



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

**Meeting #:** 21-001  
**Date:** January 19, 2021  
**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>

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<b>1. WELCOME / INTRODUCTIONS</b>	
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<b>4. 2021 COMMITTEE ELECTIONS</b>	
4.1. Nominations	
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6.1. Presentation from Councillor Maureen Wilson with respect to a Park Renewal Plan for the Hamilton Amateur Athletic Association (HAAA) Grounds at 250 Charlton Avenue West	
<b>7. RECOMMENDATIONS</b>	

- 7.1. Motion to Recommend an All Advisory Committee Event 15  
see attached draft Citizen Committee Report
- 7.2. Motion to Recommend that the Office of the City Clerk Make Changes to the Policies in its "Letter to Advisory Committees" 17  
(received as correspondence in December 2020)  
(See attached draft email to the Office of the City Clerk)
- 8. REGULAR BUSINESS**
- 9. DISCUSSION ITEMS**
- 9.1. Outstanding Business List 23
- 9.2. Changes to the Land Acknowledgment (J. Maurice)
- 9.3. Updates from Working Groups (C. Kroetsch, V. Nikolskaya)
- 9.4. Update about Discussion Items from the Previous Meeting (C. Kroetsch)
- 9.5. Update about Recruitment and Advertising to Fill the Committee's Vacancies (P. Kajiura) 25
- 10. NOTICES OF MOTION**
- 11. ANNOUNCEMENTS**
- 12. ADJOURNMENT**



# Hamilton

## MINUTES

### **LGBTQ Advisory Committee**

Tuesday, December 15, 2020

6:00 PM - 7:40 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:** None

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

**Guests:** Matthew Crans, Local Artist and Member of the 2SLGBTQIA+ Community

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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**

None

## **4. Procedural Business**

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

**(K. Weitz / J. Diemert)**

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

That the Agenda be amended under Delegations / Presentations to include item 5.1, a presentation from Matthew Crans with respect to Art for Advertising for Vacancies on the Committee.

**CARRIED**

### **4.2 Motion to Approve the Minutes of November 17, 2020**

**(J. Maurice / J. Diemert)**

That the LGBTQ Advisory Committee approve the minutes from its November 17, 2020 meeting as distributed.

**(A. Getty / V. Nikolskaya)**

That the Minutes be amended to change the second



paragraph of section 10.1 to read as follows.

"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 money requested to support TDOR will be allocated to the local event on Tuesday. The funding will also support a private event that is being held on Friday, November 20."

**CARRIED**

## **5. Delegations / Presentations**

### **5.1 Presentation from Matthew Crans, Local Artist and Member of the 2SLGBTQIA+ Community, with respect to Art for Advertising for Vacancies on the Committee.**

Matthew Crans made a presentation (attached to the agenda) to the Committee and showed the Committee some of his work in progress for designs to assist in advertising for vacancies on the Committee. The images that Matthew showed were of a collage / digital cut and paste image including photos from a broad historical range.

Discussion - The Committee had the following feedback for Matthew.

- Excitement was expressed by many members of the Committee that someone from a 2SLGBTQIA+ community was hired to do this work for the Committee.
- There may be material in the Hamilton Public Library's queer archive project that could be incorporated and a

member of the Committee will send a link to this material to Matthew.

- If possible some attention should be given to removing the use of orange as it can make it difficult for those who are colour blind to see the detail.
- The Hamilton sign in front of City Hall is likely a more modern and evocative image than the old City Hall clock on the City Centre in terms of iconography.
- The Gage Park fountain or the Gore Park fountain may also be good iconic images of Hamilton to include in the digital collage.
- After a brief presentation showing a second option, a flag collage, the Committee members generally thought that the collage with individuals and landmarks was the better choice for this project.
- Inclusion of elements like an Indigenous medicine wheel should be considered.

## **6. Recommendations**

### **6.1 Motion to Recommend that the City of Hamilton Provide Accessible Captioning as Part of its Virtual Meeting Software (see attached draft Citizen Committee Report)**

**(T. Wallis / A. Getty)**

That the City of Hamilton Provide Accessible Captioning as Part of its Virtual Meeting Software as distributed in the Citizen Committee Report with the following amendment to the final paragraph on page 3.

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

"We would encourage City Council to feel comfortable adopting this change without seeking more information. We believe that both the means and the need are clear."

Discussion - Members of the Committee worked on this in between meetings. The Committee agrees that this is an important discussion to have and that it is very important to ensure that meetings are accessible not only to members of the Committee, but also to the general public. It's hard to be part of the discussion and to vote on important matters when you cannot follow the meeting because there is no captioning, for instance.

