



City of Hamilton
MUNDIALIZATION COMMITTEE
AGENDA

Meeting #: 22-12

Date: December 21, 2022

Time: 5:00 p.m.

Location: YouTube Channel Streaming for Virtual Meetings

All electronic meetings can be viewed at:

City's YouTube Channel:

<https://www.youtube.com/user/InsideCityofHamilton>

Amy Majani, Staff Liaison (905) 546-2424

Pages

1. CEREMONIAL ACTIVITIES

1.1 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 June 15, 2022

3

5. COMMUNICATIONS

5.1 Change to Committee Staff Liaison

6. DELEGATION REQUESTS

7. CONSENT ITEMS

8. PUBLIC HEARINGS / DELEGATIONS

9.	STAFF PRESENTATIONS	
10.	DISCUSSION ITEMS	
10.1	2023 Budget Review and Discussion	7
10.2	Racalmuto Exhibit Expense (no copy)	
10.3	Review and Feedback of the Code of Conduct for Local Boards	11
11.	MOTIONS	
12.	NOTICES OF MOTION	
13.	GENERAL INFORMATION / OTHER BUSINESS	
14.	PRIVATE AND CONFIDENTIAL	
15.	ADJOURNMENT	



Hamilton

Minutes

Hamilton Mundialization Advisory Committee

Wednesday, June 15, 2022

6:00pm – 8:00 p.m.

**Due to COVID-19 and the closure of City Hall
all electronic meetings can be viewed on the
City's YouTube Channel:**

<https://www.youtube.com/user/InsideCityofHamilton>

YouTube Live Stream

Present: Anthony Macaluso (Chair), Rosemary Baptista (Vice Chair), Rein Ende, Jan Lukas

Regrets: Pat Semkow, Bob Semkow, Councillor Van der Beek

Also Present: Cindy Mutch, City Manager's Office (Staff Liaison)

i. Ceremonial Activities

A. Macaluso provided the Land Acknowledgement

ii. Approval of the Agenda (Item 2)

(J. Lukas/R. Baptista)

That the agenda of May 18, 2022 be approved.

CARRIED

iii. Approval of Minutes (Item 4)

i. Minutes of May 18, 2022

(R. Baptista/R. Ende)

**Hamilton Mundialization Advisory Committee
Minutes – June 15, 2022**

That the minutes of May 18, 2022 be approved, as presented.

CARRIED

iv. Discussion Items (Item 10)

i. Business Arising from Previous Minutes (Item 10.1)

None.

ii. Photography Contest (Item 10.2)

A letter of appreciation to be drafted by the staff liaison for each of the Committee's volunteer Photography Contest judges. Following review and approval by the Chair, the letters will be mailed along with gift cards.

iii. Hiroshima-Nagasaki Event (Item 10.3)

R. Ende provided an overview of planning details for hosting the 2022 Hiroshima-Nagasaki event. The event will be held on August 9, 2022 at Dundas Townhall.

The Committee requested to have support from the staff liaison in booking meeting space at the Dundas Townhall and coordinating refreshments for the event.
C. Mutch to review past catering orders and community fax service for sharing event information.

R. Ende shared an outline of event expenses, anticipated at a maximum of \$1,000.00, including \$250 for speaker fee, \$500 for refreshments and \$250 for printing/event promotion.

v. Motions (Item 11)

i. Hiroshima-Nagasaki Event Expenses

**Hamilton Mundialization Advisory Committee
Minutes – June 15, 2022**

(J. Lukas/R. Baptista)

That the Committee dedicate a maximum of \$1,000.00 towards supporting Hiroshima-Nagasaki event planning expenses, to be funded from the Mundialization Committee's 2022 Budget, be approved.

