



City of Hamilton

GOVERNANCE REVIEW SUB-COMMITTEE ADDENDUM

Meeting #: 22-002
Date: June 23, 2022
Time: 9:30 a.m.
Location: Council Chambers
Council Chambers, Hamilton City Hall
71 Main Street West


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

10. DISCUSSION ITEMS

- *10.3. Establishment of the City of Hamilton's Citizen Advisory (Volunteer) and Sub-Committees for the 2022-2026 Term of Council (FCS22056) (City Wide)



CITY OF HAMILTON
CORPORATE SERVICES DEPARTMENT
 City Clerk's Office

TO:	Governance Review Sub-Committee
COMMITTEE DATE:	June 23, 2022
SUBJECT/REPORT NO:	Establishment of the City of Hamilton's Citizen Advisory (Volunteer) and Sub-Committees for the 2022-2026 Term of Council (FCS22056) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Janet Pilon (905) 546-2424 Ext. 4304
SUBMITTED BY:	Andrea Holland City Clerk Office of the City Clerk
SIGNATURE:	

RECOMMENDATION

(a) That the membership within the Terms of Reference of the following Committees be **amended** as follows, for quorum purposes:

- (i) Hamilton-Wentworth Catholic District School Board (HWCDSB) Liaison Committee:

MEMBERSHIP

Total of three Trustees (Chair of the Board and two Trustees)
 Total of **three** Members of Council (Mayor and **two members** of Council)

(Appendix 'A' – Hamilton-Wentworth Catholic District School Board (HWCDSB) Liaison Committee – Terms of Reference (revised))

- (ii) Hamilton-Wentworth District School Board (HWDSB) Liaison Committee:

MEMBERSHIP

Total of three Trustees (Chair of the Board and two Trustees)
 Total of **three** Members of Council (Mayor and **two members** of Council)

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.

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Total of two HWDSB Secondary Students (non-voting, rotating basis, invited by HWDSB)

(Appendix 'B' - Hamilton-Wentworth District School Board (HWDSB) Liaison Committee – Terms of Reference (revised))

- (b) That the following Sub-Committees, be disbanded:
- (i) Affordable Housing Site Selection Sub-Committee;
 - (ii) Government Relations Sub-Committee;
 - (iii) Steel Sub-Committee;
 - (iv) Rental Housing Sub-Committee;
 - (v) Hamilton Utilities Corporation Joint Advisory Committee and Working Group;
 - (vi) Capital Projects Work In-Progress Review Sub-Committee; and
 - (vii) Multi-Year Budget Planning Sub-Committee;
- (c) That the Sub-Committees listed in Appendix "C" to this report be established for the 2022 – 2026 Term of Council (November 16, 2022 to November 15, 2026);
- (d) That the establishment of the Physician Recruitment and Retention Steering Committee be postponed until after Council has considered the review of the Physician Recruitment and Retention process in the Fall of 2022;
- (e) That the establishment of the Citizen Advisory Committees (Volunteer) with the exception of the Advisory Committee for Persons with Disabilities, be postponed and considered by the 2022–2026 Council, so that the Citizen Advisory Committees (Volunteer) may be aligned with the 2022–2026 Council Term priorities; and
- (f) That the Advisory Committee for Persons with Disabilities, be established for the 2022 – 2026 Term of Council (November 16, 2022 to November 15, 2026), as per section 29(1) of the *Accessibility for Ontarians with Disabilities Act, 2005*, S.O. 2005, c. 11.

EXECUTIVE SUMMARY

A review of the status of the City's Citizen Advisory (Volunteer) and Sub-Committees is performed prior to the new Term of Council. The information gathered during the review, is used to determine the functionality of the committees and to ensure that the membership and mandates of the established committees are current for membership recruitment in the new Term of Council.

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Alternatives for Consideration –Not Applicable

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: Funding for the City’s Committees are provided through the Legislative Budget. The funding is primarily for refreshments and the approximate cost for 2018 – 2022 Term of Council was \$5,400, which is considerably lower than in previous terms due to COVID and the implementation of virtual meetings.

