



City of Hamilton

GOVERNANCE REVIEW SUB-COMMITTEE ADDENDUM

Meeting #: 21-004
Date: June 25, 2021
Time: 1:30 p.m.
Location: Due to the COVID-19 and the Closure of City Hall (CC)

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

5. COMMUNICATIONS

*5.1. Correspondence respecting the Recording of Advisory Committee Meetings

Recommendation: Be received and referred to the consideration of Item 7.1, Poll Results – Recording of Advisory Committee Meetings (FCS21054).

*5.1.a. Thomas Mobley

*5.1.b. Sandy Leyland

*5.1.c. Mary-Ellen Crechiola

*5.2. Correspondence respecting Item 10.1, Virtual Participation of a Member of Council at Council, Standing Committee, Sub-Committee, Local Board, and Advisory Committee Meetings Outside of an Emergency

Recommendation: Be received and referred to consideration of Item 10.1, Virtual Participation of a Member of Council at Council, Standing Committee, Sub-Committee, Local Board, and Advisory Committee Meetings Outside of an Emergency (FCS21058) (City Wide).

*5.2.a. Jeanne Mayo

*5.2.b. Maureen McKeating

*5.2.c. Penelope Petrie

From: Tom Mobs
To: [McRae, Angela](#); Tom Mobs
Date: June 21, 2021 3:53:26 PM

Hello Angela,

I'm assuming this email is going to Hamilton city clerk's office .

I'm writing in regards to the city's intention of video taping and KEEPING subcommittee meeting for viewing in perpetuity.

As a Housing and Homeless committee member , I do not want personal information or my likeness on the internet forever nor on cable 14.

I feel that information on line is not safe and no entity can guarantee me that it will be safe.

As such, the most I'm willing to do, because of covid19, is streaming the meetings in real time.

Regards

Thomas Mobley

McRae, Angela

From: O'Brien, James
Sent: June 22, 2021 9:58 AM
To: McRae, Angela
Subject: FW: Advisory Committees FYI: Governance Review sub-committee report

From: Sandy Leyland
Sent: June 21, 2021 4:27 PM
To: O'Brien, James <James.O'Brien@hamilton.ca>
Subject: RE: Advisory Committees FYI: Governance Review sub-committee report

Hi James

I replied to the email about filming us during our meetings. I do not like that idea, and I did mention it to whoever sent that email, the reply was they are all taped and kept, this was the first time I heard that. It smacks of not trusting us or of wanting to know who said what that may offend or upset council members. This may not be the case but this is how I felt when I read that email the first time it came out. I am still not in favour of filming our meetings. We should have the democratic right to speak how we feel and not have to think about being filmed. That sounds too much like a dictatorship to me.

Best

Sandy

Sent from [Mail](#) for Windows 10

McRae, Angela

From: O'Brien, James
Sent: June 22, 2021 10:32 AM
To: McRae, Angela
Subject: FW: Advisory Committees FYI: Governance Review sub-committee report

From: Mary C.
Sent: June 22, 2021 10:25 AM
To: O'Brien, James <James.O'Brien@hamilton.ca>
Subject: Re: Advisory Committees FYI: Governance Review sub-committee report

Hello James,

I am so sorry for the delayed response I feel the same way Tom does. I do not want personal information or my likeness on the internet forever. Of course streaming the meetings during COVID is fine.

Respectfully,

Mary-Ellen

From: Jeanne Mayo
 Sent: June 23, 2021 10:31 AM
 To: clerk@hamilton.ca
 Subject: Fwd: Office of Clerks Request for Comments

From: Jeanne Mayo
Sent: June 22, 2021 8:59 PM
To: Baldwin, Sonya <Sonya.Baldwin@hamilton.ca>
Cc: Maychak, Lisa <Lisa.Maychak@hamilton.ca>; Jackson, Tom <Tom.Jackson@hamilton.ca>
Subject: Re: Office of Clerks Request for Comments
 To: Office of Clerks

Once again, the Office of Clerk's has asked for our comments on the **Report on Virtual Participation of a member..Advisory Committee Meetings outside of an Emergency** before **Thursday noon**, which does not allow for debate amongst ourselves. I don't understand the rush because if Council approves this Report, it will not be implemented until the necessary funds are allocated in the 2022 budget. The Report on Virtual Participation outlines two options for meetings after the emergency is over.

1. Hybrid meetings - where members may participate either in person or virtually. These sessions would be recorded and the recordings will be archived.
2. Return to pre-COVID structure where all members attend in person. It is not clear if the meetings will be recorded and archived.