CARRIED

ii. Racalmuto Sicilia Canta Event Expenses

(J. Lukas /R. Ende)

That A. Macaluso be authorized to purchase tickets on behalf of Mundialization Committee members to attend the Racalmuto Sicilia Canta dinner and that a 50% subsidy be applied towards the cost of tickets for Mundialization Committee members, to be funded from the Mundialization Committee's 2022 Budget, be approved.

CARRIED

iii. Committee Summer Break

(J. Lukas /R. Ende)

That the Committee break from meeting during the months of July and August 2022.

CARRIED

vi. Adjournment (Item 15)

(R. Baptiste/J. Lukas)

That the Mundialization Committee meeting be adjourned at 7:00 p.m.

CARRIED

Chair, Anthony Macaluso
Staff Liaison, Cindy Mutch

CITY OF HAMILTON

2023

ADVISORY COMMITTEES

BUDGET SUBMISSION FORM

MUNDIALIZATION COMMITTEE

PART A: General Information

ADVISORY COMMITTEE MEMBERS:

Anthony Macaluso (Chair)	
Rosemary Baptista (Co-Chair)	
Jan Lukas	
Rein Ende	
Robert Semkow	
Patricia Semkow	

MANDATE:

Mundialization Committee Mandate:

The purpose of the Committee shall be:

- a) to promote Hamilton as "A World (Mundialized) City" dedicated to global awareness, international cooperation and world law
- b) to further the work of the United Nations through publicity and education and to have the United Nations flag flown with the Canadian flag the City Hall at all times
- c) to undertake twinning programs in international cooperation with like-minded municipalities in this and other countries to foster an understanding of the increasing interdependence of the municipalities, peoples and countries of the world
- d) to involved Hamilton citizens of different cultures, especially those from the countries of our sister communities, to share in our multicultural programs
- e) to include representatives from City Council in the Committee for implementing the above programs.

PART B: Strategic Planning

STRATEGIC OBJECTIVES:

The Mundialization Committee’s goals and objectives include:

- Facilitating and supporting peace initiatives and the twinning relationships between Hamilton and its ten twin-cities around the world.
- Assisting Council in implementing its Mundialization resolution
- Complementing and affirming the objectives of the City’s "Strengthening Hamilton Community Initiative"
- Supporting any and all relationships with the City of Hamilton's Twin Cities

In alignment with the Committee’s mandate, key deliverables include leading the following efforts, activities, and initiatives:

- Ongoing Kaga/Hamilton events commemorating the 50+ year relationship between Kaga and Hamilton (Dundas)
- Anniversary twinning events or other twinning events as identified
- Racalmuto Regional events
- World Citizenship Award
- Photo Contest
- Hiroshima- Nagasaki Vigil

The Committee provides an ongoing review of Mundialization relationships and processes thereof. The benefit of participation is the enhancement of relationships between the residents of our twin communities both locally and internationally and the residents of the City of Hamilton.

ALIGNMENT WITH CORPORATE GOALS:

Please check off which Council approved Strategic Commitments your Advisory Committee supports			
1) Community Engagement & Participation	X	2) Economic Prosperity & Growth	X
3) Healthy & Safe Communities	X	4) Clean & Green	X
5) Built Environment & Infrastructure	X	6) Culture & Diversity	X
7) Our People & Performance	X		

PART C: Budget Request

INCIDENTAL COSTS:

Monthly Meetings Expenses (photocopying, refreshments, advertising, postage, etc.)	\$1,500.00
SUB TOTAL	\$1,500.00

SPECIAL EVENT/PROJECT COSTS:

Hiroshima — Nagasaki Vigil, World Citizenship Award and/or photo contest, other twinning events (e.g. Racalmuto events)	\$2,390.00
Kids for Kaga support for exchange program	\$2,000.00
SUB TOTAL	\$4,390.00

TOTAL COSTS	\$5,890.00
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Funding from Advisory Committee Reserve (only available to Advisory Committees with reserve balances)	\$ n/a
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TOTAL 2023 BUDGET REQUEST (net of reserve funding)	\$5,890.00
PREVIOUS YEAR (2022) APPROVED BUDGET (2022 Request \$5,890.00)	\$5,890.00

CERTIFICATION:

Please note that this document is a request for a Budget from the City of Hamilton Operating budget. The submission of this document does not guarantee the requested budget amount. Please have a representative sign and date the document below.