In addition to the above, with each Term of Council, a selection/recruitment process is undertaken for the appointment of citizens to the various Citizen Advisory Committees (Volunteer) and Sub-Committees. Advertising costs for this recruitment is approximately \$18,500, which is also considerably lower than in previous terms due to the expertise of our Communications Division, and is funded through the Legislative Budget

Staffing: Each Sub-Committee and Citizen Advisory Committees (Volunteer) established by Council requires staff support.

Support is provided by both Clerk’s staff and department Staff Liaisons to 88 Boards, Agencies, Commissions and Committees.

During this Term of Council staff provided in excess of 60,000 hours in support to our 88 Boards, Agencies, Commissions and Committees. This figure includes attending meetings, pre-meeting preparation (including the preparation of staff reports), post meeting follow-up and additional assistance as required.

It’s important to note that the number of hours of support, staff provide to Council and it’s Standing Committees, Tribunals, Shareholders and Board of Directors is not considered in the figure above.

Legal: None

HISTORICAL BACKGROUND

The City of Hamilton currently has 88 Boards, Agencies, Commissions and Committees.

The current practice is to review the Citizen Advisory (Volunteer) and Sub-Committees prior to the end of each Term of Council and established those Citizen Advisory (Volunteer) and Sub-Committees who continue to meet and have not yet completed their mandated role for the Council.

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During the 2018-2022 Term of Council, the following Committees have had challenges in acquiring quorum:

Hamilton-Wentworth Catholic District School Board (HWCDSB) Liaison Committee requires 2 members from Council and 2 members of the Hamilton-Wentworth Catholic District School Board (HWCDSB) for quorum, with the current membership, the Mayor and 1 Councillor, it has been a challenge, Clerk's is therefore recommending that the membership be increased to the Mayor and 2 Councillors.

Hamilton-Wentworth District School Board (HWDSB) Liaison Committee requires 2 members from Council and 2 members of the Hamilton-Wentworth District School Board (HWDSB) for quorum, with the current membership, the Mayor and 1 Councillor, it has been a challenge, Clerk's is therefore recommending that the membership be increased to the Mayor and 2 Councillors.

During the 2018-2022 Term of Council, the following Sub-Committees were established:

Expanding Housing and Support Services For Women, Non-Binary and Transgender Community Sub-Committee was established on February 27, 2019, reporting on emerging issues as required pertaining to expanding housing and support services for women, transgender and gender non-binary identified persons to address the intersections of identities such as race, sexual orientation, and gender identity which create unique experiences of housing instability and homelessness.

Transit Area Rating Review Sub-Committee was established on June 26, 2019, to evaluate options for rebalancing area rating for transit for the 2021 budget process, including enhanced service levels that align with the overall City Transit Strategy; to evaluate the option of directing the potential savings in the former Hamilton to support the transit service City-wide; to evaluate alternative funding options for transit considering jurisdictional kilometers, service levels and assessment information; to incorporate any changes into the 2021 budget process the Sub-Committee should complete its recommendations by December of 2020 and to consider the climate change lens when performing this review.

Mayor's Task Force on Economic Recovery was established on May 13, 2020 to provide multi-sectoral leadership and direction to guide Hamilton's economic recovery in the immediate aftermath of the COVID-19 pandemic. It will formulate an aggressive, action driven plan to position the City of Hamilton now, for long-term, sustainable and equitable economic recovery.

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2022-2026 Election Compliance Audit Committee was established on May 11, 2022, as required by Section 88.37(1) of the *Municipal Elections Act*, 1996 (the "MEA"), the City of Hamilton has established the Election Compliance Audit Committee (the "Committee") and is responsible for reviewing and making decisions on Applications for municipal election campaign finance compliance audits by electors and on reports from the City Clerk respecting apparent contraventions of contribution limits.

During the 2018-2022 Term of Council, the following Sub-Committees were renamed:

Expanding Housing and Support Services For Women and Transgender Community Sub-Committee was renamed the Expanding Housing and Support Services For Women, Non-Binary and Transgender Community Sub-Committee on June 24, 2020.

Hamilton Port Authority – City of Hamilton Liaison Committee was renamed the Hamilton-Oshawa Port Authority – City of Hamilton Liaison Committee on March 30, 2022.

