



City of Hamilton

AUDIT, FINANCE AND ADMINISTRATION COMMITTEE ADDENDUM

Meeting #: 20-005

Date: July 9, 2020

Time: 9:30 a.m.

Location: Due to the COVID-19 and the Closure of City Hall

All electronic meetings can be viewed at:

City's Website:

<https://www.hamilton.ca/council-committee/council-committee-meetings/meetings-and-agendas>

City's YouTube Channel:

<https://www.youtube.com/user/InsideCityofHamilton> or Cable 14

Angela McRae, Legislative Coordinator (905) 546-2424 ext. 5987

8. DISCUSSION ITEMS

- *8.5 Citizen Advisory Committees and Electronic Participation During the COVID-19 Emergency (FCS20061) (City Wide) (Outstanding Business List Item)

11. GENERAL INFORMATION / OTHER BUSINESS

- *11.1 Amendments to the Outstanding Business List:

- *11.1.a Items to be Removed:

City Council Correspondence requesting that City Council give the City's volunteer citizen committees the option to resume their meetings virtually until it is safe for them to meet again in person

Added: June 24, 2020 at Council - Item 4.19

Completed: July 9, 2020 AF&A - Item 8.5

OBL Item: 20-F



CITY OF HAMILTON
CORPORATE SERVICES DEPARTMENT
City Clerk's Office

TO:	Chair and Members of Audit, Finance & Administration
COMMITTEE DATE:	July 9, 2020
SUBJECT/REPORT NO:	Citizen Advisory Committees and Electronic Participation During the COVID-19 Emergency (FCS20061) (City Wide) (Outstanding Business List Item)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Andrea Holland (905) 546-2424 Ext. 5409
SUBMITTED BY:	Andrea Holland City Clerk, Office of the City Clerk
SIGNATURE:	

RECOMMENDATION(S)

- (a) That the By-Law to Amend By-Law No. 18-270, the Council Procedural By-Law, attached as Appendix 'A' to Report FCS20061, be enacted;
- (b) That Council direct staff to proceed with scheduling Citizen Advisory Committee meetings in accordance with the Hamilton Reopens: The City of Hamilton's COVID-19 Recovery Plan; as per the schedule outlined in the Citizen Advisory Committee Meeting Recovery Plan Phases Appendix 'B';
- (c) That staff be directed to procure the necessary technology for Staff Liaisons to support Electronic Citizen Advisory Committees and that it be funded from Dept. ID 300100; and
- (d) That the City Clerk be delegated the authority to establish and approve procedures and take all steps necessary to facilitate electronic participation by members of Citizen Advisory Committees.

EXECUTIVE SUMMARY

The current declared emergency has resulted in a number of staff supported services and programs to be put on hold or cancelled. Staff supported Citizen Advisory Committee meetings have been cancelled due to the limits within the Procedural By-Law but also

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due to staffing redeployment during the current emergency. While staff have been able to support public meetings of standing committee and council, this new process does require additional staff resources to support these meetings. To date, support has been managed using the current staff complement.

As part of the work to develop Hamilton Reopens, detailed Operational Recovery Plans were provided to the EOC and tabled at the May 27, 2020 Council meeting. These plans indicate the phases staff can provide support to Citizen Advisory Committees (see Appendix 'B'). In some divisions, staff have been redeployed to help with the emergency and do not expect to return to their 'home' position until later phases of reopening.

This report contains the proposed amendments to Council's Procedural By-Law 18-270; to allow Citizen Appointees to participate electronically (Appendix A), provides the schedule in the detailed Citizen Advisory Committee Meeting Recovery Plan Phases (Appendix B) and the changes to the Advisory Committee Procedural Handbook (Appendix D) for Electronic Citizen Advisory Committee meetings.

Alternatives for Consideration – See Page 5.

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: Staff Liaisons will be provided with technology to hold virtual meetings and will have the ability to stream them live without additional cost to Citizen Appointees.

Staffing: Staff support for virtual Citizen Advisory Committees can be implemented using existing staff complement according to the schedule in Appendix 'B'. Staff currently do not support Citizen Advisory Working Groups and therefore, as was the case before the emergency, members would be expected to book and manage their own virtual working group meetings. If Committee and Council chose to start those identified in phase 3 to start in phase 2, redeployed staff would need to be replaced at an additional cost.

Legal: N/A

HISTORICAL BACKGROUND

On March 20, 2020, Council amended their Procedural By-Law 18-270 to allow Members of Council to participate electronically in committee and council meetings. As a result of the amendments, council meetings and standing committee meetings have been scheduled and held with Members of Council and Staff all participating electronically.

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Since then, Council has approved the use of electronic participation and amended the Procedural By-Law 18-270 to allow a limited number of Citizen Advisory Committees and Task Forces, that have time sensitive items to be addressed in order to help move the business of the city forward during the declared emergency.

At its meeting on June 24, 2020, Council received correspondence (Appendix C) and approved the following recommendation:

4.19 Correspondence requesting that City Council change the established procedural bylaws to give the City's volunteer citizen committees the option to resume their meetings virtually until it is safe for them to meet again in person.

Recommendation: Be received and referred to the City Clerk to prepare a report for consideration at the July 9, 2020 Audit, Finance and Administration Committee meeting.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

On June 19, 2020 the City of Hamilton announced it was entering Phase 2 of Hamilton Reopens, which is focused on safely expanding the municipal services available to residents.

The *Municipal Act, 2001*, outlines the legislated obligations of all meetings to be held open to the public, except where specific Exceptions under the *Municipal Act, 2001* are met:

Meetings open to public

239 (1) Except as provided in this section, all meetings shall be open to the public. 2001, c. 25, s. 239 (1).

On March 19, 2020, Bill 187 received Royal Assent to provide changes to section 238 of The *Municipal Act, 2001* and The *City of Toronto Act, 2006*, provisions included that during declared emergencies pursuant to The *Emergency Management and Civil Protection Act*, should they choose to, Members of Councils, local boards and committees may participate electronically in open and closed meetings and may be counted for purposes of quorum.

At its meeting on March 20th, 2020, Hamilton City Council approved the following:

To Amend Section 9 of the Procedural By-Law 18-270 to Allow for Electronic Participation

WHEREAS, the COVID-19 virus has made it necessary for Council to amend Section 9 of the Procedural By-law, respecting Electronic Participation at Council

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and/or Committee Meetings during an emergency when attending in-person is not possible, to permit the electronic participation of members of Council at Council and/or Committee meetings;

THEREFORE, BE IT RESOLVED:

- (a) That the By-law to Amend By-law No. 18-270, the By-Law to Govern the Proceedings of Council and Committees of Council in the form attached hereto as Appendix A , be enacted;*
- (b) That the City Clerk be delegated the authority to establish procedures and take all steps necessary to facilitate electronic participation by members of Council in Council and/or Committee meetings held in the Council Chamber; and,*
- (c) That staff be directed to install the necessary technology in the Council Chambers in order for members of Council to participate electronically at Council and/or Committee meetings held in the Council Chamber to be funded from Dept. ID 300100.*

Council's Procedural By-Law 18-270 defines "**Committee**" - means a Standing Committee, Sub-Committee, Selection Committee or an Advisory Committee or Task Force established by Council from time to time."