Representative's Name:

Signature:

Date:

Telephone #:

Authority: Item,
Report (FSC21081 (A))
CM:
Ward: City Wide

Bill No.

**CITY OF HAMILTON
BY-LAW NO.**

To ESTABLISH A CODE OF CONDUCT FOR LOCAL BOARDS

WHEREAS sections 8, 9 and 10 of the Municipal Act, 2001 authorize the City of Hamilton to pass by-laws necessary or desirable for municipal purposes; and

WHEREAS subsection 223.2(1) of the Municipal Act, 2001 requires the City of Hamilton to establish a code of conduct for members of its local boards;

NOW THEREFORE the Council of the City of Hamilton enacts the following Code of Conduct for Local Boards:

NOW THEREFORE the Council of the City of Hamilton enacts as follows:

1. The Code of Conduct for Local Boards shall be as set forth in Schedule 1 to this By-law.
2. This By-law comes into force on the day it is passed.

PASSED this _____, 2022.

F. Eisenberger
Mayor

Andrea Holland
City Clerk

Schedule 1

CITY OF HAMILTON CODE OF CONDUCT FOR LOCAL BOARDS

Part 1

General Introduction, Framework, and Interpretation
Guiding Principles

- 1: Avoidance of Conflicts of Interest
- 2: Gifts, Benefits and Hospitality
- 3: Confidential Information
- 4: Use of City Resources
- 5: Election Campaigns
- 6: Improper Use of Influence
- 7: Business Relations
- 8: Member Conduct
- 9: Media Communications
- 10: Respect for the Town By-laws and Policies
- 11: Respectful Workplace
- 12: Conduct Respecting Staff
- 13: Reprisals and Obstructing
- 14: Acting on Advice of Integrity Commissioner

Part 2

Adjudicative Boards

- 15: Additional Requirements for Members of Adjudicative Boards
- 16: Communications with Parties
- 17: Independent Nature of Adjudicative Tribunals

Part 3

Complaint Protocol

Consequences of Failure to Adhere to Code of Conduct

Part 1

General Introduction, Framework, and Interpretation

This document is a Code of Conduct for members of Local Boards, both adjudicative and non-adjudicative. Local Boards, sometimes referred to as committees or tribunals, are as defined in s.223.1 of the Municipal Act and as identified by the municipality.

This Code of Conduct is to be given broad, liberal interpretation in accordance with applicable legislation and the definitions set out herein. Commentary in this Code is illustrative and not exhaustive.

Members shall seek to serve the public interest by upholding both the letter of the law and the spirit of the laws and policies established by the Federal parliament, Ontario legislature, and by City Council. The provisions of this Code are intended to be applied in concert with existing legislation and go beyond the minimum standards of behaviour set out in current federal and provincial statutes.

Guiding Principles

Members shall act with honesty and integrity, serving in a diligent manner, and performing their duties in a manner which promotes public confidence.

Members are expected to perform their duties as a member of the Local Board and arrange their private affairs in a manner that promotes public confidence and will bear close public scrutiny.

Members shall serve the public in a conscientious and diligent manner.

Members should be committed to performing their functions with integrity, impartiality and transparency.

Members shall perform their duties in office and arrange their private affairs in a manner that promotes public confidence and will bear close public scrutiny.

There is a benefit to municipalities when Members have a broad range of knowledge and continue to be active in their own communities, whether in business, in the practice of a profession, in community associations, and otherwise.

