



**City of Hamilton**  
**LGBTQ ADVISORY COMMITTEE**  
**AGENDA**

**Meeting #:** 20-006  
**Date:** December 15, 2020  
**Time:** 6:00 p.m.  
**Location:** Due to the COVID-19 and the Closure of City Hall  
All electronic meetings can be viewed at:  
City's YouTube Channel:  
<https://www.youtube.com/user/InsideCityofHamilton>

Pauline Kajiura, Project Manager-Community Inclusion & Equity (905) 546-2424 ext. 2567

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# Hamilton

## MINUTES

### **LGBTQ Advisory Committee**

Tuesday, November 17, 2020

6:00 PM - 7:50 PM

Webex

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**Present:** James Diemert, Autumn Getty (Recording Secretary), Freja Gray, Lisa-Marie Johnston, Cameron Kroetsch (Chair), Jake Maurice, Violetta Nikolskaya (Vice Chair), Terri Wallis, Kyle Weitz, Maureen Wilson (City Council Appointee)

**Regrets:** None

**Absent:** Kristin Cavarzan

**Staff:** Pauline Kajiura (Staff Liaison)

**Guests:** Matthew Grant (Director of Communications and Intergovernmental Relations, City of Hamilton), Alipa Patel (Marketing Officer, City of Hamilton)

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### **1. Welcome / Introductions**

Committee members and guests were welcomed and there was a round of introductions. C. Kroetsch took roll call.

## **2. Land Acknowledgement**

V. Nikolskaya provided a Land Acknowledgement.

## **3. Declarations of Conflicts of Interest**

- 3.1. A. Getty declared a conflict of interest with respect to Agenda items 7.2. and 7.3 citing her role as one of the organizers for Transgender Day of Remembrance (TDOR) events for the former and in her role as a member of the Board of Directors of Kyle's Place for the latter.
- 3.2. V. Nikolskaya declared a conflict of interest with respect to Agenda item 7.3 citing her role as an employee of YWCA Hamilton, the mentor organization for spectrum Hamilton.

## **4. Procedural Business**

### **4.1. Motion to Approve the Agenda**

**(V. Nikolskaya / T. Wallis)**

That the LGBTQ Advisory Committee approve the Agenda for today's meeting as distributed with the following amendment.

**(J. Diemert / C. Kroetsch)**

That the Agenda be amended under Regular Business to include item 8.4, a motion to submit correspondence to City Council with respect to sidewalk snow removal and report PW19022(b).

**CARRIED**

**4.2. Motion to Approve the Minutes of October 20, 2020**

**(J. Diemert / V. Nikolskaya)**

That the LGBTQ Advisory Committee approve the minutes from its October 20, 2020 meeting as distributed.

**CARRIED**

**5. Delegation Requests**

**5.1. Matthew Grant, Director of Communications and Intergovernmental Relations, City of Hamilton and Alipa Patel, Marketing Officer, City of Hamilton with respect to Costs and Methods Associated with Advertising for Vacancies on the Committee (see Information Report FCS20098) for today's meeting**

**(T. Wallis / V. Nikolskaya)**

That the LGBTQ Advisory Committee approve the delegation request for today's meeting.

**CARRIED**

**6. Delegations / Presentations**

**6.1. Matthew Grant, Director of Communications and Intergovernmental Relations, City of Hamilton and Alipa Patel, Marketing Officer, City of Hamilton with respect to Costs and Methods Associated with Advertising for Vacancies on the Committee (see Information Report FCS20098 and other attachments)**

Discussion - Matthew Grant and Alipa Patel made a presentation (attached to the agenda) to the Committee and offered it as advice to help inform the decisions of the committee which would then be reflected in a Citizen Committee Report to the Audit, Finance and Administration Committee.

Further points of discussion included those outlined as follows.

- The attached report outlines an expensive portfolio of options, some of which may not be necessary given the context of the Committee's original recommendation that the recruitment process reach out to Black, Indigenous, people of colour, youth, and other marginalized members of our Two Spirit and LGBTQIA+ communities.
- Mohawk Pride and the Pride Community Centre at McMaster should be included in the outreach for this advertisement.
- The Committee will have an opportunity to advise and provide feedback on artistry, imagery, language, and the use of inclusive language. Staff assured the Committee that this was possible.
- Staff will communicate with the Chair and Vice Chair around additional inclusivity measures with respect to advertisements through Facebook and other media. This communication will wrap up before November 20 as staff have November 26 set as the target for beginning the advertising campaign.

- The campaign will include promotion through Councillors' newsletters, especially in rural areas where it may be otherwise difficult to reach members of the public.
- There was a continued expressed desire from members of the Committee that advertising be posted in as many other languages than English as possible and feasible.
- To reach those not having access to the internet, the City will work with partners in the community to help with outdoor postings.
- Strong preference from members of the Committee that any visual elements for advertising be done by artists in Two Spirit and LGBTQIA+ communities.