During the 2018-2022 Term of Council, the following Sub-Committees were disbanded:

Mayor's Blue Ribbon Task Force on Workforce Development

City Manager Recruitment Steering Committee

Election Compliance Audit Committee - Selection Committee

Mayor's Task Force on Economic Recovery

Sub-Committees

The City of Hamilton currently has 46 Sub-Committees, which will be reduced to 39 following the disbanding of those being recommended. Sub-Committees consist primarily of members of Council. These committees are supported in most instances by Clerk's Legislative staff.

Sub-Committees operate in a manner similar to the City's Standing Committees, with Terms of Reference, agendas, minutes and complying with the *Municipal Act 2001 / Procedural By-law* and complying with the open meeting provisions of the *Municipal Act, 2001* and the City's Procedural By-law as applicable.

Reports are submitted to Council through their respective Standing Committee.

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POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

None.

RELEVANT CONSULTATION

Members of Senior Leadership Team
Clerk's Legislative staff supporting committees
Staff Liaisons supporting committees

ANALYSIS AND RATIONALE FOR RECOMMENDATION

Staff are recommending the disbanding of the following Sub-Committees for the following reasons:

Affordable Housing Site Selection Sub-Committee, whose mandate was to select City of Hamilton owned properties that could be offered at little or no cost to not-for-profit or private sector housing providers for the purpose of building new affordable housing, and to develop a process for the disposition of the selected lands for the development of affordable housing, has not met since November 24, 2020, as the Sub-Committee has fulfilled its mandate at this time.

Government Relations Sub-Committee, whose mandate was to outline the priorities that the City wishes to advocate to the Provincial and Federal governments and to develop proactive campaigns to inform the public and the Provincial and Federal Governments on the needs of the City as required, has not met since June 27, 2019, and now that a Director of Government Relations & Community Engagement, the Committee is no longer required.

Steel Sub-Committee, whose mandate was to protect the welfare and best interest of the employees and pensioners of US Steel in Hamilton; to ensure the best use of the land and assets at the US Steel facility in Hamilton; to prepare for the repurposing and redevelopment of the land and assets at the US Steel facility in Hamilton; to create and/or re-establish "living wage" jobs lost at the US Steel facility in Hamilton due to the shutdown; to maximize the tax generated from the site and minimize the impact to the City of Hamilton's budget; to engage community partners, industry stakeholders and residents of the City of Hamilton in planning process to optimize the use of the US Steel facility in Hamilton, has not met during the 2018 – 2022 term of Council.

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Rental Housing Sub-Committee, whose mandate was to work with interested stakeholders to assist with the implementation of an approach to enforcement and legalization of appropriate rental housing including, but not limited to, process, fees and by-law regulations, has not met during the 2018 – 2022 term of Council. There is currently a pilot in place and all matters related to Rental Housing are being considered by the Planning Committee, therefore, this Committee is no longer required.

Hamilton Utilities Corporation Joint Advisory Committee and Working Group, whose mandate was to review and make recommendations on the future business mandate of HUC, including other potential areas of service delivery that could be of benefit to the City by the governance structure of HUC, has not met during the 2018 – 2022 term of Council.

Capital Projects Work In-Progress Review Sub-Committee last met on May 26, 2022 and is recommended to be disbanded, as any future Capital Status Updates are being communicated through regularly scheduled Information Updates to Council and/or Open Data; with the Capital Closing Reports be submitted through Audit, Finance and Administration Committee.

Multi-Year Budget Planning Sub-Committee, whose mandate was to provide leadership and direction during the 2014 to 2018 term of Council for the transformation of the City's Budget and Business Planning process, has not met since June 27, 2017 and has fulfilled its mandate at this time.

Staff are recommending that the establishment of the Physician Recruitment and Retention Steering Committee be postponed until after Council considers the review of the Physician Recruitment and Retention process in the Fall of 2022.

