



City of Hamilton
HAMILTON VETERANS COMMITTEE
AGENDA

Meeting #: 21-005
Date: June 28, 2022
Time: 4:00 p.m.
Location: YouTube Channel Streaming for Virtual Meetings (due to COVID)
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>

Christopher Redford, Heritage Presentation Coordinator (905) 546-2424 ext. 4688

Pages

1. CEREMONIAL ACTIVITIES

- 1.1. Moment of Silence
- 1.2. Land Acknowledgement

2. APPROVAL OF AGENDA

(Added Items, if applicable, will be noted with *)

3. DECLARATIONS OF INTEREST

4. APPROVAL OF MINUTES OF PREVIOUS MEETING

- 4.1. That the minutes for the May 31, 2022 meeting of the Hamilton Veterans Committee be approved as presented.

3

5. COMMUNICATIONS

- 5.1. Parks North - Re. Argyll Memorial Pavilion Pier 4

6. DELEGATION REQUESTS

7. **CONSENT ITEMS**
8. **PUBLIC HEARINGS / DELEGATIONS**
9. **STAFF PRESENTATIONS**
10. **DISCUSSION ITEMS**
 - 10.1. Flamborough Legion 551 – RED Friday
 - 10.2. Decoration Day Post Event Discussion
 - 10.3. Wreath Project 2022
 - 10.4. Argyll & Sutherland Highlanders Memorial Pavilion Signage
 - 10.5. Dieppe Plaque Re-Installation
 - 10.6. Dieppe Memorial Event Planning
11. **MOTIONS**
 - 11.1. Motion to Receive Committee's Revised Terms of Reference, Amended by Council June 8 2022 7
12. **NOTICES OF MOTION**
13. **GENERAL INFORMATION / OTHER BUSINESS**
14. **PRIVATE AND CONFIDENTIAL**
15. **ADJOURNMENT**



Hamilton

MINUTES Hamilton Veterans Committee

Meeting #22-004

May 31, 2022

4:00 p.m.

WebEx – Virtual Platform

Present: Chair: Michael Rehill
Vice Chair: Ed Sculthorpe
Members: Steve Waldron, Terry Ryan, Don Jackson, David Steckham

Absent with Regrets: Rod Paddon, Dave Baldry, Robert Fyfe, Councillor Ferguson

Also Present: Councillor Brenda Johnson, Christopher Redford (Staff Liaison), Carolyn King (Curatorial Assistant, Hamilton Military Museum)

1. **CEREMONIAL ACTIVITIES**
 - 1.1 Moment of Silence
 - 1.2 Land Acknowledgement

2. **APPROVAL OF THE AGENDA**

(Ed Sculthorpe/David Steckham)

That the agenda for the May 31, 2022 meeting of the Hamilton Veterans Committee be approved with the following additions:

10.7 Hybrid or Virtual Meetings

10.8 Clerk's Report to Council

CARRIED

3. **APPROVAL OF MINUTES OF PREVIOUS MEETING**

4.1 April 26, 2022

(David Steckham/Terry Ryan)

That the Minutes of the April 26, 2022 meeting of The Hamilton Veterans Committee be approved, as presented.

CARRIED

4. DISCUSSION ITEMS (Item 10)

(i) Flamborough Legion 551 – RED Friday – June 10, 4pm to 8pm (Item 10.1)

Michael Rehill and Rod Paddon will attend on behalf of the Committee. Christopher Redford will provide three standing banners about the scroll found in the cenotaph and the list of war dead. Christopher suggests creating some banners specific to the Committee to be displayed at this type of event.

(ii) Decoration Day 2022 (Item 10.2)

Michael Rehill reviews the program for the service with the Committee and logistics discussed. The Dundas Citizens Band will play. Naval chaplain Reverend Bill Thomas will perform chaplain duties. Michael Rehill will perform Master of Ceremony duties. Wreath laying will be limited to Federal/Provincial/Municipal and Committee – wreath layers will be decided closer to the ceremony. Air Cadet public speaking winner will read the Veteran's Prayer. Cadets will decorate graves then march in. Chris requests a Committee member to go to City Hall and ride the bus with attendees.