## **7. Regular Business**

### **7.1. Motion to Accept the Resignation of K. Cavarzan from the Committee**

**(J. Diemert / F. Gray)**

That the LGBTQ Advisory Committee accept the resignation of K. Cavarzan from the Committee.

**(J. Diemert / T. Wallis)**

That the LGBTQ Advisory Committee defer this motion to its next meeting.

**DEFERRED**

Discussion - Staff advised that they would contact K. Cavarzan again and would confirm the process again with the office of the City Clerk before the next meeting.

**7.2. Motion to Schedule and Advertise an All Advisory Committee Event for January 2021**

**(C. Kroetsch / T. Wallis)**

That the LGBTQ Advisory Committee schedule and advertise an all advisory committee event to be tentatively held at the end of January 2021.

**CARRIED**

Discussion - January 26, 2021 was suggested as the date for the event. This event will be similar to December socials that have been held in the past but will be virtual. The purpose is to talk amongst all 13 Advisory Committee to find ways to work together and support each other. This used to happen years ago when the chairs all got together informally to have discussions.

Members expressed support for this citing discussions that had taken place at the Advisory Committee for Persons with Disabilities where its members expressed a general desire for this conversation because they simply wanted to know what other committees were up to.

There will be a process to solicit feedback from the other Advisory Committees about the best date for this event. There is no formal agenda but the idea would be to allow each of the 13 Advisory Committees to present and then have a round table discussion at the end with time to plan the next event.



**7.3. Motion to Schedule the Committee's Annual Presentation and to Submit a Delegation Request to the Audit, Finance and Administration Committee for its meeting on December 10, 2020**

**(C. Kroetsch / J. Diemert)**

That the Committee give its first annual presentation to the Audit, Finance and Administration Committee at its December 10, 2020 meeting.

**CARRIED**

Discussion - The intention is to let the Audit, Finance and Administration Committee know that has been going on with our Committee in 2020. The presentation will be submitted in advance and will outline milestones for the 2020 calendar year.

**7.4. Motion to Submit Correspondence to City Council with Respect to Sidewalk Snow Removal and Report PW19022(b)**

**(J. Diemert / T. Wallis)**

That the LGBTQ Advisory Committee send correspondence to City Council with respect to sidewalk snow removal and report PW19022(b).

**CARRIED**

Discussion - This is an issue of accessibility and disability justice, which is not separate from issues facing members of Two Spirit and LGBTQIA+ communities. They are not separate, they are intertwined. The *Mapping the Void* report

stated that, out of around 1,000 respondents, that 39.3% identified as having a disability. Equity-seeking groups are not siloed and members encouraged City Council to move forward quickly on this topic as reporting around this suggested that it had been investigated 18 times by the City since 2003, which is extensive. The last study indicated that 2/3 of respondents were in favour of increasing taxes to accommodate snow removal across the city.

Disability rights affect everyone, including members of the community who use strollers, walk pets, and get out for exercise. The Advisory Committee for Persons with Disabilities has been advocating around this issue for years and members agreed that it was important to stand in solidarity with them and organizations like the Disability Justice Network of Ontario and Hamilton ACORN.

People in wheelchairs are taking their lives into their hands every winter, having to wheel on the road in areas where curbs are often not shovelled. It's extremely dangerous. People's lives are at risk and that this issue should be addressed before someone gets killed.

Snow on sidewalks makes sidewalks impassable and this has been an ongoing discussion for many years. Members of the Committee sat with the Disability Justice Network of Ontario and Councillors Nrinder Nann and Maureen Wilson, on a snowy day in 2019, to have a further discussion about this. Now is the time to take the evidence we have about this issue and put it into action. If this does not pass, it will potentially be put off until the winter of 2023.

This is a larger Issue of equity as Ancaster was able to implement this service. They were given the opportunity and the rest of the city should be given the same opportunity

when we're talking about costs of \$16 per year; that's less than the cost of a bag of salt.

These issues cannot be separated from the struggles faced by those who need to get outside to exercise and use public spaces in the winter. Physical activity is harder to come by and will necessarily be made more difficult if sidewalks are impassable.

People's lives are at risk. The YWCA and other organizations heard about injuries last year from women who fell and lost control of strollers, people who were forced to wear heels to work. Our healthcare system is burdened enough by the pandemic and flu season; we do not need to add the burden of injuries due to impassable sidewalks.

There will be a discussion tomorrow at the General Issues Committee but it will not be possible for us to provide our correspondence in time as the deadline was at noon today. We will submit our correspondence to City Council.

## **8. Discussion Items**

### **8.1. Outstanding Business List**

No discussion

### **8.2. Update from Working Group on Committee Selection**

No discussion

### **8.3. Update from Working Group on the Needs Assessment**

No discussion

#### **8.4. December Meeting of the Committee**

There was consideration given to either holding our annual December event, virtually due to the COVID-19 pandemic, and cancelling the Committee's December meeting or to continue with the Committee's business. The Committee felt that there remained much work for it to do and preferred to continue to meet. The December meeting will take place on December 15, 2020.