Staff are recommending amending Council's Procedural By-Law 18-270 (Appendix A) to permit members of Citizen Advisory Committees to participate electronically in virtual meetings that will be live streamed. All scheduled electronic meetings, agendas and minutes will be posted on the City's website. In order to meet the obligations under the *Municipal Act, 2001*, all meetings will be streamed live through the City's YouTube channel at the time of the meeting.

RELEVANT CONSULTATION

Staff in the Office of the City Clerk have been working with staff across the Corporation to inform this report and to determine when staff support will be available for each Citizen Advisory Committee. The current emergency has impacted staffing across the organization and as a result continues to impact their ability to support committees, non-essential services and projects. These impacts are reflected in Appendix B – Citizen Advisory Committee Meeting Recovery Plan Phases.

Staff in the Office of the City Clerk have discussed technology solutions with IT and have confirmed that staff who support Citizen Advisory Committees will have the ability to host virtual meetings from any location and stream them live through the City's YouTube channel at the time of the meeting.

ANALYSIS AND RATIONALE FOR RECOMMENDATION(S)

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Phase 2 of Hamilton Reopens is focused on safely expanding the municipal services available to residents. As described in Phase 2 of Hamilton Reopens, staff who were redeployed to support COVID-19 emergency response efforts will continue in their temporary positions.

While developing Hamilton Reopens, staff reviewed work plans and staffing guidelines provided by the EOC to determine when they would have the resources to start to support Citizen Advisory Committees. Due to imminent business, staff recommend restarting some of these meetings in Phase 2 and due to staff redeployment and/or lack of imminent business are recommending others to restart in Phase 3.

Currently, some Staff Liaisons do not have the technology to support live streamed meetings. These staff will continue to work with Information Technology to obtain the necessary hardware to hold these meetings. Staff Liaisons will work with Committee Chairs to initiate meetings.

Staff recognize there are specific accommodation issues for some Citizen Committee Members and staff will continue to work with these members to arrive at a suitable accommodation.

The meetings will be live streamed through the City's YouTube channel with Members participating through phone or computer depending on the technology that the Member has access to or wishes to use. Staff have surveyed Members to determine the level of technology they own, and at a minimum, everyone will be able to participate by phone.

Staff will continue to communicate with and work within the guidelines set out by the EOC and Provincial Orders.

ALTERNATIVES FOR CONSIDERATION

An alternative to virtual Citizen Advisory Committees is to use the City of Hamilton's online engagement platform, however, staff are not recommending this currently.

In June, the City of Hamilton launched its online engagement platform Engage Hamilton. This new online tool provides an interactive online space for public engagement; providing the public an opportunity to share their feedback and for staff to engage with the community directly. It will allow staff to provide programs and information to the broader community for comment and feedback; in turn informing recommendations for decision makers. Not to mention the ability to target certain geography, demography, excellent analytics, etc. This precision will help us to zero in more on key issues, evaluate collective feedback and get better at improving outcomes.

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Staff will continue to monitor the use and information gathered from this new tool and report back to Committee and Council on its strong reporting and engagement capabilities.

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN

Community Engagement and Participation

Hamilton has an open, transparent and accessible approach to City government that engages with and empowers all citizens to be involved in their community.

APPENDICES AND SCHEDULES ATTACHED

Appendix A – Amendments to By-Law No. 18-270, the Council Procedural By-Law

Appendix B – Citizen Advisory Committee Meeting Recovery Plan Phases

Appendix C - Item 4.19 of Council Agenda, June 24, 2020

Appendix D - Advisory Committee Procedural Handbook July 17-2020

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FCS20061 - Appendix A. To Amend By-law No. 18-270 the Council Procedural By-law

Authority: Item X, Audit Finance &
Administration Committee Report
FCS20061
XX: July xx, 2020
Ward: City Wide
Bill No. xx

CITY OF HAMILTON

BY-LAW NO. xx

To Amend By-law No. 18-270, the Council Procedural By-law

WHEREAS Council enacted a Council Procedural By-law being City of Hamilton By-law No. 18-270;

WHEREAS Council enacted an amendment to By-law 18-270, as amended, to allow for electronic participation pursuant to s. 238(3.1) of the *Municipal Act, 2001* on March 20, 2020;

AND WHEREAS it is necessary to amend By-law 18-270, as amended, further to provide for updated sections of the By-law 18-270, as amended, to permit members of Citizen Advisory Committees to participate ELECTRONICALLY at the Advisory Committee for Immigrants and Refugees, Committee Against Racism, Hamilton Aboriginal Advisory Committee, Hamilton Status of Women Committee, Lesbian, Gay, Bisexual, Transgender and Queer Advisory Committee, Mundialization Committee, Food Advisory Committee, Hamilton Veterans Committee, Housing and Homelessness Advisory Committee, Seniors Advisory Committee, Arts Advisory Committee, Hamilton Cycling Committee, Keep Hamilton Clean and Green Committee, Agriculture and Rural Affairs Advisory Committee, Hamilton Future Fund, Business Improvement Area Advisory Committee, Cleanliness & Security in the Downtown Core, Advisory Committee for Persons with Disabilities and Waste Management Advisory Committee meetings during an emergency when attending in-person is not possible.

NOW THEREFORE the Council of the City of Hamilton enacts as follows:

1. That By-law No. 18-270, be amended:
 - (i) By adding Sections 9.2 (4), as follows:

9.2 Electronic Participation During an Emergency

- (4) Electronic participation, in accordance with the *Municipal Act, 2001* and/or any other applicable legislation, is permitted by Citizen Committee members at the Advisory Committee for Immigrants and Refugees, Committee Against Racism, Hamilton Aboriginal Advisory Committee, Hamilton Status of

Women Committee, Lesbian, Gay, Bisexual, Transgender and Queer Advisory Committee, Mundialization Committee, Food Advisory Committee, Hamilton Veterans Committee, Housing and Homelessness Advisory Committee, Seniors Advisory Committee, Arts Advisory Committee, Hamilton Cycling Committee, Keep Hamilton Clean and Green Committee, Agriculture and Rural Affairs Advisory Committee, Hamilton Future Fund, Business Improvement Area Advisory Committee, Cleanliness & Security in the Downtown Core, Advisory Committee for Persons with Disabilities and Waste Management Advisory Committee meetings during an emergency when attending in-person is not possible. (Refer to Appendix 'L' for UPDATED SECTIONS OF BY-LAW 18-270, AS AMENDED as they would apply to Electronic participation by Citizen Advisory Committee Members at ELECTRONIC Citizen Advisory meetings during an emergency when attending in-person is not possible)