Day-of Committee member duties:

Terry Ryan – Cadets

Michael Rehill and Ed Sculthorpe – meet and attend to honoured guests

Dave Steckham – Veterans

Steve Waldron – Parade Marshall

(iii) Research A Grave 2022 (Item 10.3)

Carolyn King reports that response was limited this year and she will send out a reminder email. There is still sufficient content for social media posts with this year's entry and surplus entries from last year.

(iv) Wreath Project (Item 10.4)

As schools need to be contacted in June before the end of the school year, the Committee discusses the available options.

(Ed Sculthorpe/Terry Ryan)

The committee shall proceed with the option to bus four school classes to the Gore Park cenotaph for Remembrance Day field trips at a cost of \$3,506.00

CARRIED**(v) Argyll and Sutherland Highlander Memorial Pavilion (Item 10.5)**

Michael Rehill has had no updates. Christopher Redford will communicate with the Parks Department on their signage.

(vi) Dieppe Plaque Re-Installation (Item 10.6)

This project is proceeding. The forklift must take a designated route due to the weight of the load and the presence of a pipeline beneath the walkway.

(vii) Hybrid or Virtual Meetings (Item 10.7)

City of Hamilton Advisory Committees have the option to run meetings in hybrid format or remain virtual on Webex. The committee will remain virtual at least until September.

(viii) Report to Council (Item 10.8)

Regarding a report by Clerk Janet Pilon on all volunteer committees who were asked to report on whether the size of the committee and number of meetings is suitable to carry out their business. This Committee finds their size and number of meetings to be sufficient and would like to see no changes in either.

Every advisory committee's term is finished with the termination of the council and new committees are formed via the Selection Committee upon the election of a new council. There will be a municipal election in October 2022, so this committee will only serve until the end of the year. Members may be reappointed.

Any current members not interested in serving past the end of the year should contact the Chair, Michael Rehill and he will hold an in camera meeting with them.

5. GENERAL INFORMATION/OTHER BUSINESS**(i) Walter Wilson Stewart/Vimy and RHLI Museum Stan Overy (Item 13.1)**

Stan Overy, Curator of the RHLI Museum, has the Vimy field cross of Walter Wilson Stewart, prominent local architect. Christopher Redford suggests making a request to display the cross along with information about Stewart on the mezzanine level at City Hall in the weeks leading up to Remembrance Day. The Hamilton Military Museum will assist with this project, as needed.

6. ADJOURNMENT (Item 15)

(Ed Sculthorpe/ Steve Waldron)

15.1 That, there being no further business, the meeting be adjourned at 4:41 pm.

CARRIED

CITY OF HAMILTON

MOTION

Council: June 8, 2022

MOVED BY COUNCILLOR B. JOHNSON.....

SECONDED BY COUNCILLOR.....

Amendments to Various Committees Terms of Reference due to Conflicts with the Procedural By-law

WHEREAS, “Committee” means a Standing Committee, Sub-Committee, Selection Committee or an Advisory Committee or Task Force established by Council from time to time and “Quorum” means the number of members required to be present at a meeting to validate the transactions of its business;

WHEREAS, the Procedural By-Law 021-21, A By-Law to Govern the Proceedings of Council and Committees of Council was amended on February 4, 2021 to provide Section 5.4 Quorum (1) The quorum for all Committees shall be a half of the membership rounded up to the nearest whole number;

WHEREAS, the Procedural By-Law 021-21, A By-Law to Govern the Proceedings of Council and Committees of Council states that the Committee Chair shall vote on any questions before the Committee and in the event of an equality of votes (tie vote) the Committee Chair will not have an extra casting vote and the question being voted upon is deemed lost;

WHEREAS, the Procedural By-Law 021-21, A By-Law to Govern the Proceedings of Council and Committees of Council states that no vote shall be taken by ballot or by any other method of secret voting and every vote so taken is of no effect, except where permitted by statute; and

WHEREAS, Council has not set term limits and has a policy for the filling of vacancies;

THEREFORE, BE IT RESOLVED:

(a) That the Terms of Reference for the following Committees of Council be ***amended*** by deleting the following sections of their Terms of Reference:

(i) AFFORDABLE HOUSING SITE SELECTION SUB-COMMITTEE

Quorum will consist of 50% plus one of the membership.