#### **8.5. Accessible Captioning during Webex Meetings**

For those on the Committee with disabilities, it can often be difficult to hear what's happening and to process what is being heard in time to vote on an item. It would be helpful to have accessible captioning and for there to be a focus on disability rights and justice with respect to the software being used by the City.

There was a suggestion to use captioning through YouTube but it was pointed out by members of the Committee and City staff that this would not work because of the time delay and because it would require someone to have access to and the use of multiple devices.

There is other virtual meeting software that does offer accessible captioning and the Committee agreed that it was imperative that it sent its thoughts to City Council on the matter. This is a matter not only of disability rights but of human rights. It is important to consider those tuning in to watch these meetings from home and what their needs may be.

Members J. Maurice, T. Wallis, V. Nikolskaya, and C. Kroetsch will schedule a meeting to draft a Citizen Committee Report before the next Committee meeting.

## **9. Notices**

### **9.1. Notice of Recommendation**

Accessible Captioning for Meetings of the LGBTQ Advisory Committee

## **10. Announcements**

### **10.1. Trans Day of Remembrance (TDOR) Events**

There will be events on Tuesday, November 24 (locally) and Friday, November 20 (through SexGen and York University).

The event on Tuesday, November 24 will take place from 1:00 PM to 3:00 PM and an announcement with a link will be distributed through social media. It will feature speaker Erika Muse talking about conversion therapy legislation.

The event on Friday, November 20 will take place from 10:00 AM to 2:00 PM and will feature speakers from across the province.

### **10.2. World AIDS Day Vigil**

The annual World AIDS Day Vigil, organized by The AIDS Network, will take place on Tuesday, December 1, 2020. The event will be broadcast virtually through The AIDS Network's YouTube channel.

**11. Adjournment**

**(V. Nikolskaya / F. Gray)**

That, there being no further business, the meeting be adjourned at 7:50 PM.

**CARRIED**



## CITIZEN COMMITTEE REPORT

<b>To:</b>	Audit, Finance and Administration Committee; General Issues Committee; and City Council
<b>From:</b>	LGBTQ Advisory Committee  <hr style="width: 20%; margin-left: auto; margin-right: 0;"/> Cameron Kroetsch, Chair
<b>Date:</b>	December 15, 2020
<b>Re:</b>	Accessible Captioning for Meetings of the LGBTQ Advisory Committee

### **Recommendation**

That the City of Hamilton (City) provide accessible captioning as part of its virtual meeting software either through Cisco Webex or through another software provider for all future meetings of the LGBTQ Advisory Committee (LGBTQAC) and that the City, if it has not done so already, consult with the Advisory Committee for Persons with Disabilities (ACPD) to get their input and feedback about this as soon as possible and before implementing this recommendation.

### **Background**

Members of the LGBTQAC have asked for accommodations, specifically that there be captioning in meetings, so that they can participate without barriers.

As of the last LGBTQAC meeting, staff reported back that the option for accessible captioning through Webex was explored and possibly available but not enabled or purchased at this time. Staff also advised that the City's information technology staff have said that Webex is the only virtual meeting software permitted to be used for City meetings at this time.

It appears that Cisco Webex, the City's preferred virtual meeting software, does have this capability through Webex Assistant.

According to the Cisco Webex Help Center -

"Webex Assistant is available in Webex Meetings version 40.4 and later. Contact your Cisco Collaboration Partner or Cisco Collaboration Account Manager to create a trial for you through the Webex Enterprise Trials program. Trials are expected to begin on June 2, 2020."

At present, members of the LGBTQAC are aware and have used other virtual softwares, web applications, or websites that have these capabilities including -

- GoToMeeting
- Microsoft Teams
- Zoom
- Google Meet (Live Transcribe)
- YouTube

The LGBTQAC also recognizes that it would be possible to provide live captioning services, also known as Communication Access Real-Time Translation (CART), through another interface.

### **Analysis / Rationale**

The LGBTQAC considers this accommodation a matter of human rights and disability justice.

We are confident that this barrier can be overcome by the City of Hamilton. As the Canadian Hard of Hearing Association states, "90% of people with hearing loss can improve communication with hearing assistive technology, counseling or environmental changes".

We also recognize that this accommodation is not just important for those who are hard of hearing but for those who may have other cognitive disabilities, who experience Attention-deficit/hyperactivity disorder (ADHD), or who suffer from similar chronic conditions.



We understand that, because the LGBTQAC is a volunteer Advisory Committee, that it is not subject to the same laws, rules, and regulations that govern the City's employees but we thought it was important to share this information posted on the Accessibility for Ontarians with Disabilities Act (AODA) website on November 12, 2018 entitled Individual Accommodation Plans in Ontario Workplaces.

"The Employment Standard under the AODA states that all public sector organizations, and private or non-profit organizations with fifty or more workers, must develop and document a process for writing individual accommodation plans.