Definitions:

"Adjudicative Board" means a Local Board that functions as a tribunal

"Council" means the Council of the City of Hamilton

"Family" includes "child", "parent" and "spouse" as those terms are defined in the *Municipal Conflict of Interest Act*, and also includes

- step-child and grand-child;
- siblings and step-siblings;

- aunt/uncle, and niece/nephew
- in-laws, including mother/father, sister/brother, daughter/son
- any person who lives with the Member on a permanent basis.

"Local Board" means a Local Board as defined in s.223.1 of the *Municipal Act*, or s. 1 of the *Municipal Conflict of Interest Act*, and includes citizen advisory committees and other bodies established by Council whose members are appointed by Council;

"Member" means a member of a City of Hamilton Local Board;

"Staff" includes employees, seasonal and contract workers, and volunteers of the City of Hamilton and/or of a City of Hamilton Local Board;

Rule 1: Avoidance of Conflicts of Interest

In this Rule:

1. A disqualifying interest is an interest in a matter regarding which a reasonable person fully informed of the facts and circumstances would conclude that the Member could not participate impartially in the decision-making process related to the matter either because to do so would not be in compliance with the Municipal Conflict of Interest Act, or, because the Member's relationship to persons or bodies involved in the matter or affected by the decision is so close, a reasonable person would conclude that the Member could not effectively carry out their public duty with impartiality.

2. A non-disqualifying interest is an interest in a matter that, by virtue of the relationship between the Member and other persons or bodies associated with the matter, is of such a nature that a reasonable person fully informed of the facts and circumstances would conclude that the Member could still participate impartially in the decision-making processes related to the matter only so long as:

The Member fully discloses the interest so as to provide transparency about the relationship; and

The Member states why the interest does not prevent the Member from making an impartial decision on the matter.

3. Members shall not participate in the decision-making processes associated with their role or position when they have a disqualifying interest in a matter. Participation includes attempting to influence an outcome, whether the decision to be made is to be made by the Local Board or a member of staff with delegated authority or operational responsibility.

4. Members may participate in the decision-making process related to a matter in which they have a non-disqualifying interest provided they file at their earliest opportunity a Transparency Disclosure in a form and manner established by the City Clerk acting in consultation with the Integrity Commissioner.

5. Members shall avoid participating in or influencing a proceeding when the member, or another person with whom the member has a close personal or professional relationship, has a financial or other private interest that may be affected by the proceeding or its outcome.
6. Members shall not appear before their Local Board on their own behalf or as a representative on behalf of any party.
7. Members shall not contract with the Local Board for the sale, rental or purchase of supplies, services, material or equipment, and shall not engage in the management of a business or otherwise profit directly or indirectly from a business that relies on an approval from the Local Board.

Commentary

Members of BIAs will frequently have an interest in common with other members of the BIA in matters that come before the Board, and as such would be exempted from the obligation to declare a disqualifying interest. Care should be taken however to recognize the existence of a disqualifying interest when the Member stands to gain or otherwise benefit in a manner that can be differentiated from others in the BIA. For example, while all members of the BIA would similarly benefit from the holding of a festival, any BIA member who supplies goods or services to the festival at a profit or loss would have a disqualifying interest in the event. The display of merchandise or the promotion of services at an event would not amount to a disqualifying interest.

Where a Member contributes to an event 'at cost', a disqualifying interest would not arise.

Rule 2: Gifts, Benefits and Hospitality

No Member shall accept any fee, gift or benefit that is connected, directly or indirectly, with the performance of the Member's duties, except as permitted by one or more of the exceptions listed below:

- compensation authorized by law;
- such gifts or benefits that can be considered incidental mementos or tokens of appreciation

Rule 3: Confidential Information

Confidential information includes any discussion that takes place between members of the Local Board when it is in a closed meeting; and includes information in the possession of, or received in confidence by, that the board or the City is either prohibited from disclosing, or is required to refuse to disclose, under the *Municipal Freedom of Information and Protection of Privacy Act* ("MFIPPA").

