submit at the earliest opportunity. This extension would allow the Task Force to continue discussions over the next few meetings and further engage with the Ministry, Metrolinx and City staff to complete the work underway and recommend transit and transportation projects that are of substantial benefit to the residents of Hamilton.

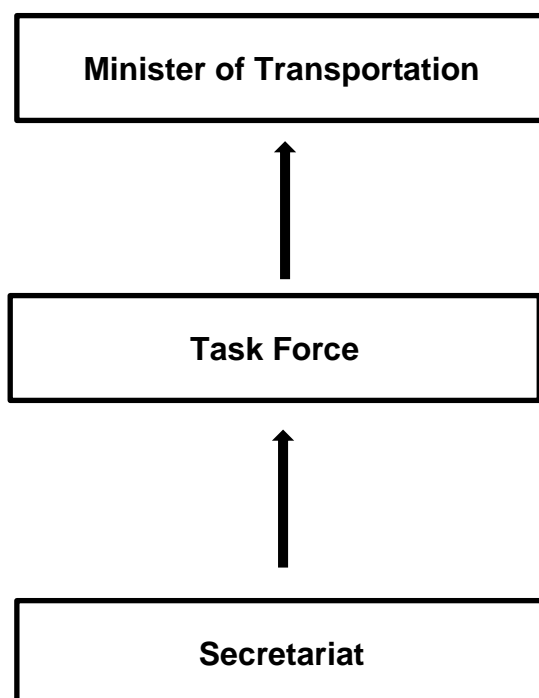
Sincerely,



Hon. Tony Valeri P.C.
Chair, Hamilton Transportation Task Force

- c. Richard Brennan, Hamilton Transportation Task Force Member
- Anthony Primerano, Hamilton Transportation Task Force Member
- Dr. Saiedeh Razavi, Hamilton Transportation Task Force Member
- Janette Smith, Hamilton Transportation Task Force Member

Task Force – Proposed Governance Structure:



Mandate

The Hamilton Transportation Task Force (also referred to as the ‘Task Force’ or ‘HTTF’) will prepare a preliminary list of transportation projects that will allow the Government of Ontario to maintain its commitment of \$1 billion in capital funding for transportation and transit projects in Hamilton.

Deliverables

The Task Force will report to the Minister of Transportation (also referred to as ‘MTO’ or the ‘Ministry’) before the end of February 2020 with advice on preliminary alternative transportation project(s).

- Projects can be either fully funded or supported through the \$1 billion in funding committed by the Province.
- Projects should reflect the interests and needs of the residents and businesses of Hamilton.
- Projects may include public transit projects (including LRT) or highway projects.
- Projects must be of substantial benefit to the residents or economy of Hamilton.

Appointments and Accountability

The Task Force shall be appointed by, and report to, the Minister of Transportation.

Duration

The term of the HTTF would be for a period of six months, with a potential to extend up to one year.

Membership

Hamilton Transportation Task Force

The HTTF will include up to seven (7) members appointed by the Minister of Transportation to achieve its stated purpose.

A Chair will be selected from amongst the members of the HTTF and appointed by the Minister of Transportation through a Minister's letter.

Members of the HTTF will bring a breadth and depth of expertise to the project that is not available in MTO, including experience in transportation policy, programs, and/or needs in the City of Hamilton and users' perspective in the City of Hamilton.

With the exception of representatives employed by the City of Hamilton, members of HTTF are present in their capacity as individuals providing advice to the Minister on transportation priorities in Hamilton, and do not represent the interests of any organization or entity.

Representatives will not be elected officials.

If a member wishes to discontinue their role as an appointee on the Task Force prior to the end of the term of the HTTF, the Minister can issue a letter confirming the termination of their appointment.

Resourcing

The Task Force will be supported by a Secretariat which will provide advice, planning, coordination and other administrative support, as required.

The Task Force will also be supported by provincial agency bodies, as required, to address technical needs.

The Secretariat will be led by the Executive Director of the Transit Policy & Programs Group in the Policy and Planning Division of MTO.

The Secretariat will be resourced through relevant areas of the Ministry of Transportation. Other relevant support from within the organization or from relevant Ontario agencies such as Metrolinx may be sought.

Roles and Responsibilities

Hamilton Transportation Task Force

- The Task Force will be responsible for:
 - Assessing alternative transportation projects in accordance with criteria to be established by the Task Force with support from the Ministry of Transportation.
 - Maintaining regular contact with Ministry representatives and providing status updates to the Minister, as requested.
 - Providing advice to the Minister of Transportation before the end of February 2020 on preliminary alternative transportation project(s).
- The Chair of the Task Force will be responsible for:
 - Managing the activities of the members of the Task Force for the purpose of achieving its mandate.
 - Liaising with the Secretariat on behalf of the Task Force.
- Recommendations made by the Task Force to the Minister of Transportation will require consensus by all participants.

Secretariat

- The secretariat will be responsible for:
 - Developing work plans and maintaining record of ongoing activities.
 - Providing advice and analysis on behalf of MTO.
 - Liaising with other relevant areas of MTO, other ministries and/or provincial agencies on behalf of the Task Force.

- Integrating advice and analysis from Metrolinx and Infrastructure Ontario (as relevant).
- Developing and coordinating meeting materials and providing logistical support.
- Ensuring compliance with all applicable government directives and policies.

Meetings

The Task Force will conduct an initial meeting in January 2020 to discuss the purpose and roles of the group, in advance of subsequent meetings which may focus on specific project areas.

After the initial meeting, Task Force members are expected to participate in weekly meetings. However, Task Force members shall discuss and agree upon the number of meetings required to meet the deliverables.

Remuneration

Task Force members will not be paid for the advice provided to the Government of Ontario.

Reasonable work-related expenses may be reimbursed in accordance with the Travel, Meal and Hospitality Expenses Directive.

Ethical Framework and Conflict of Interest

Task Force members must complete a Public Appointment Secretariat (PAS) candidate profile and submit all necessary documentation including the Personal Disclosure and Conflict of Interest Form for Public Appointment Candidates.

In accordance with Part 2 of the Agencies and Appointments Directive (AAD) members of the Task Force shall, for a period of 12 months following the end of the appointment, notify any ministry or agency of their previous appointment before they apply for, accept employment, seek or enter into a contract with a ministry or agency they provided advice to, or if the employment or contract may relate to the advice or services they provided.

Task Force members will also be required to complete a criminal record check.

Communications

All press releases, statements and communications by the Task Force shall be made through the Ministry of Transportation, per the Communications Protocol.

As necessary, the Chair of the Task Force will act as the spokesperson for the Task Force.

Members of the Task Force may redirect any inquiries to the Ministry of Transportation, in

their role as Secretariat supporting the Task Force.

Material Produced

All material produced by the Task Force, including records, documents, reports, advice, and recommendations, shall become the property of the Government of Ontario.

Dispute Resolution

The Secretariat will work with the Chair to establish a dispute resolution process.

Confidentiality

The Task Force shall keep all records, documents, reports, advice, recommendations and research (the “Review Information”) confidential, except as approved by the Minister of Transportation.

Information Retention

The Review Information shall be retained in accordance with the *Common Records Series for Ministers’ Public Records* approved under the *Archives and Recordkeeping Act, 2006*.