Members remarked that it should not be up to the Committee to do this work and to make these recommendations and that issues of accessibility should be taken more seriously by the City of Hamilton.

**CARRIED**

## **7. Regular Business**

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

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

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

**CARRIED**

Discussion - P. Kajiura clarified that she checked with the Office of the City Clerk and everything was in order to accept K. Cavarzan's resignation. The Committee wished her well.

**7.2 Motion to Write a Citizen Committee Report to Recommend that the LGBTQ Advisory Committee be Permitted to Host and Advertise an All Advisory Committee Event for 2021**

**(J. Diemert / A. Getty)**

That the LGBTQ Advisory Committee write a Citizen Committee Report to be permitted to host and advertise an all Advisory Committee event in 2021.

**CARRIED**

Discussion - The City Clerk has ruled that it falls outside the Committee's mandate to hold this event and that, in order to get permission to do so, the Committee must submit a Citizen Committee Report to City Council as a recommendation.

Committee members were discouraged by this ruling, especially since it had not needed to seek permission to hold events in the past and since it understood its mandate to include the planning of this event. Specifically, members wanted it noted that issues impacting members of Two Spirit and LGBTQIA+ Hamiltonians were not "one issue" or "in a silo" and that discussions amongst our peers would be beneficial and would help us to fulfill our mandate.

It was also noted that although there was a revised mandate and terms of reference adopted by the Committee in 2015, not all members had copies of it. Members of the Committee

argued that there were sufficient grounds in those documents for hosting this event without permission but since the City Clerk had ruled otherwise they saw no other choice but to proceed with a Citizen Committee Report. Members lamented the amount of time it was taking to move this forward.

## **8. Discussion Items**

### **8.1 Outstanding Business List**

No discussion

### **8.2 Update from Working Groups**

#### **8.2.1. Update from the Working Group on Committee Selection**

No discussion

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

No discussion

### **8.3 Update from the Chair about the Annual Presentation**

The presentation was made by the C. Kroetsch to the Audit, Finance and Administration Committee on December 10, 2020 and was very well received. There was a good discussion, generally, with insightful and helpful comments from Councillors. Many Councillors expressed an eagerness for this presentation to continue so that they might better learn what was happening not only on the Committee but, through its Announcements, some things that are happening

in communities.

Councillors expressed support for the Committee's future goal of changing its name and said they would be happy to support this when it came forward. C. Kroetsch advised Councillors that this was part of the 2021 work plan and that a review of this would be undertaken when all of the vacancies on the Committee had been filled.

Councillor Wilson said that the presentation was excellent and well received and that it bodes well not only for future presentations of this Committee but that other Advisory Committees should consider presenting on an annual basis if they were not already doing so.

#### **8.4 Update from the Chair about the Status of 2020 Budget Allocations**

Requests were made to the Audit, Finance and Administration Committee and were sent back to staff for review to determine whether or not they met the guidelines as outlined in the Committee's guiding documents (mandate, terms of reference, budget submissions, etc.).

A report went back to the Audit, Finance and Administration Committee, authored (with great thanks from the Committee) by P. Kajiura and the allocations were approved. P. Kajiura will assist the City in connecting with the organizations to ensure that they receive the funds allocated.

#### **8.5 Update from Staff about Recruitment and Advertising to Fill the Committee's Vacancies**

A quick summary was provided by staff that the Committee's recommendations were approved and implemented and that

the process would move forward in early January without too many further delays.

A member asked if there was any further discussion about whether or not the Committee Chair would participate, as a non-voting member, in the process for filling vacancies on the Committee. An email was sent by the Chair to the City Council Appointee, and others, but there has not yet been an answer.

### **8.6 Setting the 2021 Meeting Schedule**

The Committee did not change its regular meeting schedule for 2021.

### **8.7 Changing the Name of the Committee**

The Committee will continue to wait until its vacancies are filled before beginning this process.

### **8.8 Upcoming Election of the Chair, Vice Chair, and Recording Secretary in January 2021 for the 2021 Calendar Year**

The Committee will spend the first few minutes of the next meeting in camera going over how the process will work before conducting the nominations and elections in public.

### **8.9 Draft Recommendations within the Hate Prevention and Mitigation Initiative**

Members discussed the 20 recommendations put forward as part of the initiative. The numbers below correspond to discussions about those individual recommendations (see the materials for today's meeting for a complete list).