2. That By-law No. 18-270, as amended, be further amended:
- (i) To include Appendix L, Conducting An Electronic Meeting – Citizen Advisory Committees for the Advisory Committee For Immigrants And Refugees, Committee Against Racism, Hamilton Aboriginal Advisory Committee, Hamilton Status Of Women Committee, Lesbian, Gay, Bisexual, Transgender And Queer Advisory Committee, Mundialization Committee, Food Advisory Committee, Hamilton Veterans Committee, Housing And Homelessness Advisory Committee, Seniors Advisory Committee, Arts Advisory Committee, Hamilton Cycling Committee, Keep Hamilton Clean And Green Committee, Agriculture And Rural Affairs Advisory Committee, Hamilton Future Fund, Business Improvement Area Advisory Committee, Cleanliness & Security In The Downtown Core, Advisory Committee For Persons With Disabilities And Waste Management Advisory Committee, attached hereto.

PASSED this 17th day of July, 2020

F. Eisenberger
Mayor

A. Holland
City Clerk

Appendix L

**CONDUCTING AN ELECTRONIC MEETING –
Citizen Advisory Committees**

ADVISORY COMMITTEE FOR IMMIGRANTS AND REFUGEES, COMMITTEE AGAINST RACISM, HAMILTON ABORIGINAL ADVISORY COMMITTEE, HAMILTON STATUS OF WOMEN COMMITTEE, LESBIAN, GAY, BISEXUAL, TRANSGENDER AND QUEER ADVISORY COMMITTEE, MUNDIALIZATION COMMITTEE, FOOD ADVISORY COMMITTEE, HAMILTON VETERANS COMMITTEE, HOUSING AND HOMELESSNESS ADVISORY COMMITTEE, SENIORS ADVISORY COMMITTEE, ARTS ADVISORY COMMITTEE, HAMILTON CYCLING COMMITTEE, KEEP HAMILTON CLEAN AND GREEN COMMITTEE, AGRICULTURE AND RURAL AFFAIRS ADVISORY COMMITTEE, HAMILTON FUTURE FUND, BUSINESS IMPROVEMENT AREA ADVISORY COMMITTEE, CLEANLINESS & SECURITY IN THE DOWNTOWN CORE, ADVISORY COMMITTEE FOR PERSONS WITH DISABILITIES AND WASTE MANAGEMENT ADVISORY COMMITTEE

The following UPDATED SECTIONS OF BY-LAW 18-270, AS AMENDED applies to Electronic participation by ***Citizen Advisory Committee Members*** at ELECTRONIC Citizen Advisory Committee meetings during an emergency when attending in-person is not possible with respect to the ***Advisory Committee for Immigrants and Refugees, Committee Against Racism, Hamilton Aboriginal Advisory Committee, Hamilton Status of Women Committee, Lesbian, Gay, Bisexual, Transgender and Queer Advisory Committee, Mundialization Committee, Food Advisory Committee, Hamilton Veterans Committee, Housing and Homelessness Advisory Committee, Seniors Advisory Committee, Arts Advisory Committee, Hamilton Cycling Committee, Keep Hamilton Clean and Green Committee, Agriculture and Rural Affairs Advisory Committee, Hamilton Future Fund, Business Improvement Area Advisory Committee, Cleanliness & Security in the Downtown Core, Advisory Committee for Persons with Disabilities and Waste Management Advisory Committee*** only:

- 2.1 The rules of procedure shall be observed in all ELECTRONIC proceedings of Council and shall be the rules for the order and dispatch of business in Council and unless specifically provided, with necessary modifications, apply to all Committees.
- 2.2 All matters relating to the ELECTRONIC proceedings of Council and Committees for which rules have not been provided for in this By-law and its Appendices shall be decided, as far as is reasonably practicable, with reference to the parliamentary rules as contained in the most recent edition of *Bourinot's Rules of Order*, Geoffrey H. Stanford, Fourth Edition.

5.4 Quorum

- (5) if quorum cannot be met or maintained during an ELECTRONIC meeting, for whatever reason, the Clerk/Staff Liaison will advise the Chair that quorum has not been reached or has been lost and the meeting will be recessed for up to 15 minutes, or until quorum is reached. If quorum cannot be reached within 15 minutes, the meeting will be considered adjourned. The Committee will meet at the next regularly scheduled meeting date.
- (6) If Quorum cannot be obtained, the Committee Secretary shall record the names of the Committee members present in the minutes of the meeting.

5.10 Order of Business

- (iii) The general Order of Business for the ELECTRONIC meetings of Citizen Advisory Committees, unless changed by the Committee in the course of the meeting and shall be as follows:
 - (a) Changes to the Agenda
 - (b) Declarations of Interest
 - (c) Approval of Minutes of Previous Meeting
 - (d) Communications
 - (e) Delegations
 - (f) Consent Items
 - (g) Presentations
 - (h) Discussion Items
 - (i) Notices of Motion
 - (j) Motions
 - (k) Other Business
 - (l) Adjournment

5.11 WRITTEN Delegations

- (1) Persons who wish to delegate to ELECTRONIC Citizen Advisory Committee shall submit their delegation in WRITING to the Clerk/Staff Liaison, the Clerk/Staff Liaison will list the delegation on the Committee's upcoming agenda. Such WRITTEN delegations must be received by the Clerk/Staff Liaison no later than 12:00 noon the business day before the meeting. If the Committee is meeting on a Monday, the deadline will be 12:00 noon on the Friday.

- 10.1** The Clerk/Staff Liaison shall MAKE the agendas of ELECTRONIC Citizen Advisory Committee meetings available to members of the committee 3 days prior to the scheduled meetings ON THE CITY'S WEBSITE.

- 10.2** The Clerk/Staff Liaison shall make the agendas of ELECTRONIC Citizen Advisory Committee meetings, available to the media and general public, simultaneously with the distribution set out in subsection 10.1.

