



# **MAYOR'S TASK FORCE ON TRANSPARENCY, ACCESS AND ACCOUNTABILITY (MTFTAA) REPORT 24-001**

5:00 p.m.

Wednesday, January 17, 2024

Room 264, 2<sup>nd</sup> Floor

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:** Mayor A. Horwath  
L. Kolar, Legislative Coordinator  
U. Qureshi, Community Engagement Advisor, Office of the Mayor  
M. Stahl, Director - Government Relations and Community Engagement  
G. Tedesco, Senior Project Manager - Community Engagement

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**THE MAYOR'S TASK FORCE ON TRANSPARENCY, ACCESS AND  
ACCOUNTABILITY PRESENTS REPORT 24-001 AND RESPECTFULLY  
RECOMMENDS:**

**FOR INFORMATION:**

**(a) CEREMONIAL ACTIVITIES (Item 1)**

**(i) Welcome from the Co-Chairs of the Mayor's Task Force on  
Transparency, Access and Accountability and Introductions**

Mark Stewart, Co-Chair, called the meeting to order. Members of the Task Force introduced themselves. A land acknowledgement was read into the record.

**(b) APPROVAL OF AGENDA (Item 2)**

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

The agenda for the January 17, 2024 Mayor's Task Force on Transparency, Access and Accountability meeting was approved, as presented.

**(b) DECLARATIONS OF INTEREST (Item 3)**

There were no Declarations of Interest.

**(c) DISCUSSION ITEMS (Item 10)**

The following items were received:

- (i) Terms of Reference of the Mayor's Task Force on Transparency, Access and Accountability (Item 10.1)

Task Force Members discussed the Terms of Reference for the Mayor's Task Force on Transparency, Access and Accountability

- (ii) For Review: Procedural Handbook for Citizen Appointees to the City of Hamilton Local Boards (Item 10.2)

Staff addressed the Task Force respecting the Handbook for Citizen Appointees to the City of Hamilton Local Boards, and the purpose of the guide for new citizen members.

- (iii) Information Collection for the Mayor's Task Force on Transparency, Access and Accountability (Item 10.3)

Task Force members conducted a discussion respecting Information Collection, which included, but was not limited to the following:

- Best practices for information collection
- Qualitative/Quantitative perspectives
- Diversity – community, geographic

- (iv) Stakeholder Engagement for the Mayor's Task Force on Transparency, Access and Accountability (no copy) (Item 10.4)

Task Force members conducted a discussion respecting Stakeholder Engagement, which included, but was not limited to the following:

- Constraints of time & budget
- Channels of access for citizens
- Methods of engagement

- (v) Budget and Consultative Process for the Mayor's Task Force on Transparency, Access and Accountability (Item 10.5)

Task Force members discussed the approved funding, and where it might best be utilized.

- (vi) Proposed Work Plan for the Mayor's Task Force on Transparency, Access and Accountability (Item 10.6)

Task Force members reviewed the proposed Work Plan, and discussed - particular capacities or skill sets of each member that can contribute to the work of the Task Force.

**(d) ADJOURNMENT (Item 16)**

That there being no further business, the Mayor's Task Force on Transparency, Access and Accountability be adjourned at 6:40 p.m.

Respectfully submitted,

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

Respectfully submitted,

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

Loren Kolar  
Legislative Coordinator  
Office of the City Clerk