

THE MAYOR'S TASK FORCE ON ACCESS, TRANSPARENCY AND ACCOUNTABILITY

TERMS OF REFERENCE

1.0 Mission

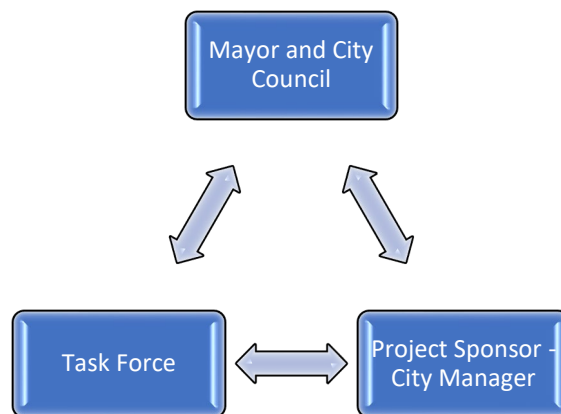
- To advance Council Term priority, 'Working at City Hall and Transparency in Municipal Government', this Mayor's task force will recommend a path forward for the improvement of trust and transparency between the City of Hamilton and Hamilton residents and diverse communities.

2.0 Mandate

- The task force shall 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.
- The task force shall also suggest measurements for success linked to each recommendation where applicable.

3.0 Governance

3.1 Governance Model



3.2 Project Sponsor

- The Mayor's Task Force initiative is sponsored by the City Manager, City of Hamilton.

- The Government Relations & Community Engagement division in the Office of the City Manager will support the Mayor’s Task Force.
- The Project Sponsor will ensure the necessary staff and resources are in place to support the Task Force and meet the deliverables of the task force.

3.3 Composition of the Task Force

The Task Force will consist of 5 citizen members:

- Two (2) Co-Chairs (appointed by the Mayor); and
- Three local representatives

3.4 Characteristics of a Task Force Member

The characteristics required of a Task Force member include:

- A proven municipal leader with a track record of public service, and civic engagement;
- A combined lived experience with a professional background and expertise in relevant subject matters;
- An ability to be open and reflective in order to assist the Task Force in developing necessary improvements;
- A non-partisan approach which seeks to engage others with diplomacy;
- An ability to bring a unique perspective from Hamilton’s diverse communities and regions; and
- A willingness to pioneer, break through and identify innovative solutions to complex issues.

3.5 Accountability

The Task Force is accountable to the following:

- 1) ***The City of Hamilton:***
The Task Force is accountable to the City of Hamilton through the Mayor and Council.
- 2) ***The Citizens of Hamilton:***
The Task Force is accountable for considering the impact of their decisions and recommendations on the broader community. The Task Force is charged in conducting their affairs in ways that uphold the mandate of accessibility, transparency and accountability.

4.0 Task Force

4.1 Co-Chairs

The Task Force will be jointly led by Co-Chairs.

Role of the Co-Chairs:

- Preside over Task Force meetings;
- Lead and facilitate during team building exercises;
- Oversee the Task Force’s reports to stakeholders;
- Convene the appropriate local knowledge leaders and community stakeholders; and
- Represent (spokespersons) the Task Force to the City of Hamilton, media and the public.

4.2 Working Groups

Working groups will be established on an as needed basis and the Task Force members may be asked to volunteer in various aspects of these working groups. Working groups will report directly to the Task Force.

4.3 Staff Support

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 Government Relations & Community Engagement Division will provide resources for research and assume accountability for the project. The Government Relations & Community Engagement division will provide any necessary reporting to Council and be the Task Force’s linkage to other City staff and City departments.

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

The Task Force is provided with a budget of up to \$50,000 for the purpose of gathering resident feedback to inform their work and drafting an action plan to improve public access, transparency and accountability at City Hall. This shall be funded through the Tax Stabilization Reserve 110046.

4.4 Decision-Making Authority

All Task Force members are equal voting members for decision-making that will be done on a consensus basis seeking 80% agreement,

notwithstanding section 13.7 of the City's Procedural By-law 21-021, as amended, the rules relating to voting in this Terms of Reference prevail over anything to the contrary in the City's Procedural By-law 21-021, as amended.

The Task Force will meet at the call of the Co-Chairs. Meetings of the Task Force will be held in a hybrid format.

5.0 Term

The Task Force is intended to convene for a period of one (1) year, and the members of the Task Force will serve for a one (1) year term. Meeting frequency to be determined by the co-chairs. Members should expect the time commitment to be greatest in the first three (3) months.

If a member resigns before the end of their term, they can recommend a replacement to complete their term. The Task Force co-chairs will make the final determination for the replacement.

5.1 Recruiting and Selecting Members

The process for recruiting and selecting new members will be as follows:

- The Mayor will appoint two (2) Co-Chairs (as per council approval on January 25, 2023);
- Candidates for the remaining three (3) task force positions will apply through a call for applicants on the City's website, as per the recruiting process for Local Boards and Committees; and
- The Co-Chairs, by consensus, will select the final three (3) members of the task force as per the recruiting process for Local Boards and Committees. All co-chair appointments will be ratified by council.

6.0 Code of Conduct

Members of the Task Force are to comply with the Code of Conduct for Local Boards, attached as Appendix 'C' to the Procedural Handbook for Citizen Appointees to City of Hamilton Local Boards and are bound by the *Municipal Conflict of Interest Act*, found at the following link: <https://www.ontario.ca/laws/statute/90m50>. Members are required to, upon appointment and prior to attending their first meeting, sign the Acknowledgement Form and forward it to the Legislative Coordinator.

Members have a duty to make decisions solely in terms of the best interest of the community. It is expected that the members will not engage in any behaviour or

conduct that may be seen to be an attempt to gain, through their position as a member or through their knowledge or contacts gained as a Task Force member, any personal advantage, advancement, favour, influence, benefit, discount or other interest, for themselves, their spouses, their relatives, or their friends.

There may be times when members will be required to treat discussions, documents or other information relating to the work of the Task Force in a confidential manner.

Members of the Task Force will commit themselves to the following:

- Will conduct their affairs in a manner that upholds the integrity of the task force and enables access, transparency, and accountability.
- Shall work for the well-being of all citizens of Hamilton.

Members are expected to attend all meetings of the Task Force. Should a member not be meeting the general expectations of participation on the Task Force, they will be contacted by the Co-Chairs to discuss their ongoing participation.