Individual accommodation plans are written documents that list all accommodations workers with disabilities need to make their jobs accessible. For example, accommodations that a worker might use include informational accommodations, such as documents in digital form or real-time captioning at meetings".

More information about the AODA Employment Standard can be accessed by visiting <https://www.aoda.ca/individual-accommodation-plans-in-ontario-workplaces/>.

While the LGBTQAC recognizes that its members are not employees, it is still participating in work in a virtual workplace with members of City staff and should enjoy the same level of accommodation as others in that workplace.

We recognize that both legislation and accommodation standards are changing with respect to virtual workplaces and environments and ask that the City be forward thinking in its approach.

As far as the LGBTQAC can tell, documents like the City's Barrier-Free Design Guidelines (Version 1.1, 2006) and its Accessibility Standards (2017) have not been updated to include provisions since the beginning of the COVID-19 pandemic with respect to virtual environments.

The LGBTQAC is asking for this to be implemented without an additional request from members of the LGBTQAC to submit paperwork and other documents. Sufficient requests have been made and we don't think it's reasonable to place additional burdens on or barriers in front of those asking for these reasonable accommodations.

Further, we do not think that this technological accommodation should only be extended to the LGBTQAC but should become part of every City meeting that is broadcast publicly. It is important that all Hamiltonians can participate in their municipal government and we feel that this is part of the City's commitment to and response to the Accessibility Standards for Customer Service (O. reg. 427/07) and the Web Content Accessibility Guidelines (WCAG 2.0).

While we recognize that there is not binding legislation that currently mandates that the City provide this accommodation, we feel that the examples we have drawn upon will aid the City in accepting our recommendation.

**NOTE** - We ask that the LGBTQAC Chair be updated as to when and at what Committee the recommendation(s) in this Citizen Committee Report will be addressed so that they can speak to the matter formally at that time.

**From:** [Kajiura, Pauline](#)  
**To:** "[Kristin Cavarzan](#)"  
**Subject:** RE: LGBTQ Advisory Committee  
**Date:** October 19, 2020 11:32:00 AM  
**Attachments:** [image003.png](#)  
[image002.png](#)

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Hi Kristin,

Thanks for getting back to me. I appreciate your thoughtful response and will let the committee know to go ahead with the motion that removes you as a member. It's unfortunate the timing didn't work out for you and I hope you have opportunities to lend your contributions to the community in the future.

All the best to you and I hope you're staying well!

Pauline

**Pauline Kajiura**

Project Manager-Community Inclusion & Equity  
City Manager's Office  
Digital, Innovation & Strategic Partnerships, City of Hamilton  
(905) 546-2424 Ext.2567



**From:** Kristin Cavarzan <kristincavarzan@gmail.com>  
**Sent:** October 18, 2020 8:36 PM  
**To:** Kajiura, Pauline <Pauline.Kajiura@hamilton.ca>  
**Subject:** Re: LGBTQ Advisory Committee

Hi Pauline,

I apologize for the absence. I accepted my position just before Covid started and unfortunately was unable to meet you or the committee. To be honest I haven't been keeping up with the emails. I would absolutely love to be able to contribute and be active with this committee and the community but I have been working like crazy during this time and it's hard for me to attend virtual meetings due to shift work.

It would be unfair to the committee for me to continue being absent so my removal would be appropriate.

Thank you for your time and understanding. All the best and stay safe.

Kristin

On Fri, Oct 16, 2020 at 10:05 Kajiura, Pauline <[Pauline.Kajiura@hamilton.ca](mailto:Pauline.Kajiura@hamilton.ca)> wrote:

|

Hi Kristin,

I hope you're staying well. We haven't had a chance to meet, so it's nice to meet you through email. I'm the staff liaison to the LGBTQ Advisory Committee and I'm hoping we can chat about your status as a member of the committee. Because you've missed a number of meetings, the committee is in a position to put forward a motion to remove you as a member, in accordance with the rules of membership. I'm wondering if you would like to discuss this before they move forward with this at the next meeting on Tuesday, October 20<sup>th</sup>.

My number is 905-977-1589 and I'd be happy to speak with you anytime before Tuesday. Thanks and I hope you have a great weekend.