- Generally, there is a need to be more specific and to be more proactive in leadership to address cultural concerns at City Hall. It's not appropriate to discount the data in these surveys, samples, or group discussions because it doesn't conform to a perception of due diligence. Oppressed and marginalized communities are not going to respond in the same ways that others may respond. It has been generally disheartening to watch how the feedback provided to City Council has been handled, especially during delegations, but not exclusively. It is deeply unfair to equity seeking groups to make these kinds of assertions and to ignore their advice.
- Recommendation 7 - There needs to be more diversity at the table where decisions are being made. If that happens, people will be more accepting of equity-seeking groups.
- Generally, members would like to see the city be much more aggressive in combating "hate". Part of the problem is continuing to use a conservative interpretation of what "rises to the level" of a hate crime. The Independent Review of the events before, during, and after Pride 2019 clearly laid out that this is not the only path forward and that there are many tools at the disposal of the City to combat hate.
- Recommendations 5, 6, and 7 - The City does not value proactive leadership and does not listen to community members when they provide constructive criticism. Instead, they attack those community members. The Mayor needs to do more to properly chair meetings and control Councillors who are out of



line.

- Generally, "hate" doesn't fully encapsulate what is happening in this City. It cannot be reduced down to this one concept. These recommendations need to be fully expanded upon. The City has committed, in public, that one of its "pillars" is equity, diversity, and inclusion. It must live up to those statements and put them into practice immediately.

## **9. Correspondence**

### **9.1 Clarifying the Committee Structure and the Streamlining of Advisory Committee Processes**

Members were concerned that there wasn't much notice of this letter and asked if it was sent to all Advisory Committees (staff confirmed that it was). Members expressed concerns that the policies outlined in the letter curtailed the ability of Committee members to write their own agendas, minutes, and reports.

Specifically, in the fifth paragraph, it was noted that members were left out of the creation of documents that spring from their own recommendations.

There was also discussion about the fact that no Advisory Committees have been provided with legislative training and that the LGBTQ Advisory Committee was not consulted about these policies, some of which were new to the Committee and not in the Advisory Committee Handbook.

Members were concerned that these processes would lead to more redactions from its approved minutes without consultation and for reasons other than concerns over

privacy matters (as has happened in the past).

Some of these processes will needlessly bog down the process and keep things from being approved. The Chair will summarize today's comments and prepare a draft email to the City Clerk that will be discussed at the next meeting.

## **10. Announcements**

### **10.1 Holiday Dinner at Kyle's Place**

Kyle's Place usually hosts a dinner over the holiday break. That will not be happening in the usual way due to the COVID-19 pandemic but Kyle's Place will be providing food by drop off and will have some form of celebration.

## **11. Adjournment**

**(T. Wallis / A. Getty)**

That, there being no further business, the meeting be adjourned at 7:40 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  <div style="text-align: right;">_____ Cameron Kroetsch, Chair</div>
<b>Date:</b>	January 19, 2021
<b>Re:</b>	All Advisory Committee Event

### Recommendation

That the LGBTQ Advisory Committee (LGBTQAC) host a virtual all Advisory Committee event to be held in 2021 with all other City of Hamilton Advisory Committees (there are 14 in total according to the City of Hamilton's website).

### Background

This proposed event will be similar to December events that have been held in the past by the Committee (but will be virtual due to the COVID restrictions that are currently in place).

This event is intended to restart the tradition of ACs coming together informally (i.e. not using a formal meeting structure). In the past, it was a regular occurrence for Chairs, Vice Chairs, and other members of ACs to hold informal events to gather, discuss best practices, and offer support to one another.

If approved by City Council, each AC would be sent information from the LGBTQAC as an item of correspondence for its next available meeting. The Chair of the LGBTQAC and its Staff Liaison will coordinate with other ACs and their Staff Liaisons to select a

date that will work for the other ACs and then send an invitation to all ACs to invite them to attend.

As an event, and not a formal public meeting, there will be no requirement to host the event through Webex, so it may be hosted using another virtual meeting software. The event will not be conducting or advancing any official City business.

### **Analysis / Rationale**

The purpose is for each AC to have the opportunity to introduce itself and to educate the other ACs about what it does. As part of this presentation, each AC will talk about the successes it has had and the challenges it has faced. There will be an open discussion after these presentations to allow for comments, suggestions, feedback, and support.

The Chair of the LGBTQAC delegated to 2 other ACs in 2020 (Arts Advisory Commission and the Hamilton Cycling Committee) and made a brief presentation to them about holding this event. Members of both ACs were very supportive of attending the event as described in this report.