Citizen Advisory Committee Meeting Recovery Plan Phases

Advisory Committee	Staff	Phase	Rationale
Agriculture and Rural Affairs Advisory Committee	Alicia Davenport (Clerks)	3	As per the Agriculture and Rural Affairs Advisory Committee's Terms of Reference, regular meetings will not be scheduled during the months of July, August.
Art Advisory Commission	Ken Coit (Tourism)	2	The commission will be participating in Covid related relief work and will want to provide input into the Mayor's Task Force on Economic Recovery
Aboriginal Advisory Committee Hamilton Mundialization Committee Hamilton Status of Women Committee Seniors Advisory Committee Immigrant and Refugee Committee Accessibility Committee for Persons with Disabilities	Jodi Koch (Talent and Diversity, Human Resources)	3	Administrative support staff have been redeployed to COVID-19 duties and would need to be recalled to support this work. There is currently a staff vacancy that is also impacting the ability to support committees ahead of Phase 3.
Business Improvement Area Advisory Committee	Angela McRae (Clerks)	3	Staff advised the only necessity to meet in 2020 would be to approve their expenditure requests for the Community Improvement Plan (CIP) Contribution Program (BIA Payments Account 815010-56905) and the Shared Parking Revenue Program (Parking Revenue Account 815010-45559). This could be done in a motion to GIC instead of meeting.
Cleanliness & Security in the Downtown Core	Alicia Davenport (Clerks)	3	The Cleanliness & Security in the Downtown Core Task Force is not currently engaged in any projects, so there is no urgency to meet.
Committee Against Racism –	John Ayrio (City Manager's Office)	2	Relaunching non-physical public engagement activities for Hate Mitigation & Prevention and the

LGBTQ Advisory Committee			Hamilton Anti-Racism Resource Centre projects. The Committee Against Racism will be a key stakeholder to engage and contribute to these community-equity projects
Expanding Housing and Support Services for Women, Non-Binary, and Transgender Community Sub-Committee	Tamara Bates (Clerks)	3	Committee members are currently involved in housing support services during COVID-19.
Food Advisory Committee	Heather Harvey (Public Health)	3	Administrative support staff have been redeployed to COVID-19 duties and would need to be recalled to support this work. Public Health staff will be supporting the emergency during all phases of the emergency.
Greater Bay Area Sub-Committee	Tamara Bates (Clerks)	3	This Committee meets at the call of the Chair, and there is no pressing business to attend to at this time.
Hamilton Cycling Committee	Rachel Johnson (Planning & Ec Dev)	2	<ol style="list-style-type: none"> 1. The impact of physical distancing and lack of public events will affect the Committee. The Committee would like to meet to discuss alternatives to their planned work for 2020 2. The Committee is interested in providing input on upcoming cycling infrastructure projects and initiatives
Hamilton Future Fund	Alicia Davenport (Clerks)	3	The Hamilton Future Fund Board of Governors advises Council on how to use the Future Fund money to create and protect a permanent legacy for current and future generations of Hamiltonians to enjoy economic prosperity and improved quality of life. The Board was conducting a review of their grant process, following which they intended to assess whether or not to open the Future Fund for applications. Given that the Board is not currently engaged in an application cycle, there is no time sensitivity to meet.

HWDSB Liaison Committee	Tamara Bates (Clerks)	3	This Committee meets at the call of the Chair, and there is no pressing business to attend to at this time.
HWCDSD Liaison Committee	Tamara Bates (Clerks)	3	This Committee meets at the call of the Chair, and there is no pressing business to attend to at this time.
Hamilton Veteran's Committee	Brydie Huffman (Planning & Ec Dev)	2	<p>The Veterans Committee and staff liaison are responsible for the planning and delivery of 8 City of Hamilton funded services of Remembrances in November, including the official service at Gore Park. Planning for this typically begins in August, with the September AC meeting requiring the final voting on procedures and roles. This is also the meeting where the military units are tasked with the Parade Orders, road closures are submitted, and large contracts are finalized with external media vendors for the services.</p> <p>September would be the latest date in order to plan the services accordingly, however if there is still a health warning on large events the AC (and staff) would need time to create a digital plan of commemoration.</p>
Housing and Homelessness Advisory Committee	James O'Brien (Healthy & Safe Communities)	2	The group would have a public consultation role with work that Housing Services is doing with the implantation of the Action Plan and housing and homelessness services in Hamilton.
Keep Hamilton Clean Green Committee	Raffaella Morello (Public Works)	2	<p>The Keep Hamilton Clean and Green Committee is interested in holding their meetings so they can address the following items as soon as possible:</p> <ol style="list-style-type: none"> 1. Approval of the Clean & Green Community Grants. This is to help fund community-related volunteer projects, some of which are currently planned for the summer/autumn months. Without

			<p>funding, many of these projects will not be able to proceed.</p> <ol style="list-style-type: none"> 2. Planning requirements to re-launch the “Team Up to Clean-Up” program. This is a City-wide program to help clean-up neighbourhoods which helps to promote community well-being. 3. Address a recent resignation of a KHCG member in coordination with the Office of City Clerk’s Citizen Committee appointment process.
<p>Waste Management Advisory Committee</p>	<p>Hayley Court-Znottka (Public Works)</p>	<p>2</p>	<p>Waste staff have three reports scheduled for fall PWC meetings and all of them require input from the WMAC to advance them.</p> <ol style="list-style-type: none"> 1. The Waste By-law update requires input from WMAC as it speaks, in part, to how changes to appendices of the by-law will be made and how the WMAC will be involved in making these changes moving forward. 2. The single-use plastic strategy report needs input from the WMAC as they need to confirm that they are satisfied with the strategy prior to it being presented to the PWC. There is the chance that the WMAC may not agree with some of the proposed action items included in the strategy and so this is their opportunity to voice these and ask for revisions. Aside from these reasons, one of the Councillor members of the WMAC put forward the motion of the strategy. 3. The Solid Waste Management Master Plan (SWMMP) report requires significant input from the WMAC as this maps out our waste work plan for the next 5 years and it’s crucial to receive the WMAC’s

			approval of this plan before taking it to the PWC. Part of the mandate of the WMAC is to give guidance and direction on the SWMMP.
Wentworth Lodge Heritage Trust Fund Sub-Committee	Tamara Bates (Clerks)	3	This Committee meets at the call of the Chair, and there is no pressing business to attend to at this time.
Physician Recruitment and Retention Steering Committee	Tamara Bates (Clerks)	3	This Committee meets at the call of the Chair, and there is no pressing business to attend to at this time.

Item 4.19 of Council Agenda, June 24, 2020

June 19, 2020

To the Mayor and City Council of the City of Hamilton:

We have come together to sign this joint letter to ask that you immediately allow City of Hamilton citizen committees the option to resume their meetings virtually.

The City of Hamilton is continuing to make decisions during the COVID-19 pandemic that affect the public without consulting these formal committees. While barriers to privacy and technology are serious impediments for some members of these committees, we have seen that the City has the resources to overcome these barriers and to make sure that meetings are accessible to all members and the public.

We ask that City Council pass a motion, as soon as possible, to change the established procedural bylaws to give the City's volunteer citizen committees the option to resume their meetings virtually until it is safe for them to meet again in person.