Pauline

**Pauline Kajjura**

Project Manager-Community Inclusion & Equity  
City Manager's Office  
Digital, Innovation & Strategic Partnerships, City of Hamilton  
(905) 546-2424 Ext.2567





Hamilton

OUTSTANDING BUSINESS LIST

**LGBTQ Advisory Committee**

Tuesday, December 15, 2020

6:00 PM

Webex

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**1. Recommendations**

- 1.1 Change the Standing Committee to which the LGBTQ Advisory Committee Reports
- 1.2 Change the Committee's Mandate and Terms of Reference

**2. Regular Business**

- 2.1 Reschedule, Choose a Location for, and Invite Facilitators for a Committee Training and Planning Day
- 2.2 Restart the Working Groups on Committee Selection and the Needs Assessment
- 2.3 Change the Food for Committee Meetings

**3. Discussions**

- 3.1 Schedule an Event for Pride Month 2021
- 3.2 Flag Raising including a Community Survey and an Event

3.3 Change the Committee Pamphlet

3.4 LGBTQ+ Art Initiatives

# Annual Presentation of the LGBTQ Advisory Committee

Cameron Kroetsch, Chair  
December 10, 2020

# Year in Review

- 6 meetings held, quorum achieved for all of them; building on an impeccable record of having held 9 meetings and hosted 2 public events from April through December of 2019
- COVID-19 really limited our ability to meet this year and to get through our planned agenda but we still managed to accomplish a number of our goals



# Key Milestones - January

- Participated in the City's new annual election cycle for Advisory Committees (the third election of Chair and Vice Chair during this current term of Council)
- Accepted delegations from lawyers working on the Independent Review of the event surrounding Pride 2019 and from a community organization looking to connect with Two Spirit and LGBTQIA+ communities

# Key Milestones - January

- Completed an overhaul of the template for our minutes, in cooperation and collaboration with the City Clerk and their office, to increase both legibility and ease of use
- Successfully worked with the Audit, Finance and Administration Committee to increase the number of members on the LGBTQAC from 9 to 15

# Key Milestones - January

- Submitted recommendations to various bodies with respect to reconsidering City Council's citizen appointee to the Hamilton Police Services Board; including a delegation to the Board on February 14, 2020
- Planned a number of community wide discussions for 2020 around issues facing members of Two Spirit and LGBTQIA+ communities

# Key Milestones - February

- Accepted a delegation from Greg Tedesco, City of Hamilton, Housing Services staff
- Planned a training day for members of the LGBTQAC
- Planned delegations to all 13 of the City of Hamilton's Advisory Committees to invite them to come together for an event and to seek input around topics and themes

# Key Milestones - February

- Planned a community survey and engagement event to discuss the LGBTQAC's plans for Pride month
- Planned to submit a Citizen Committee Report to the City Clerk's office with suggestions around where it would be best to advertise for Committee vacancies

# Key Milestones - March

- Cancelled the in person LGBTQAC meeting scheduled for March as the City of Hamilton began to make decisions about how to handle the COVID-19 pandemic
- Meetings were cancelled by the City for April and May

# Key Milestones - June

- Meetings were cancelled by the City in June and July with permission to schedule virtual meetings granted starting in August (the Committee chose to resume meeting in September)
- The LGBTQAC was not permitted by the City to meet, due to COVID restrictions, in or near Pride month and was thus unable to participate in or support Pride 2020

# Key Milestones - September

- Planned the LGBTQAC's first ever formal annual presentation to the Audit, Finance and Administration Committee
- Regrouped around the successful delegations to other Advisory Committees about plans for an event for all 13 of the City of Hamilton's Advisory Committees



# Key Milestones - October

- Accepted a delegation from Rebecca Sutherns, Sage Solutions with respect to the City of Hamilton's Hate Prevention and Mitigation Initiative
- Discussed the impacts of the COVID-19 pandemic on members of Two Spirit and LGBTQIA+ communities

# Key Milestones - October

- Discussed the Integrity Commissioner report and the formal reprimand of the LGBTQ Advisory Committee Chair by City Council
- The City cancelled scheduled delegations to other Advisory Committees, around the planned all AC event, as a result of a new regulation that now requires the approval of City Council for all delegations

# Key Milestones - November

- Made recommendations for the LGBTQAC's 2021 budget
- Recommended a donation to Transgender Day of Remembrance (TDOR) events in the City of Hamilton
- Recommended support to community organizations helping members of Two Spirit and LGBTQIA+ communities who are struggling during the pandemic

# Key Milestones - November

- Accepted a delegation from Matthew Grant and Alipa Patel, City of Hamilton, Communications staff
- Completed recommendations regarding advertising for vacancies on the LGBTQAC and submitted them to the Audit, Finance and Administration Committee

# Key Milestones - November

- Tentatively scheduled an all Advisory Committee event for the end of January and began discussions about how to disseminate the information for feedback from the other 13 Advisory Committees
- Submitted correspondence to the City of Hamilton with respect to sidewalk snow clearing

# Reflection on 2020

- The LGBTQAC was able to do quite a bit of work in January and February before the pandemic hit
- The pause in meetings caused the LGBTQAC to lose momentum but it got back on track with its goals in October and November and looks forward to having a full Committee of 15 members as soon as possible

# Looking ahead to 2021


- It is unclear how the pandemic will continue to impact members of Two Spirit and LGBTQIA+ communities but the LGBTQAC will continue to do what it can to help
- There will be some renewed planning for discussions about a Pride event and the LGBTQAC plans to review its formal mandate and structure as well as to provide training to its members







# INFORMATION REPORT

<b>TO:</b>	Chair and Members Audit, Finance and Administration Committee
<b>COMMITTEE DATE:</b>	December 10, 2020
<b>SUBJECT/REPORT NO:</b>	Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee - Budget Expenditure Request (CM20012) (Outstanding Business List Item)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Pauline Kajiura (905) 546-2424 Ext. 2567
<b>SUBMITTED BY:</b>	Cyrus Tehrani Chief Digital Officer City Manager's Office
<b>SIGNATURE:</b>	

## COUNCIL DIRECTION

At the Audit, Finance and Administration meeting of November 19, 2020, the Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee presented a Citizen Committee Report -- Budget Expenditure Requests (Added Item 9.4).