Staff are also recommending the postponement of the recruitment and establishment of the Citizen Advisory Committees (Volunteer) until after the training that will be focusing on Reimaging Public Participation Together on June 23, 2022 at a Special General Issues Committee meeting and the Report coming forward to the July 4, 2022 General Issues Committee meeting respecting the Public Engagement Policy and Administrative Framework. Staff further recommend that the new Term of Council establish these committees, so that they may be aligned with the Council Term priorities established by the new Council, with the exception of the Advisory Committee for Persons with Disabilities, which is required to be in place as per section 29(1) of the *Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11*.

Staff are also recommending that the Sub-Committees listed in Appendix "C" to this report be established, as they have all met the criteria of meeting at least three times during this Term of Council and are continuing to work towards their mandated role.

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ALTERNATIVES FOR CONSIDERATION

None.

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

Culture and Diversity

Hamilton is a thriving, vibrant place for arts, culture, and heritage where diversity and inclusivity are embraced and celebrated.

APPENDICES AND SCHEDULES ATTACHED

Appendix “A” - Appendix ‘B’ – Hamilton-Wentworth Catholic District School Board (HWCDSB) Liaison Committee – Terms of Reference (revised)

Appendix ‘B’ - Hamilton-Wentworth District School Board (HWDSB) Liaison Committee – Terms of Reference (revised)

Appendix “C” – Sub-Committees To Be Established, 2022-2026

Appendix 'A' to Report FCS22056**HAMILTON-WENTWORTH CATHOLIC DISTRICT SCHOOL
BOARD (HWCDSB) LIAISON COMMITTEE****MANDATE**

To strengthen the relationship among City Council and the Hamilton-Wentworth Catholic District School Board by:

Addressing issues affecting governing bodies

Promoting increased co-operation, synergies and efficiencies between City Council and each School Board

Exploring common interests (i.e. transportation, environmental issues, aging issues)

Develop a better understanding and co-ordination of services (i.e. recreation, social and public health issues)

Increasing and maintaining regular communication

Speaking in a united voice on issues of common interest to other levels of government

Working in a spirit of co-operation to further the mission of each of the school boards and the city.

MEMBERSHIP

Total of three Trustees (Chair of the Board and two Trustees)

Total of **three** Members of Council (Mayor and **two members** of Council)

Duration: The term of membership on the committee shall be consistent with the practices of each of the respective bodies.

Reporting to: General Issues Committee

Stipend: None

Meeting Schedule: Meetings will be held at regularly scheduled dates agreed to by members. The City and the Boards can request a meeting outside these times.

Appendix 'B' to Report FCS22056

**JOINT CITY OF HAMILTON AND HAMILTON-WENTWORTH
DISTRICT SCHOOL BOARD (HWDSB) LIAISON COMMITTEE**

TERMS OF REFERENCE

MEMBERSHIP

Total of three Trustees (Chair of the Board and two Trustees)

Total of **three** Members of Council (Mayor and **two members** of Council)

Total of two HWDSB Secondary Students (non-voting, rotating basis, invited by HWDSB)

City and Board Staff will be invited to attend meetings as required.

The term of membership on each committee shall be consistent with the practices of each of the respective bodies.

CO-CHAIR

The Co-Chair of each meeting will alternate between the Mayor of the City of Hamilton and the Chair of HWDSB.

MANDATE

- (1) To strengthen the relationship between the City and HWDSB
- (2) To assist in addressing issues affecting the governing bodies
- (3) To promote increased co-operation, synergies and efficiencies between City Council and HWDSB
- (4) To explore common interests
- (5) To better understand and co-ordinate services
- (6) To increase and maintain regular communication
- (7) To work in a spirit of co-operation to further the mission of the City and HWDSB

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- (8) Joint initiatives and outcomes will align
- (9) To develop ongoing collaborative and timely public communication strategies reflective of common purpose, work in progress and outcomes
- (10) To monitor the work developed by staff on the Joint Property Asset Committee (JPAC) as outlined in the Terms of Reference of JPAC and attached as Appendix A.

REPORTING MECHANISM

The members of the Liaison Committee will be responsible to report back to their respective reporting structures.

DECISION MAKING PROCESS

Decisions will be arrived at through consensus and if a vote is required a majority from each participating body's approval is required.