(ii) AIRPORT SUB-COMMITTEE

REPRESENTATION

A quorum shall be achieved when 50% plus one of the voting membership body is present. (3)

(iii) ARTS ADVISORY COMMISSION

2. TERMS OF MEMBERSHIP

2.0 Members are expected to serve a term that coincides with the term of Council, **and may serve a maximum of two (2) consecutive terms.**

2.2 **At the end of the second consecutive term, a member may reapply after an absence of at least one (1) year.**

2.3 **In the event that a vacancy occurs before the end of a term, Hamilton City Council may appoint a replacement on recommendation of the Commission.**

6. DECISION-MAKING

6.0 Although the Commission should endeavor to reach decisions by consensus, when a vote is necessary a simple majority vote will carry the question. **The Chair does not normally vote, but in the case of a tie vote, the Chair will cast the deciding vote.**

6.1 **Between scheduled meetings, should a decision be required, the Executive Committee will poll all Commission members and make an objective decision based on that poll. The decision will be communicated to all Commission members.**

7. GUIDELINES FOR MEETINGS

7.1 **A quorum consists of a majority of total Commission membership five (5 members).**

7.2 **If within 30 minutes of the time called for a meeting there is no quorum, the meeting will stand adjourned.**

(iv) EXPANDING HOUSING AND SUPPORT SERVICES FOR WOMEN, NON-BINARY AND TRANSGENDER COMMUNITY SUB-COMMITTEE

Quorum: shall be a half of the membership rounded up to the nearest whole number (Section 5.4 (1) of By-law 18-270).

(v) FACILITY NAMING SUB-COMMITTEE

Voting and Attendance:

For purposes of voting, majority means more than half of the Sub-Committee members present and voting.

A quorum for the purposes of voting shall be 50% plus one (1) of the Sub-Committee members.

- (vi) FOOD ADVISORY COMMITTEE

Quorum

Quorum consists of half the voting members plus one. In order to ensure a broad range of perspectives are included in discussions and decision making, this minimum threshold must include a representative from each of the food system components, plus a minimum of one member at large.

- (vii) HAMILTON VETERANS COMMITTEE

Quorum:

Quorum will be 50 percent plus one of the current membership.

- (viii) MULTI-YEAR BUDGET PLANNING SUB-COMMITTEE

Voting & Attendance:

For purposes of voting, majority means more than half of the members present and voting.

A quorum for the purposes of voting shall be 50% plus 1 of the members on the Committee.

- (ix) NON-UNION COMPENSATION SUB-COMMITTEE

ORGANIZATION

The Non-Union Compensation Committee shall meet not less than two (2) times a year to coincide with the annual budget process. Special meetings may be convened at the discretion of the Chair. The Executive Director, Human Resources or the Manager, Compensation & Organization Design can also request a meeting of the Non-Union Compensation Committee. ***A quorum for any meeting will be three (3) members.*** The Executive Director, Human Resources, the Manager, Compensation & Organization Design, the City Manager, the General Manager of Finance & Corporate Services and any other staff deemed necessary shall also attend the meetings.

- (x) PHYSICIAN RECRUITMENT AND RETENTION STEERING COMMITTEE

Governance:

Quorum is 4 out of 7 members.

- (xi) PROCUREMENT SUB-COMMITTEE

REPRESENTATION

A quorum shall be achieved when 50% plus one of the voting membership body is present.