The Chair of the LGBTQAC and its Staff Liaison will co-facilitate the event.

**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.

## 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

Dear City Clerk Holland,

The LGBTQ Advisory Committee reviewed the letter you submitted as correspondence to its December 15, 2020 meeting entitled "Clarifying the Committee Structure and the Streamlining of Advisory Committee Processes" and had the following general and specific concerns about it.

The Committee is, however, grateful that the City Clerk has organized the Committee Listing page to more accurately reflect the listing of the City of Hamilton's Advisory Committees and notes that this increases the total number from 13 to 14 (with the addition of the Waste Management Advisory Committee). The Committee is also happy to see that all Advisory Committees will be included in the feedback collected about the Advisory Committee Handbook in advance of any changes that will be made and approved by City Council.

In general, the Committee is concerned that the policies outlined in your letter will curtail its democratic freedoms, especially its ability to make recommendations to City Council and to author its own documents.

The Committee is also concerned that some of these policies do not appear in the Advisory Committee Handbook and that it and other Advisory Committees were not consulted about changes in advance.

More specifically, the following wording is of concern to the Committee on the bases outlined above (presented in the order it appears in the letter).

1. "Advisory Committee minutes are now being reviewed by one designated Legislative Coordinator, to ensure that all Advisory Committees are following a standard format."

The Committee's Chair, in cooperation with the City Clerk and Legislative Coordinator Angela McRae, went through an exhaustive process of revising the formatting of its Minutes. It is disappointing that the Committee is not being consulted as part of this process and the Committee asks that its Chair be included and consulted.

2. "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."

The suggestion here appears to be that the Chair of the Committee, and no member of the Committee for that matter, would be involved in preparing or writing any part of a Citizen Committee Report. This seems to go against the very idea of a report that is meant to be written and submitted by and on behalf of citizens. The suggestion that the report "is signed" by the Chair also gives an extraordinary and undemocratic amount of power to the Chair of an Advisory Committee. Our Chair, for instance, has stated publicly that he will not sign on to Citizen Committee Reports that have not been duly approved by the LGBTQ Advisory Committee at one of its meetings. The Committee agrees that it would be undemocratic of the Chair to do so.

It is the LGBTQAC's view that all Citizen Committee Reports and correspondence should be reviewed and approved by all members of the Committee before they are disseminated, unless otherwise decided by the Committee.

These clauses erode the ability of the Advisory Committee to effectively provide advice to City Council and place the discretion over its recommendations in the hands of City of Hamilton staff, who are not members of Advisory Committees and should not be authoring Citizen Committee Reports without the expressed permission of Advisory Committees.

3. "Delegations to other Advisory Committees, Sub-Committees and Standing Committees on behalf of the Advisory Committee"

This section outlines "when a Citizen Committee Report is required". The above is not being implemented in the manner consistent with the way that Advisory Committees can correspond with these same groups. According to these new policies, and as previously explained to the Committee, correspondence to other Advisory Committees, Sub-Committees and Standing Committees is permitted. It does not follow that there should be a restriction on delegations. In no other forum are there separate limits placed on these 2 kinds of communication, except when it comes to Advisory Committees.

This limits the impact that Advisory Committees can have in attempting to give their advice to City Council through its various committees. If the Committee is permitted to communicate with these bodies through correspondence it should



be permitted to do so through delegation.

4. "Advisory Committees can expect to be contacted by the Clerk's Office for feedback on the changes to the Handbook prior to going to Governance Committee for adoption."

The Committee appreciates the opportunity to provide feedback and asks that it be given ample notice, with an email copied to the Committee Chair, so that there is time to submit comments in advance and in time for adoption keeping in mind, and with respect for, that the Committee meets monthly. It would be preferable for this information to be circulated 2 months in advance of its potential adoption by City Council, at least, and definitely so that every Advisory Committee has an opportunity to fully review and respond to the materials.

We are asking for a response to this letter, by email to the Chair for inclusion at our next meeting is suitable, and to the items listed above and for any clarification that you could provide that might alleviate our concerns.

Best,

Cameron Kroetsch, Chair  
on behalf of the LGBTQ Advisory Committee





Hamilton

OUTSTANDING BUSINESS LIST

**LGBTQ Advisory Committee**

Tuesday, January 19, 2021

6:00 PM

Webex

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**1. Recommendations**

- 1.1 Change the Name of the Committee
- 1.2 Change the Standing Committee to which the LGBTQ Advisory Committee Reports
- 1.3 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







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