MEETING FORMAT

1. Four business days written notice will be given of meetings. Meetings will be held at regularly scheduled dates agreed to by members. The City and HWDSB can request a meeting outside these times. Meetings will be held at either City Hall or the HWDSB Board Office.
2. Agenda

The agenda will be mutually developed and agreed upon by the City and HWDSB with items that fall within the mandate of the Liaison Committee.
3. Resources

The Committee will be clerked by the City of Hamilton.
4. Quorum

Quorum will be four (4) made up of two trustees and two councillors.

SUB COMMITTEES
2022-2026

SUB COMMITTEE	MEMBERSHIP REQUIRED
Accessibility Transit Services Review Sub Committee	3 Councillors
Advisory Committee for Persons with Disabilities	1 Councillor <i>(18 Citizen Members are also appointed)</i>
Agricultural and Rural Affairs Sub-Committee (Voting Members)	6 Councillors (Wards 9, 10, 11, 12, 13, and/or 15) <i>(Three members appointed by the Hamilton-Wentworth Federation of Agriculture; One member appointed by the Wentworth-Brant Christian Farmers Association; One member appointed by the Hamilton-Wentworth Women's Institute; One rotating member appointed by the Agricultural Societies (Rockton, Binbrook and Ancaster); Two members appointed by the Wentworth Soil & Crop Improvement Association; Up to five citizen members appointed by Council)</i> Non-Voting Members: <i>The Member Service Representative for Zone 5 from the Ontario Federation of Agriculture; One staff representative from the Ontario Ministry of Agriculture, Food and Rural Affairs; One member appointed by farmers markets in Hamilton; One member appointed from the Chamber of Commerce (Flamborough, Stoney Creek, Hamilton); and, one member appointed from the Wentworth Junior Farmers Association.</i>
Airport Sub-Committee	8 Councillor and the Mayor (ex-officio)
Business Improvement Area Sub-Committee	1 Councillor <i>(one Member from each BIA are also appointed)</i>
Cleanliness and Security in the Downtown Core Task Force	Ward 2 Councillor & 1 additional Councillor
Community Benefits Protocol Sub-Committee <i>Staff were directed to prepare the terms of reference on June 27, 2018</i>	2 Councillors
Cross-Melville District Heritage Committee (Dundas)	Ward 13 Councillor <i>(3 citizens are also appointed (1 ecclesiastical representative from the District; 1 member of the Hamilton Municipal Heritage Committee (Dundas); 1 member of the Municipal Heritage Permit Review Sub-Committee (Dundas))</i>
Development Charges Stakeholders Sub-Committee	6 Councillors
Expanding Housing and Support Services For Women, Non-Binary and Transgender Community Sub-Committee	4 Councillors <i>(two (2) representatives from the Women's Housing Planning Collaborative (WHPC); three (3) Council appointed volunteer citizens with experience and interest in homelessness prevention and the provision of affordable housing; and, a minimum of one (1) staff representative from the City's Homelessness Policy and Programs Team, Housing Services Division will also sit on the Sub-Committee as a non-voting member)</i>