Respectfully signed,

Kate Berry

Stephanie Bertolo

Janice Brown

Karen Burke

Roman Caruk

Alissa Denham-Robinson

Diane Dent

James Diemert

Sophie Geffros

Sharon Gibbons

Freja Gray

Cameron Kroetsch

Jake Maurice

Ann McKay

Jessica Merolli

Cora Muis

Chris Ritsma

Rammy Saini

John Scime

Stefan Spolnik

Cathy Sutherland

Kyle Weitz

Alex Wilson

Christine Yachouh

*NOTE: Though we are all members of citizen committees we are speaking as residents and citizens of the City of Hamilton only. We recognize that, because these committees are not currently meeting, we cannot speak or give advice in any official capacity.



Hamilton

ADVISORY COMMITTEE PROCEDURAL HANDBOOK

An advisory body Council established to advise on specific areas of interest, with members of the public making up more than fifty (50) percent of the membership and Council members making up the rest.

**Prepared By:
Office of the City Clerk, Legislative Section
Updated: July 2020**

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Meeting Procedures

The rules of procedure as set out in By-law 18-270, A By-Law To Govern the Proceedings of Council and Committees of Council, shall be observed in all proceedings and apply to all Committees. Rules of procedure are intended to help the group conduct its business fairly and efficiently.

Rules for a meeting are designed to achieve the following basic meeting principles:

1. Every member has rights equal to every other member.
2. The will of the majority must be carried out.
3. Only one topic will be considered at a time.

The Role of the Committee and its members is to provide “advice” to Council through the appropriate Standing Committee on matters that are related to the specific mandate of the Committee (not for purposes of lobbying for special causes on behalf of the City or themselves).

Rules of Procedures at a Glance

1. Sequence of steps in having a motion voted on:

- Moved – a proposal from the floor.
- Seconded – another member feels the proposal is worth discussing.
- Stated – by the Chair or Secretary. Wording is recorded properly and everyone understands the intent of the proposal.
- Discussed – every member who wishes to speak addresses the chair and must speak only to the motion/amendment on the floor.
- Amended – if required, changing the wording of the motion by: adding or deleting words, replacing with different words.
- Called – after sufficient discussion, either a motion to end debate or a vote (if amended, the amendment first and then the main motion as amended) is called at the discretion of the Chair.
- Restated (if necessary) – ensures everyone understands what is being voted on.
- Voted – Chair calls each option: “All in favour”, “opposed”?
- Declared – results of the vote are announced by the Chair “carried” or “defeated”.

2. Amending a motion

- An amendment cannot convert a motion to its direct negative (cannot change the intent of the original motion).

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- An amendment must be pertinent or relevant to the topic in the main motion i.e. a motion to “commend the President for his work with the Chapter” may not be amended by striking the word “commend” with “condemn”.

Agenda Preparation

An agenda is a step-by-step outline of the issues to be covered at a meeting.

The following agenda outline is often used:

1. Changes to the Agenda
2. Declarations of Interest
3. Approval of Minutes of Previous Meeting
4. Consent Items
5. Presentations
6. Discussion Items
7. Notices of Motion
8. Motions
9. Other Business
10. Adjournment

Feel free to be flexible with the agenda planning. Keep the following points in mind:

- The early part of the meeting is usually the most lively and creative – items requiring mental energy, bright ideas and clear heads should appear early on the agenda.
- Put time limits on agenda items to help focus discussion and encourage decision making.

A sample template for an agenda is attached as Appendix “A”, for your reference.

Minute Preparation

The purpose of the minutes is to:

- Provide a permanent record of the proceedings of a meeting.
- Keep track of progress.
- Inform absent members.
- Provide a useful guide for evaluating a committee’s work.
- Minutes should be as brief as possible, yet maintain their accuracy.

Basic set of minutes should include:

1. Name of the Committee.
2. When (date and time) and where the committee met.
3. Who was present/absent.

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4. Adoption of last meeting's minutes.
5. Matters discussed and any decisions made:
 - Record motions, the mover (who) made the motion, who seconded it, and whether it was carried or defeated, and any members who wished to be recorded as opposed to the motion.
 - General discussion (briefly).

After the Committee minutes are approved by the Committee, the minutes are submitted to the appropriate Standing Committee for receipt. The approved minutes are to be submitted each month to the respective Legislative Coordinator to the Standing Committee that the Committee reports to.

A sample template for the minutes is attached as Appendix "B", for your reference.

Report Preparation

If the Committee is making a recommendation that requires the approval of the Standing Committee, then a Citizen Committee Report is prepared for the Standing Committee's consideration. The respective Legislative Coordinator and the Staff Liaison to the Committee can assist in the preparation of the Report.

A sample template for the Committee report is attached as Appendix "C", for your reference.

Common Procedural Questions

1. How can a meeting start without a quorum?

A quorum is the minimum number of eligible voters that must be present at a meeting to conduct business. This number is half of the membership rounded up to the nearest whole number.

If no quorum is present, then:

- The Chair may dismiss the group 30 minutes after the time appointed for the meeting, or
- The group may agree to proceed informally with the agenda, awaiting ratification of any decisions at a future meeting, or
- The group may discuss any items of interest, but make no decisions.
- The Committee Secretary shall record the names of the Committee members present in the minutes of the meeting.

2. After considerable debate, we still are not ready to vote on the motion. What can we do?

- A Motion to defer the matter until the next meeting may be in order, so that more information can be gathered.
- A Motion to defer temporarily allows a motion to be set aside until later in the meeting, allowing more urgent business to be dealt with, permitting amendments to be drafted, or allowing time for implications of the motion to be checked.

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- The Motion may be withdrawn at the request of its mover, at any time before decision or amendment.

3. Closing debate on a Motion.

Someone “calling the question” from the floor indicates that they want the motion put to a vote, which needs to be seconded and cannot interrupt the list of first time speakers. Only if the Chair feels that the motion has had reasonable debate and most members are ready to vote, can they call the question (ie: “All those in favour?”, “Opposed?”, etc.)

4. Encouraging an alternative motion.

Sometimes while one motion is being considered, an alternative motion might be the better one. How can it be presented?

- (a) The movers of the original motion are asked if they will withdraw their motion, with the consent of a majority of the members.
- (b) If the original motion is withdrawn, then the alternative motion can be put forward.
- (c) If the original motion is not withdrawn, then the movers of the alternative motion inform the Committee that their motion will be moved if the original is defeated. They thus urge the members to vote against the original motion.

The Consensus Method of Decision Making in Groups

The following process can be used throughout the meeting for every issue the group needs to discuss.

Step 1

Describe the issue before the Committee:

- State the issue clearly and concisely. If it is complex, then write it out.

Step 2

Gather all information relevant to the issue:

- All pertinent facts and ideas about the issue need to be heard in order to make an informed decision.
- Distinguish between facts and opinions.

A decision can often be made right away. However, action may need to be deferred so that additional information can be gathered.

Step 3

List all possible solutions or actions:

- Explore alternatives.
- Be creative. Use brainstorming techniques to generate new ideas, from every member.

Step 4

Choose the best possible solution:

Use a process of elimination; refine and combine parts of your list in Step 3.