The Audit, Finance and Administration directed staff to prepare a report with additional information on Motion 7.3 as follows:

- (a) That a budget allocation of \$500.00 from the LGBTQ Advisory Committee's budget assist spectrum Hamilton in running their online events and weekly online peer support;
- (b) That a budget allocation of \$500.00 from the LGBTQ Advisory Committee's budget assist Kyle's Place in stocking their food pantry;
- (c) That a budget allocation of \$500.00 from the LGBTQ Advisory Committee's budget assist the Sex Workers' Action Program Hamilton (SWAP) in supporting their ongoing drive to compile Harm Reduction Outreach Packages; and,
- (d) That a budget allocation of \$500.00 from the LGBTQ Advisory Committee's budget assist The SPACE Youth Centre in supporting their OQRA and Kaleidoscope programs.

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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.

**SUBJECT: Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee - Budget Expenditure Request (CM20012) (Outstanding Business List Item) - Page 2 of 4**

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## INFORMATION

Staff reviewed the City of Hamilton's Volunteer Committee Financial Funding Structure, previous expenses of the LGBTQ Advisory Committee, and the applicable division the operational work of the committee is embedded within the City structure (City Manager's Office).

Staff concluded that the LGBTQ Advisory Committee expenses as proposed fall within the financial guideline and are consistent with the committee's 2020 approved workplan. Staff's conclusion is based on the following:

1. The Volunteer Committee (VC) Funding Structure Guideline recognizes special event or project initiative costs that are part of the Business Planning/Budget Submissions by the VC. The actual expenditures should not exceed the budgeted allocation for the committee.

Further, the Policy specifically states that "*...it's up to each Department to ensure the applicable Department is ultimately responsible for the expenditures incurred by the VC. As such, any financial policies or guidelines should reflect those of the Department. For example, if a particular group desires to accept donations to assist with their mandate, existing departmental policies and procedures must be adhered to. If a policy does not exist then one should be developed (with assistance from applicable areas such as Legal*". The proposed expenses are consistent with community-driven strategic partnerships targeting capacity building and improving outcomes for equity-seeking community groups.

2. The LGBTQ Advisory Committee's terms of reference state, "*The LGBTQ Advisory Committee for the City of Hamilton exists to eliminate barriers experienced by LGBTQ communities by giving voice to the perspectives of LGBTQ individuals and evaluating the City on its related efforts. The Committee does this by making recommendations to Council and staff in order that the City of Hamilton will excel in providing services to and interfacing with members of the LGBTQ communities.*"
3. The proposed expenses also largely fall within the 2020 approved workplan of the committee, which are:
  - Partnership in the development and sharing of community resources and information;
  - Social marketing regarding positive spaces, including materials, focus groups, awareness, etcetera;

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**SUBJECT: Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee - Budget Expenditure Request (CM20012) (Outstanding Business List Item) - Page 3 of 4**

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- Partner with community groups for awareness campaigns at significant events in the LGBTQ community;
  - Subsidizing membership participation in workshops/conferences relevant to committee objectives.
4. Staff reviewed previous expenses of the LGBTQ Advisory Committee for operational consistency. Findings showed that the committee had provided similar partnership support directly to other community organizations in the past – such as a \$500 support to Pride Hamilton in 2019 for costs associated with supplying filtered water at the Pride event in Gage Park. Staff also worked with Finance Division to review expenditure requests from other Committees of Council and concluded that similar such supports have been provided by other Committees of Council this year and in years past that align to the respective mandates of those committees and are aligned to the Volunteer Committees (VCs) Funding Structure Guidelines
5. The programs named in the proposed budget expenditures are those provided to members of the Two-Spirit and LGBTQIA+ communities in Hamilton during the pandemic and have been, verbally, affirmed to use the funds before the end of December 2020. Staff further requested and obtained additional information on these program and events programs, with details below:
- The \$500 partnership support for spectrum Hamilton is to assist with running their online events and weekly online peer support program. Specifically, the event details include:
    - A weekly check-in program to stay connected with youth who attended spectrum’s in-person programming before COVID-19, and to make new connections with 2SLGBTQIA+ youth throughout COVID-19. These include messaging participants once a week, to “check-in” on how they are doing and to provide peer and emotional support, help problem solve any issues, and help connect with other resources in the community.
    - Online programming during COVID-19 also includes two online peer support sessions for 2SLGBTQIA+ youth in Hamilton each week. These have open hours, when spectrum staff are available online to support youth and connect them with resources.
  - The \$500 partnership support for Kyle's Place is to assist with stocking their food pantry. Specifically, the program details include:

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**SUBJECT: Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee - Budget Expenditure Request (CM20012) (Outstanding Business List Item) - Page 4 of 4**

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- Responding to the increased need for the food pantry during COVID-19. In keeping with their mandate, this fosters community, support, advocacy and access to resources, particularly for community members who are marginalized due to race, class, age, mental health and abilities. Kyle's Place provides a peer/mutual aid model in a trans and non-binary prioritized space.
- The \$500 partnership support for Sex Workers' Action Program Hamilton (SWAP) is to assist with their ongoing drive to compile Harm Reduction Outreach Packages. Specifically, the program details include
  - Emergency food, housing, transportation, hygiene items and other related needs arising from COVID19
  - The main focus of SWAP Hamilton is to provide outreach support to street-involved workers, those entering or leaving the industry, and including victims of trafficking.
  - Efforts are focussed towards harm reduction and to provide compassionate care. This includes but is not limited to providing supplies for safer sex, Naloxone/Narcan kits for those who may use opioids, direction towards local mental health, housing, childcare, clothing, and food resources, curated occupational health and safety protocols, and personal advocacy.
- Lastly, \$500 partnership support for The SPACE Youth Centre is to assist with their OQRA and Kaleidoscope programs. Specifically, the program details include:
  - OQRA offers a social and informal support group for QTBIPOC. It is a chance to connect with other racialized 2S-LGBTQIA+ folks in a private and empowering community setting where confidentiality is valued.
  - Kaleidoscope is a 2S-LGBTQIA+ youth circle; an intentional space prioritizing community care and centering the voices of youth with multiple marginalized identities through fun activities, healing & learning

## **APPENDICES AND SCHEDULES ATTACHED**

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# Hate Prevention & Mitigation Initiative



Hamilton is a diverse community and Canada's 9th largest city. With one in four Hamiltonians born outside of Canada, Hamilton has long been a welcoming city to newcomers, refugees, international students and people from all over the world. Hamilton strives to be a safe and supportive city for people regardless of their age, background, colour, religion, ability and gender identity. However, the equity, diversity and inclusion mosaic built for many generations in Hamilton also continues to be challenged by hate incidents, racism, discrimination, homophobia, and anti-Semitism. To address these challenges, it takes the entire community working together to reinforce shared positive values, create effective policies and build our community resilience.



## Project Background

The City of Hamilton has retained Sage Solutions, an independent consulting firm based in Guelph with over 20 years of experience supporting community projects, to conduct public engagement in the Hamilton community on hate prevention and mitigation. The consultant will also explore root causes, apply best practices and offer key recommendations on how to address hate and discrimination within the broader Hamilton community.

In June through August 2020, the consulting team engaged with equity-seeking groups, people with lived experiences of discrimination, residents and other stakeholders to inform the development of the City's Hate Prevention and Mitigation Initiative policies, procedures and practices.

From this engagement, twenty recommendations were drafted and a survey is available to provide the community an opportunity to review and enhance them.

## Community Consultation on Draft Recommendations

Twenty draft recommendations are ready for the community's consideration within the Hate Prevention and Mitigation Initiative, based on the research and engagement done to date. Your feedback will help us to gauge the level of support for these recommendations and to gather input

on how to make them even stronger.

### **Proactive Leadership**

1. Accelerate decisive and well-informed City responses to stand against hate.
2. Create, resource and execute an action plan to confront systemic racism and other forms of discrimination in Hamilton.
3. Convene collaborative opportunities for productive dialogue amongst community organizations, businesses, and other local institutions, with the goal of building a welcoming city together.
4. Measure and report on progress.

### **Centering Communities**

5. Deeply listen to the voices of those experiencing hate.
6. Follow through with actions that support what the City has already heard.
7. Incorporate more diverse representation at decision-making tables.
8. Support convergent strategies to coordinate and accelerate the work that community organizations are doing to combat hate in the city.
9. Shift funding away from punitive efforts and toward prevention, which includes increasing resources for social services partnerships to address mental health, addictions and affordable housing.
10. Invest in equity-promoting programming and re-evaluate City grants and granting processes to ensure they are equitable and accessible.
11. Invest in more safe community spaces.

### **Education and Early Intervention**

12. Invest in public campaigns that demonstrate the City's commitment to anti-hate, including effective ways to intervene when you see hate incidents occurring.
13. Partner with community organizations to develop educational curriculum to teach young people about justice, equity, diversity, inclusion and belonging, from the perspective of people living in Hamilton.
14. Invest in placemaking initiatives that encourage intergenerational and diverse community interaction.

