




CITY OF HAMILTON
CITY MANAGER'S OFFICE
Government Relations & Community Engagement

TO:	Mayor and Members General Issues Committee
COMMITTEE DATE:	August 14, 2023
SUBJECT/REPORT NO:	Establishment of a Mayor's Task Force on Transparency, Access and Accountability (CM23018) (City Wide) (Outstanding Business List Item)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Greg Tedesco (905) 546-2424 Ext. 7168
SUBMITTED BY:	Morgan Stahl Director, Government Relations & Community Engagement City Manager's Office
SIGNATURE:	

RECOMMENDATION

That the Terms of Reference for the Mayor's Task Force on Transparency, Access and Accountability, attached as Appendix "A" to Report CM23018, be approved.

EXECUTIVE SUMMARY

The Terms of Reference for the Mayor's Task Force on Transparency, Access and Accountability (Appendix "A" to Report CM23018) provides a framework for the Task Force to undertake its mandate to:

- ensure input is solicited from Hamiltonians and provide independent, non-partisan, actionable recommendations to the General Issues Committee for improvements on citizen access, transparency, and accountability at the City of Hamilton; and
- suggest measurements for success linked to each recommendation where applicable.

The Mayor's Task Force will be made up of 5 citizen members, including 2 co-chairs, and will be accountable to the City of Hamilton through the Mayor and Council, as well

OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

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as to the citizens of Hamilton as the Task Force considers the impact of their decisions and recommendations on the broader community. The Mayor's Task Force initiative is sponsored by the City Manager and supported through the Government Relations and Community Engagement Division.

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: n/a

Staffing: The Mayor's Task Force is sponsored by the City Manager and support will be staffed by the Government Relations & Community Engagement Division in the office of the City Manager. The Project Sponsor will ensure the necessary staff and resources are in place to support the Task Force and meet the deliverables of the project.

The Corporate Services Department, Clerk's Division will provide administrative support to the Task Force, including agenda setting, minute-taking and meeting management.

Legal: n/a

HISTORICAL BACKGROUND

On January 25, 2023, Council approved General Issues Committee Report 23-004, which included Motion 11.4 - Establishment of a Mayor's Task Force on Transparency, Access and Accountability. The approved motion included the following items:

- a) That the City of Hamilton establish a diverse Mayor's Task Force on Transparency, Access and Accountability to be tasked with undertaking a comprehensive review of public concerns regarding access, transparency, and accountability at City Hall;
- b) That staff, in consultation with the Mayor, develop and report back with a Terms of Reference for the Mayor's Task Force on Transparency, Access and Accountability, that includes a one year term with a regular reporting schedule and that the meetings be chaired by two Co-Chairs, appointed by the Mayor;
- c) That the Mayor's Task Force on Transparency, Access, and Accountability provide actionable recommendations to the General Issues Committee to address these concerns and improve public access, transparency and accountability at Hamilton City Hall including the suggested measurements for success linked to each recommendation; and,
- d) That the Mayor's Task Force on Transparency, Access, and Accountability at City Hall be provided with a budget of up to \$50,000 for the purpose of soliciting input

and feedback from Hamiltonians to inform their work, and that this be funded through the Tax Stabilization Reserve 110046.

RELEVANT CONSULTATION

The Terms of Reference for the Mayor's Task Force on Transparency, Access and Accountability have been developed by staff, in consultation with the Mayor's Office and Corporate Services to ensure that the Task Force is able to work toward its mission to seek citizen input to chart a path forward for renewal of trust and transparency between the City of Hamilton as a corporation and Hamilton residents including equity-seeking groups and diverse communities.

ANALYSIS AND RATIONALE FOR RECOMMENDATION

The proposed Terms of Reference will guide the work of the Mayor's Task Force on Transparency, Access and Accountability through its mission to advance Council Term priority, 'Working at City Hall and Transparency in Municipal Government', this Mayor's task force will recommend a path forward for the improvement of trust and transparency between the City of Hamilton and Hamilton residents and diverse communities. The structure of the Mayor's Task Force aligns with and aspires to advance Council term priority of 'Working of City Hall and Transparency in Municipal Government'.

The Terms of Reference support the stated mission by further outlining the mandate and governance structure for the Mayor's Task Force, as well as providing details on overall composition, recruitment, and selection of membership. This includes the characteristics of membership, accountability, overview of term, regular reporting schedule, and ongoing meeting structure.

Support for the Mayor's Task Force on Transparency, Access, and Accountability will be staffed by the Government Relations & Community Engagement Division in the office of the City Manager. This Division will provide resources for research and assume accountability for the project, providing any necessary reporting to Council and will be the Task Force's linkage to other City staff and City departments.

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to Report CM23018: The Mayor's Task Force on Transparency, Access and Accountability – Terms of Reference