Step 5

Make a decision:

- Formulate a statement of general agreement or consensus, or
- Develop a motion and vote on it.
- Then, record the results in the minutes.

Roles and Responsibilities of Committee Members

Members of the Committee are encouraged to make themselves familiar with the Terms of Reference, the Roles, Responsibilities and Expectations of New Members and mandated activities of the Committee(s) to which they are making application to.

Members of the Committee:

- (i) are required to attend and participate fully in the meetings;
- (ii) who miss more than three meetings during their term without Committee approval, may be subject to replacement on the Committee and may not be eligible for re-appointment; and
- (iii) upon appointment, are required to sign a Committee Member Acknowledgement Form (attached hereto as Appendix “E”), provided by the City Clerk’s Office, **prior to attending the first meeting** of the Committee to which they are appointed. Such declaration will remain on file in the Office of the City Clerk for the duration of the citizen’s appointment.

Members of the Committee are bound by the *Municipal Conflict of Interest Act* found at the following link: <https://www.ontario.ca/laws/statute/90m50>.

Members of the Committee are to comply with the Hamilton Advisory Committee/Task Force Code of Conduct (attached hereto as Appendix “G”).

Role of the Chair

As the Chair of a meeting, you have several important roles: knowing the group, helping members get started, planning ahead, preparing for meetings, and presiding at meetings.

Helpful tips:

Know your group – find out what your members’ skills are and what they can do. Make sure all members understand their roles and responsibilities;

Help Members get started – involve and motivate your group members. Be sure your members understand their purpose, responsibilities, timelines and budgetary constraints;

Prepare for meetings – plan your agenda. Check on all pre-meeting arrangements; and,

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Preside at meetings – establish your guidelines or rules of order. Follow your agenda; involve the members; manage the discussion.

Role of the Secretary

- Providing relevant information, ideas and opinions as a participant in the meeting;
- Record without note or comment all resolutions, decisions and other proceedings at the meeting (as per the *Municipal Act, 2001*).
- Keeping an accurate set of minutes of each meeting;
- Keeping an up-to-date membership/contact list;
- Distributing minutes to members and notifying them of upcoming meetings;
- Keeping a list of all advisory committees and members;
- Helping the Chair with preparing the agenda, advice on meeting procedure, reference materials and information retrieved from the records; and,
- Making meeting and physical set-up arrangements (*Note: room bookings with City Facilities will be co-ordinated through the Committee's Staff Liaison.*)

Role of the Staff Liaison

- Coordinate; develop and deliver the Orientation Session for the Committee;
- Liaise with the Committee providing technical advice from the host department for the preparation of reports; correspondence, etc.;
- Submission of the Committee's reports, correspondence, etc. to the Director of the host department prior to finalization for review;
- Liaise with all City staff for advice and information required by the Committee, including procedural advice from Legislative Coordinator in the Office of the City Clerk;
- Arrange for printing of agendas, minutes, reference material and distribution required by the Committee;
- Arrange for the booking of the meeting room;
- Coordinate the annual review of the Committee's Terms of Reference and Mandate;
- Coordinate the preparation of the Roles, Responsibilities and Expectations of New Members prior to the end of the Committee's term;
- Arrange for parking passes, if required; and,
- Forward completed Committee Member Resignation Forms to the Legislative Coordinator for inclusion in the appropriate Standing Committee agenda.

Use of Working Groups or Task Forces

Committees can create and hold ELECTRONIC working group or task force meetings to assist in the research or review of a given item and it reports its findings back to the Committee only during an emergency when attending in-person is not possible. A working group is normally comprised of Committee Members, however, when required, volunteers may be called upon for their expertise to assist a working group by providing required information.

Working groups and task forces operate by consensus and formal motions are not required. City staff and/or resources may not be available to working groups/task forces and consequently, the preparation of agendas, minutes and meeting requirements shall be the

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responsibility of the working group, if required. Support staff shall not be required to attend working group meetings.

The number of Members participating in a working group or task force should be less than a quorum number of the Citizen Advisory Committee membership.

Members Communicating with Any Outside Agencies, Including Other Levels of Government and the Media

Please note that members of a Committee cannot correspond or speak to any Ministries, any outside agencies, or the media without Council's prior approval, as per Standard Operating Procedure #08-001 – Communicating with any outside agencies, including other Levels of Government and the media attached as Appendix "D" and the Code of Conduct attached as Appendix "G".

Use of Secondary Logos for Advisory Committees

The use of secondary logos for promotional/educational purposes by a Committee requires approval, subject to the following guidelines:

- (i) Requests for approval of a secondary logo are required to be presented to the Governance Review Sub-committee for consideration and approval by the Committee's respective Standing Committee and Council, prior to any use.
- (ii) The approved City Logo (triple H symbol, with the word mark Hamilton, with an underscoring line), as per the *Identity Standards Guide*, must be of appropriate size relative to the intended purpose and included in a sufficiently prominent location on the promotional/ educational materials.
- (iii) Design costs are to be funded by the Committee.

Committee Member Resignation

While the City of Hamilton hopes that, upon applying for and being appointed as a member of a Committee, you are able to fulfil your commitment, we do realize that on occasion a person's circumstances may change.

Therefore, if for any reason you are unable to continue to participate as an active member of the Committee(s) you have been appointed to, it is very important that you resign formally in writing by providing a completed and signed copy of the Committee Member Resignation Form (attached as Appendix "F") to the appropriate Legislative Coordinator, in the City Clerk's office, stating which Committee(s) you are resigning from and general reasons why (the inclusion of private/personal information is not required). This will allow the Committee to adjust its membership accordingly in order to remain effective in achieving the goals of its mandate. Your completed Committee Member Resignation Form will be included in the appropriate Standing Committee agenda to be received by Council.

Electronic Meetings *(held only during an emergency when attending in-person is not possible)*

All ELECTRONIC Citizen Advisory Committee meetings will be scheduled and hosted by the Clerk/Staff Liaison using the City approved virtual meeting software. The scheduling of meetings will commence according to EOC approved and/or Council approved reopening schedules. Only Council appointed Committee members will participate electronically in these meetings.

All ELECTRONIC Citizen Advisory Committee meetings will be streamed live. If the meeting is interrupted and cannot proceed with its live feed, the meeting will be recessed for up to 15 minutes, or until the live feed is resumed. If the live feed cannot be resumed within 15 minutes, the meeting will be considered adjourned. The Committee will meet at the next regularly scheduled meeting date.

If the meeting is interrupted and its live feed cannot be resumed, the names of the Committee members present shall be recorded in the minutes of the meeting and any decisions of Committee up to the point in time of the interruption.

Working Group/Task Force meetings will not be live streamed. Working Group Members will determine their meeting method, while City facilities remain closed to the public.

What to do if further consultation on procedural advice is required?