With regard to the Office of Clerk's proposal for Hybrid meetings, here are my comments.

1. The Report of the Virtual Participation indicates on p.2 "Executive Summary (b)....to permit virtual participation of a member...where ...member **cannot** attend in person".

My comments - there is no definition of 'cannot'. I suggest that all members have the option to attend in person or virtually.

2. Appendix 'B', p.1 indicates that a member who intends to participate in a meeting virtually "will be required to advise the Clerk at least two days prior to the meeting".

However, Appendix "C" indicates that "invitations to meetings will be sent ...in the form of an Outlook/Webex invitation."

My comments - if all members receive the Webex link, then the duty to advise at least two days in advance is not necessary. Everyone will have the link and can decide up to the beginning of the meeting whether to attend in person or virtually.

3. Appendix "B, Attending Hybrid Meetings" - indicates that members "will be required to sign into a Webex meeting...at least 30 minutes prior to the start of the meeting".

My comments - If a member signs in later, does the member have the right to attend the meeting?

4. With respect to the attending a meeting virtually, I believe that certain clarifications are needed.

- Is the member required to appear on live video so that the participant is identified?

- Does the member have a right to participate by telephone link only

4. Appendix "G" Hamilton Advisory Committee/Task Force Code of Conduct has been added to the Advisory Committee Procedural Handbook

My comments - the Office of Clerks must inform all Advisory Committee members of this addition and clarify if members will be open to probes by the integrity commissioner. The Office of Clerks must provide training to all advisory committee members on the Code of conduct.

Jeanne Mayo

Member

Seniors Advisory Committee

McRae, Angela

From: clerk@hamilton.ca
Sent: June 24, 2021 8:43 AM
To: McRae, Angela
Subject: FW: Report on Virtual Committee Meetings - Comments

Categories: Governance

-----Original Message-----

From: Maureen McKeating
Sent: June 23, 2021 7:37 PM
To: clerk@hamilton.ca
Cc: Maureen McKeating
Subject: Report on Virtual Committee Meetings - Comments

I agree with the comments made by SAC members J. Mayo and [REDACTED]. I join with them in requesting that Committee members have an opportunity to discuss the issues these two individuals have raised. I am also requesting that the vote on this be delayed so it can be discussed at the next Seniors Advisory Committee meeting which will be held on September 10, 2021.

Regards,

Maureen McKeating
Member
Seniors Advisory Committee

McRae, Angela

From: clerk@hamilton.ca
Sent: June 24, 2021 11:41 AM
To: McRae, Angela; Carson, Katie
Subject: FW: Clerk's Report on Virtual Participation in Advisory Committee Meetings

Categories: Governance

From: Penelope Petrie
Sent: June 24, 2021 11:13 AM
To: clerk@hamilton.ca; Jackson, Tom <Tom.Jackson@hamilton.ca>
Subject: Clerk's Report on Virtual Participation in Advisory Committee Meetings

I wish to comment on the report:

Virtual Participation of a Member of Council at Council, Standing Committee, Sub-Committee, Local Board, and Advisory Committee Meetings Outside of an Emergency (FCS21058)(City Wide)

Appendix A:

This item, if passed, is to be considered as part of the 2022 budget considerations. Why the rush? Advisory Committee members have been given very little time to review this document and no opportunity to meet to discuss the implications.

10.2 “attendance on person is **not possible**. What exactly does this mean? Who decides if in-person attendance is possible?”

10.3 “advise Clerk at least 2 days prior to a meeting if attending virtually” **Why?** (Appendix B indicates that **all** committee members will receive the WebEx invitation).

Appendix B:

All attendees, both in-person and virtual **must join the meeting via WebEx**. This excludes people who do not have a computer/tablet/cell phone. These people will no longer be eligible to be members of Advisory Committees.

Requirement to sign into the meeting at least 30 minutes prior to the start of the meeting. This requires those attending in-person to arrive at the meeting at least 30 minutes early?

If a committee member is not signed in/present 30 minutes prior to meeting start time, will they still be allowed to attend the meeting?

Voting by show of hands. This requires the members to appear live on video. Members attending by telephone will not be able to vote. (Or will attendance by phone not be allowed?)

Appendix D Revisions to the Advisory Committee Procedural Handbook

Members of Advisory Committees will need to be advised of the changes to the procedural Handbook, and of the implications of those changes, in an in-service.

Penelope Petrie
Chair
Seniors Advisory Committee

Sent from [Mail](#) for Windows 10