- (xii) TRANSIT AREA RATING REVIEW SUB-COMMITTEE

Voting and Attendance

A quorum for the purposes of voting shall be 50% plus one of the members on the Sub-Committee.

- (xiii) WEST HARBOUR DEVELOPMENT SUB-COMMITTEE

Voting and Attendance:

For purposes of voting, majority means more than half of the Committee members present and voting.

A quorum for the purposes of voting shall be 50% plus one of the Sub-Committee members.

- (b) That the Terms of Reference for the following Committee of Council be ***amended*** by deleting and replacing the wording of the following section of their Terms of Reference:

- (i) CLEANLINESS AND SECURITY IN THE DOWNTOWN CORE TASK FORCE

Rules and Procedures:

The Task Force will meet at the request of the Chair and the proceedings of the Task Force shall be conducted as set out in ***~~Bourinot's Rules of Order~~ City's Procedural By-law.***

Appendix 'A' – Affordable Housing Site Selection Sub-Committee – Terms of Reference (revised)

Appendix 'B' – Airport Sub-Committee – Terms of Reference (revised)

Appendix 'C' - Arts Advisory Commission – Terms for Reference (revised)

Appendix 'D' - Expanding Housing and Support Services for Women, Non-Binary and Transgender Community Sub-Committee – Terms of Reference (revised)

Appendix 'E' – Facility Naming Sub-Committee – Terms of Reference (revised)

Appendix 'F' – Food Advisory Committee – Terms of Reference (revised)

Appendix 'G' – Hamilton Veterans Committee – Terms of Reference (revised)

Appendix 'H' – Multi-Year Budget Planning Sub-Committee (revised)

Appendix 'I' – Non-Union Compensation Sub-Committee – Terms of Reference (revised)

Appendix 'J' – Physician Recruitment and Retention Steering Committee – Terms of Reference (revised)

Appendix 'K' – Procurement Sub-Committee – Terms of Reference (revised)

Appendix 'L' – Transit Area Rating Review Sub-Committee – Terms of Reference (revised)

Appendix 'M' – West Harbour Development Sub-Committee – Terms of Reference (revised)

Appendix 'N' - Cleanliness and Security in the Downtown Core Task Force – Terms of Reference (revised)

Appendix 'G' to Item 6.1

Approved at Council June 14, 2017, as part of EC&S Report 17-006

Amended by Council on June 8, 2022

**HAMILTON VETERAN'S COMMITTEE
TERMS OF REFERENCE****Mandate:**

Reporting to Council, through the Emergency and Community Services Committee, the Hamilton Veterans Committee oversees the planning and delivery of military remembrance and commemoration activities on behalf of the City of Hamilton. When directed by Council, the Committee will provide input on projects and issues that are of concern to Hamilton Veterans.

Goals and Objectives:

- Act as liaison with the City of Hamilton on all matters directly relating to or of concern to veterans of the City of Hamilton.
- Coordinate the commemoration events for significant anniversaries such as Decoration Day, Remembrance Day, D-Day, VE Day, including parades and Memorial Ceremonies.
- Liaise with appropriate City staff regarding the burial of Veterans in the Field of Honour at Woodland Cemetery.
- Provide advice and consult with appropriate City staff respecting the use and care of Veterans Place at Gore Park including, but not limited to, the respectful use of Veterans Place and the Cenotaph and the placement of wreaths.
- Maximize the engagement of youth in the act of Remembrance through projects and events.

Membership:

Membership will be comprised to include up to 9 members of which a minimum of one to a maximum of three may be members at large; and, membership will be for a four-year period to coincide with the term of Council or until such time as successors are appointed by Council.

Members are required to be a City of Hamilton resident AND one of the following:

A veteran; OR

A current or former member of the Canadian Forces; OR

A current or former member of the Canadian Forces Reserves.; OR

Meet the requirement of a member at large.

A member (at large) is required to demonstrate a special interest in veterans' projects and issues through their work in the community.