Depending upon which Standing Committee, the Committee reports through, please contact the one of following Clerk's Division staff:

Lisa Kelsey

Legislative Coordinator
 Planning Committee
 Phone: (905) 546-2424 ext. 4605
 Fax : (905) 546-2095
 E-mail: Lisa.kelsey@hamilton.ca

Angela McRae

Legislative Coordinator
 Audit, Finance & Administration
 Committee
 Phone: (905) 546-2424 ext. 5987
 Fax : (905) 546-2095
 E-mail: angela.mcrae@hamilton.ca

Loren Kolar

Legislative Coordinator
 Board of Health
 905 546 2424 ext. 2604
 905 546-2095 (fax)
 E-mail: loren.kolar@hamilton.ca

Stephanie Paparella

Legislative Coordinator
 General Issues Committee
 Phone: (905) 546-2424 ext. 3993
 Fax : (905) 546-2095
 E-mail: stephanie.paparella@hamilton.ca

Alicia Davenport

Legislative Coordinator
 Public Works Committee
 905 546 2424 ext. 2729
 905 546-2095 (fax)
 E-mail: alicia.davenport@hamilton.ca

Tamara Bates

Legislative Coordinator
 Emergency and Community Services
 Committee
 Phone: (905) 546-2424 ext. 4102
 Fax : (905) 546-2095
 E-mail: tamara.bates@hamilton.ca



Hamilton

A G E N D A
ABC ADVISORY COMMITTEE
Monday, January 1, 2000
2:00 p.m.
Room 123, 1st Floor
City Hall
71 Main Street West, Hamilton

**Added Items*

- A. APPOINTMENT OF CHAIR AND VICE CHAIR** *(This should be done at the first meeting of each year. After the first meeting – this heading is to be removed)*
- 1. CHANGES TO THE AGENDA**
- 2. DECLARATIONS OF INTEREST**
- 3. APPROVAL OF MINUTES OF PREVIOUS MEETING**
 - 3.1 ABC Advisory Committee Meeting Minutes, dated December 1, 1999 *(for approval)*
- 4. CONSENT ITEMS**
 - 4.1 Research Report *(for receipt)*
 - *4.2 Working Group Minutes *(for receipt)*
- 5. PRESENTATIONS**
 - 5.1 ABC Advisory Committee Terms of Reference Review *(for approval)*
 - 5.2 ABC Advisory Committee Strategic Plan *(for approval)*
- 6. DISCUSSION ITEMS**
 - 6.1 Roles, Responsibilities and Expectations of New Members *(for approval)*
- 7. NOTICES OF MOTION**
 - *7.1 ABC Advisory Committee Meeting Schedule *(for approval)*
- 8. MOTIONS**
 - 8.1 ABC Advisory Committee Change to the Location of Meetings *(for approval)*

9. OTHER BUSINESS

10. ADJOURNMENT



Hamilton

**MINUTES
ABC COMMITTEE
Monday, January 1, 2000
2:00 p.m.
Room 123, 1st Floor
City Hall
71 Main Street West, Hamilton**

Present: Chair: (insert name)
(Committee members only) Vice-Chair: (insert name)
Secretary: (insert name)
Members: (insert names)

Absent with Regrets: *(insert names of absent Committee members only)*

Also Present: *(insert staff names with titles)*

1. CHANGES TO THE AGENDA

The Clerk advised of the following changes to the agenda:

4. CONSENT ITEMS

4.2 Working Group Minutes

7. NOTICES OF MOTION

7.1 ABC Advisory Committee Meeting Schedule

(Mover/Second)

That the agenda for the January 1, 2000 meeting of ABC Advisory Committee be approved, as amended. *(if there are no changes to the agenda, then the approval would be “as presented”)*

CARRIED

2. DECLARATIONS OF INTEREST

List any declarations that were made or note that there were none.

3. APPROVAL OF MINUTES OF PREVIOUS MEETING

3.1 January 1, 2000

(Mover/Second)

That the Minutes of the January 1, 2000 meeting of ABC Committee be approved, as presented.

CARRIED

4. CONSENT ITEMS

(i) Research Report (Item 4.1)

(Mover/Second)

That the Research Report, be received.

CARRIED

(ii) Working Group Minutes – December 1, 1999 (Item 4.2)

(Mover/Second)

That the Working Group Minutes – December 1, 1999, be received.

CARRIED

5. PRESENTATIONS

(i) ABC Advisory Committee Terms of Reference Review (Item 5.1)

(Insert Name) provided the Committee with a presentation respecting a review of the ABC Advisory Committee Terms of Reference.

(Mover/Second)

That the presentation respecting the ABC Advisory Committee Terms of Reference Review, be received; and

That the ABC Advisory Committee Terms of Reference Review, be amended to *(insert recommendation approved by the Committee)*

CARRIED

(ii) ABC Advisory Committee Strategic Plan (Item 5.2)

(Insert Name) provided the Committee with a presentation respecting a review of the ABC Advisory Committee Strategic Plan.

(Mover/Second)

That the presentation respecting the ABC Advisory Committee Strategic Plan, be received; and

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That the ABC Advisory Committee Strategic Plan, be approved. *(or insert recommendation approved by the Committee)*

CARRIED

6. DISCUSSION ITEMS

(i) Roles, Responsibilities and Expectations of New Members (Item 6.1)

(Mover/Second)

That the Roles, Responsibilities and Expectations of New Members, be approved. *(or insert recommendation approved by the Committee)*

CARRIED

7. NOTICES OF MOTION

(i) ABC Advisory Committee Meeting Schedule (Item 7.1)

(Committee Member's Name) introduced a Notice of Motion respecting the ABC Advisory Committee Meeting Schedule.

(A Notice of Motion can be left as a Notice of Motion and then placed on the next Committee agenda or the Rules of Order can be waived to allow the introduction of the Notice of Motion as a Motion at this meeting, if so, a motion to waive the rules, is required)

(Mover/Second)

That the Rules of Order to be waived to allow for the introduction of a motion respecting the ABC Advisory Committee Meeting Schedule.

CARRIED

(Mover/Second)

That the ABC Advisory Committee Meeting Schedule, be approved. *(or insert recommendation approved by the Committee)*

CARRIED

8. MOTIONS

(i) ABC Advisory Committee Change to the Location of Meetings (Item 8.1)

(Mover/Second)

That the ABC Advisory Committee Meeting Location be changed to _____. *(or insert recommendation approved by the Committee)*

CARRIED

9. OTHER BUSINESS

(i) Title

Brief overview of the item

10. ADJOURNMENT

(Mover/Second)

That, there being no further business, the meeting be adjourned at ____ a.m./p.m. (*insert time that the meeting adjourned*)

CARRIED

The minutes are signed by the Chair or Vice Chair (whoever presided over the meeting) and the Secretary.