SUB COMMITTEE	MEMBERSHIP REQUIRED
Facility Naming Sub-Committee	4 Councillors
Glanbrook Landfill Co-ordinating Committee	1 Councillor <i>(4 Citizen Members are also appointed)</i>
Governance Review Sub-Committee	6 Councillors
Grants Sub-Committee	6 Councillors
Greater Bay Area Sub-Committee	Mayor's from the City of Hamilton and City of Burlington Two members of Burlington City Council Two members of Hamilton City Council
Hamilton Future Fund Board of Governors	5 Councillors <i>(13 Citizen Members are also appointed)</i>
Hamilton Municipal Heritage Committee	1 Councillors <i>(11 Citizen Members - 1 resident of the former Town of Ancaster; 1 resident of the former Town of Dundas; 1 resident of the former Town of Flamborough; 1 resident of the former Town of Glanbrook; 1 resident of the former Town of Stoney Creek; 4 residents of the former City of Hamilton and 2 citizens at large are also appointed)</i>
Hamilton - Oshawa Port Authority - City of Hamilton Liaison Committee	Mayor and 3 Councillors <i>(Chair of Port Authority Board, 2 members of the Port Authority Board are also members)</i>
Hamilton Water Sub-Committee	4 Councillors
Hamilton-Wentworth Catholic District School Board (HWCD SB) Liaison Committee	Mayor and 2 Councillors <i>(3 representatives of the HWCD SB (Chair of the Board and 2 Trustees) are also members)</i>
Hamilton-Wentworth District School Board (HWDSB) Liaison Committee	Mayor and 2 Councillors <i>(3 representatives of the HWDSB (Chair of the Board and 2 Trustees) and 2 HWDSB Secondary Students (non-voting, rotating basis, invited by the HWDSB), are also members)</i>
HMR F/HWRF Pension Administration Committee	3 Councillors <i>(3 HMR F representatives and 3 HWRF representatives are also members)</i>
Interview Sub-Committee to the Audit, Finance and Administration Committee	3 Councillors (Minimum) & 2 Alternates <i>(members of the Audit, Finance and Administration Committee)</i>
Interview Sub-Committee to the Board of Health	3 Councillors (Minimum) & 2 Alternates <i>(members of the Board of Health)</i>
Interview Sub-Committee to the Emergency and Community Services Committee	3 Councillors (Minimum) & 2 Alternates <i>(members of the Emergency and Community Services Committee)</i>
Interview Sub-Committee to the General Issues Committee	3 Councillors (Minimum) & 2 Alternates <i>(members of the General Issues Committee)</i>
Interview Sub-Committee to the Public Works Committee	3 Councillors (Minimum) & 2 Alternates <i>(members of the Public Works Committee)</i>

SUB COMMITTEE	MEMBERSHIP REQUIRED
Light Rail Transit Sub-Committee	<p style="text-align: center;">Mayor and Councillors</p> <p><i>(from Wards along the B-Line corridor, in addition to Councillors with various interests (a Councillor of the mountain and the rural/suburban wards as well) (unlimited))</i></p> <p><i>(key stakeholders from but not limited to the Chamber of Commerce, BIA's, HHHBA, institutional and business partners are invited as advisors)</i></p>
Mayor's Intelligent Community Forum Task Force	<p style="text-align: center;">Mayor and 2 Councillors</p> <p><i>(community partners and experts, to include McMaster University, Mohawk College, Hamilton Health Sciences, St. Joseph's Healthcare Hamilton, and Innovation Factory, are also members)</i></p>
Non-Union Compensation Sub-Committee	3 Councillors
Open for Business	<p style="text-align: center;">6 Councillors</p> <p><i>(Representatives from the Hamilton-Halton Home Builders Association and the Hamilton, Flamborough and Stoney Creek Chambers of Commerce, the Business Improvement Area Sub-Committee (BIASC) and the Realtors Association of Hamilton-Burlington and the Hamilton Burlington Society of Architects, will participate as ex-officio, non-voting as key advisors of the Sub-Committee)</i></p>
Procurement Sub-Committee	<p style="text-align: center;">4 Councillors</p> <p><i>(3 industry representatives with 1 representative from the OGCA, 1 representative from the HHCA and 1 representative from the architectural association, are also members (voting members). The membership shall be amended as required, to include representation from providers of goods and services to the City, as appropriate)</i></p>
School Board Properties Sub-Committee	6 Councillors
Selection Committee for Agencies, Boards and Sub-Committees	8 Councillors
Transit Area Rating Review Sub-Committee	<p style="text-align: center;">6 Councillors</p> <p><i>(3 three urban and 3 three suburban Councillors)</i></p>
Truck Route Sub-Committee	6 Councillors
Waste Management Sub-Committee	<p style="text-align: center;">3 Councillors</p> <p><i>(2 citizen members are also appointed)</i></p>
Wentworth Lodge Heritage Trust Fund	<p style="text-align: center;">Ward 13 Councillor</p> <p><i>(1 Wentworth Lodge resident, 1 Alternate Lodge Resident, 1 Wentworth Lodge Family Council representative and 1 Dundas Senior Citizens' Club representative are members)</i></p>
West Harbour Development Sub-Committee	4 Councillors