### **Regulations and Enforcement**

15. Be more firm in condemning hate activities in the city.
  16. Leverage the municipal regulatory framework to stand against the presence of hate, beginning on City property but extending beyond that where legally possible.
  17. Develop a Hate Incident Community Mapping Mechanism to better track and collect data for hate incidents happening in the city.
  18. Build a coordinated community reporting mechanism
  19. Embrace community-led responses to harm.
  20. Rebuild trust in Hamilton Police Services.
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# HATE MITIGATION & PREVENTION



The City of Hamilton invites your feedback on twenty draft recommendations within the Hate Prevention and Mitigation Initiative, based on the research and engagement done to date.

Visit [engage.hamilton.ca/hateprevention](https://engage.hamilton.ca/hateprevention) to complete the survey and provide your feedback

Our hope is to refine these recommendations based on further input before they are presented to City Council in February. Your feedback will help us to gauge the level of support for these recommendations and to gather input on how to make them even stronger.

*The City's Vision is to be the best place to raise a child and age successfully. Hamilton remains a safe and supportive city for people regardless of their age, background, colour, religion, ability and gender identity. However, the equity, diversity and inclusion mosaic built for many generations in Hamilton also continues to be challenged by hate incidents, racism, discrimination, homophobia, and anti-Semitism. To address these challenges, it takes the entire community working together to reinforce our values, create effective policies and build our community resilience.*

**For more information on our public consultation to date, visit**  
[hamilton.ca/hateprevention](https://hamilton.ca/hateprevention)

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## Letter to Advisory Committees

RE: Clarifying the Committee Structure and the Streamlining of Advisory Committee Processes

One of the Clerk's Office goals for 2020 was to clarify the Committee structure and to streamline some of the Advisory Committees processes.

This process began with a reorganization of the Committee Listing Page on the City of Hamilton's website. Originally the webpage listed all Committees alphabetically which did not illustrate the reporting structure of Committees. The Clerk's Office received feedback from the community that the listing was confusing, and have therefore, reorganized to show the different levels of Committees, how they are classified, and to which Committee the Committee reports to. The reorganized webpage can found at the following link: <https://www.hamilton.ca/council-committee/council-committee-meetings/committee-listing>.

Another task that the Clerk's Office is working on with the Advisory Committee Staff Liaisons is the format of Advisory Committee agendas and minutes to be in a similar form to those of Committees of Council. Advisory Committee minutes are now being reviewed by one designated Legislative Coordinator, to ensure that all Advisory Committees are following a standard format.

Like all Committees of Council, Advisory Committee minutes are approved at their next Committee meeting, and then sent up to their respective Standing Committee to be received. Staff Liaisons are to send their draft minutes to the designated Legislative Coordinator prior to the minutes being approved at their next Advisory Committee meeting, in order to ensure that the final version of the minutes are in the proper format being approved at their respective Standing Committee. Staff Liaisons are to forward the approved minutes of their Advisory Committee meetings to their respective Standing Committee Legislative Coordinator in a timely fashion.

Additionally, like all Committees of Council, if the Advisory Committee wishes to move a motion that requires approval, a Citizen Committee Report is required. A Citizen Committee Report should contain some background information and the motion that was approved by the Advisory Committee and are prepared by the Staff Liaison. Once completed, they should be sent to the designated Legislative Coordinator for review. Once reviewed the Citizen Committee Report is signed by the Chair and forwarded to their respective Standing Committee in a timely fashion, as these requests are usually time-sensitive requests.

Please find below a list of examples of when a Citizen Committee Report would be required:

### WHEN A CITIZEN COMMITTEE REPORT IS REQUIRED:

- Use of budget funds on expenditures outside of approved expenditures
- Changes to the Terms of Reference (i.e. membership; mandate; etc.)
- Delegations to other Advisory Committees, Sub-Committees and Standing Committees on behalf of the Advisory Committee

- Recommendations outside the purview of the Advisory Committee involving City infrastructure (i.e. roads, sidewalks, processes, etc.)
- Correspondence to any outside agencies, including other Levels of Government and the media
- Events or Actions that the Committee wishes to take, that fall outside of the Committee's Terms of Reference

WHEN A CITIZEN COMMITTEE REPORT IS NOT REQUIRED:

- Delegations to an Advisory Committee's respective Standing Committee
- Approved budgetary items
- Formation of Working Groups
- Holding community events to gain insight or feedback from the community group the Committee represents (e.g. a speakers event)
- Providing feedback to staff on city services and programs
- Inviting members of the community to speak at Advisory Committee meetings

The Clerk's Office is also currently working on updating the Volunteer Advisory Committee Handbook to incorporate amendments respecting virtual meetings, etc. Advisory Committees can expect to be contacted by the Clerks Office for feedback on the changes to the Handbook prior to going to Governance Committee for adoption.

The Office of the City Clerk is committed to working with all members and staff liaisons to provide procedural advice and clarification on City processes and policies.

Sincerely,

Clerk's Department

City of Hamilton