Hamilton

To:	Chair and Members General Issues Committee
From:	Monika Ciolek (Co-Chair) _____ and Kyle Andrew Skinner (Co-Chair) _____ Arts Advisory Commission (to be signed by the Chair)
Date:	March 22, 2017
Re:	Transfer from reserve for Big Picture 2017 Arts Community Outreach Event (AAC-17-01) (City Wide)

Recommendation:

That an amount of up to \$13,000 be transferred from the Arts Advisory Commission Reserve (112212) to Arts Advisory Commission operating (300322) to fund the Commission's 2017 outreach event and programs.

Background: *(Describe here what the money will be used for and why the Committee is asking for more)*

The Arts Advisory Commission (AAC) has the following mandate:

To recommend activities for the stabilization and strengthening of the arts community; to inform Council of issues and achievements in the Hamilton arts community; to liaise with and act as a point of contact for members of the arts community regarding issues affecting the arts community; to monitor and assist with the implementation of the Public Art Program; to monitor and assist with the implementation of the Arts Awards Program.

The primary focus of the Arts Advisory Commission over the last five years has been the development of a strategic arts funding model through its Arts Funding Task Force.

A new AAC was appointed in 2016. The new members of the AAC are looking to undertake a community outreach and consultation program to determine the issues important to the arts community moving forward.

Analysis/Rationale: *(In the Analysis/Rationale section, the Committee should explain why the recommendation is being put forward, benefits for the recommendation, and any another information, which Committee wishes to share with the Grants Sub-Committee to support the recommendation)*

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In 2017, the Arts Advisory Commission will focus its efforts on outreach and consultation with the arts community to identify issues important to the community. It is assumed that issues such as; artists living and work space costs, sustaining and growing the arts community and promoting the arts community will be identified among others. Consultation plans include a symposium type event to bring the community together along with interviews and online surveys. The results of this work will be used to develop the AAC work plan for 2017-2018.

Appendix “D”

STANDARD OPERATING PROCEDURE	08-001
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Subject:	Communicating with any outside agencies, including other Levels of Government and the media
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- a) City of Hamilton Committees wishing to correspond with any outside agency including the media, Ministers of the Provincial/Federal Governments or with MP's and MPP's will follow the subjoined procedures:
1. Recommendation(s) to correspond with any outside agency submitted by a Committee are forwarded to the appropriate Standing Committee for approval with the draft correspondence being attached as an appendix to a Citizen Committee Report prepared by the respective Committee Staff Liaison.
 2. Once the recommendation is approved by the Standing Committee and Council, the correspondence is submitted for signature and will be signed jointly by the Mayor and the Chair of the Committee.
 3. Any follow up correspondence received by the City of Hamilton in response to the letter will be forwarded to both City Council and to the Committee, which initiated the recommendation and correspondence.
 4. Appointees should accurately communicate a recommendation or direction.
 5. Appointees may provide their own personal opinion on a matter, provided that it is made clear to the party they are speaking to that the comments are their own and are not being made on behalf of the Committee.
 6. Appointees may refer the media or others making inquiries to the Chair, or, in the absence of the Chair, to the Vice-Chair.

Appendix "E"



Hamilton

COMMITTEE MEMBER ACKNOWLEDGEMENT FORM

I _____ in consideration of the City of Hamilton appointing me to the _____, for the _____ term, acknowledge, undertake and agree as follows:

1. I will make all reasonable efforts to attend all meetings of this body to which I have been appointed and to participate in an impartial manner with the understanding that:
 - (a) If I am absent from more than three meetings, I may be subject to replacement on the Committee and not be eligible for re-appointment.
2. I will exercise all of the roles and responsibilities of a member of the body to which I have been appointed.
3. I shall respect and co-operate with the other Committee members and City staff.
4. I shall not disclose to any member of the public any confidential information, acquired by virtue of my position.
5. As a volunteer Committee member, I have received, read and have a general understanding of the City of Hamilton Advisory Committee Procedural Handbook

Dated at City of Hamilton, in the Province of Ontario this _____ day of _____, 20__.

Applicant:

Witness:

(Must be at least 18 years if age.)

(Please Print Your Name)

(Please Print Your Name)

(Please Sign)

(Please Sign)



Hamilton

COMMITTEE MEMBER RESIGNATION FORM

I, _____, would like to submit my resignation, effective _____, 20____, from the _____, for the following reason(s):

- My circumstances have changed and I know longer have the time to effectively participate on the Committee.
- Personal reasons.
- Other (please explain briefly):

Additional Comments (optional)

Signature

Date

Appendix “G”

HAMILTON ADVISORY COMMITTEE/TASK FORCE CODE OF CONDUCT

Council has adopted this Code of Conduct for the guidance of Appointees to Advisory Committees and Task Forces providing recommendations to Standing Committees and to assist Appointees in performing their duties in a manner which will promote the public’s confidence in these Advisory Committees and Task Forces operating with integrity, transparency and courtesy.

It is recognized that the Code of Conduct cannot anticipate all possible fact situations in which Appointees may be called upon to exercise judgement as to the appropriate standard of conduct. When this occurs, Appointees are to ensure that their decisions maintain the Advisory Committee or Task Force’s integrity, transparency and courtesy.

This Code of Conduct does not apply to Members of Council who are subject to the Council Code of Conduct.

Failure to comply with this Code of Conduct may result in the Advisory Committee or Task Force:

- (1) requesting an apology from the Appointee; and/or
- (2) removing the Appointee from the Advisory Committee or Task Force for a portion or all of their term.

1. GOOD CONDUCT

Appointees shall act with honesty and integrity including:

- acting in a manner that contributes to the public’s confidence in the Advisory Committee or Task Force; and
- not engaging in conduct that may, or may appear to, constitute an abuse of their position as an Appointees.

2. MEETINGS

Appointees shall maintain proper control over meetings demonstrating respect for everyone who is involved in a proceeding.

Appointees are expected to attend all meetings of the Advisory Committee or Task Force. If an Appointee misses more than three meetings during their term, the Chair, after hearing and considering any explanation provided by the Appointee, may remove the Appointee from the Advisory Committee or Task Force for the remainder of their term.

3. COLLEGIALITY

Appointees shall respect and co-operate with other Appointees and the Advisory Committee or Task Force staff.

4. GIFTS OR BENEFITS

Appointees shall not accept a gift or benefit that may appear as being offered because they are a Appointees.

5. CONFIDENTIAL INFORMATION

Appointees shall not disclose to any member of the public any confidential information acquired by virtue of their position.

6. COMMUNICATION

Appointees should accurately communicate a recommendation or direction.

Appointees may provide their own personal opinion on a matter, provided that it is made clear to the party they are speaking to that the comments are their own and are not being made on behalf of the Committee.

Appointees may refer the media or others making inquiries to the Chair, or, in the absence of the Chair, to the Vice-Chair.