

CITY OF HAMILTON

NOTICE OF MOTION

Audit, Finance and Administration Committee: February 2, 2023

MOVED BY COUNCILLOR C. KROETSCH

Council Access to and Copies of Confidential Records

WHEREAS, a Notice of Motion was placed on the Audit, Finance and Administration Committee, on October 21, 2021 directing staff to develop a procedure to allow Members of Council access to Confidential Records such as memoranda of understanding, contracts and other such agreements that are the work product of confidential reports to Council, attached as Appendix A to this motion;

WHEREAS, on November 3, 2021 Clerks staff developed and communicated to all of Council and the public, the Council Access to Confidential Information Procedure (the "Procedure") attached as Appendix B to this motion; and

WHEREAS, on November 4, 2021 the Audit, Finance and Administration Committee deliberated the Procedure; and

WHEREAS, Clerks staff have also developed a Records Guide for Council attached as Appendix C to this motion which provides information to all of Council with respect to the approved processes for accessing Confidential Information.

THEREFORE, BE IT RESOLVED:

That the Council Access to Confidential Information Procedure is amended so that members of City Council have access to confidential information or records in a manner similar to the process used for accessing Closed Session documents (i.e. through a web-based password-protected document software like eSCRIBE or CitySHARE).