No Member shall disclose or release by any means to any member of the public, any confidential information acquired by virtue of their office, in either oral or written form, except when required by law, or authorized to do so by the Local Board or, if applicable, by Council.

No Member shall use confidential information for personal or private gain, or for the gain of relatives or any person or corporation, either directly or indirectly.

Rule 4: Use of City Resources

No Member should use municipal equipment , or permit the use of Local Board or City land, facilities, equipment, supplies, services, staff or other resources (for example, Local Board or City-owned materials, websites, Local Board and City transportation delivery services,) for activities other than the business of the Local Board or the City; nor should any member obtain personal financial gain from the use or sale of Local Board or City-developed information, intellectual property (for example, inventions, creative writings and drawings), computer programs, technical innovations, or other items capable of being patented, since all such property remains exclusively that of the Local Board or City.

Rule 5: Election Campaigns

No member, while identifying themselves as a member of a Local Board, shall undertake any election campaign or election-related activities or work on, fund-raise, endorse or otherwise contribute to the election campaign of any person running in the municipal election for the municipality where the member serves on the Local Board.

Rule 6: Improper Use of Influence

No member shall use the influence of his or her position for any purpose other than the duties as a member of the Local Board.

Rule 7: Business Relations

No member shall allow the prospect of future employment by a person or entity to affect the performance of his/her duties as a member of the Local Board.

Rule 8: Member Conduct

Members shall conduct themselves with decorum at all times.

Members shall maintain proper control over meetings demonstrating respect for everyone who is involved in the meeting.

Members are expected to attend all meetings of the Local Board. If a member misses more than three consecutive (3) meetings during their term, the Chair, after hearing and considering any explanation provided by the member, may ask the member to resign, or request that Council remove the member.

Commentary

Members recognize the importance of cooperation and shall endeavour to create an atmosphere that is conducive to solving the issues before the Board, listening to various points of view and using respectful language and behaviour in relation to all those in attendance.

Rule 9: Media Communications

Members shall accurately communicate recommendations and proceedings of their Local Board.

If a member is contacted directly by the media, the member should refer the media to the Chair, or in the absence of the Chair, to the Vice-Chair.

Commentary

A Member may state that they did not support a decision, or voted against the decision, however a Member must refrain from making disparaging comments about other Members or staff, or about the Board's processes and decisions, in doing so.

When communicating with the media, a Member should at all times refrain from speculating or reflecting upon the motives of other Members in respect of their actions on the Board.

Members who engage in social media should recognize that the rules around decorum and respect apply regardless of the communications medium used. Because social media posts attract participation by others, Members hosting such sites or accounts should consider articulating and posting their own policy of addressing how frequently they will monitor the site for the purpose of identifying and removing disparaging, abusive or hateful comments.

Rule 10: Respect for the Town By-laws and Policies

Members shall adhere to and encourage public respect for the Local Board, the municipality and its by-laws, policies and procedures.

Commentary

A Member must not encourage disobedience of a City by-law in responding to a member of the public, as this undermines confidence in the City and in the Rule of Law.

Rule 11: Respectful Workplace

Members are governed by the workplace harassment and workplace violence policies in place for staff, recognizing that integrity commissioner is responsible for the administration and investigation of complaints.

All Members have a duty to treat members of the public, one another and staff appropriately and without abuse, bullying or intimidation and to ensure that their work environment is free from discrimination and harassment.

Rule 12: Conduct Respecting Staff

Members shall be respectful of the role of staff to advise based on political neutrality.

Members shall respect the professionalism of staff, and not exert undue influence on staff.

No Member shall maliciously or falsely impugn or injure the professional or ethical reputation or the prospects or practice of staff, and all Members shall show respect for the professional capacities of the staff of the City.

Commentary

It is inappropriate for a Member to attempt to influence staff to circumvent normal processes in a matter, or overlook deficiencies in a file or application. It is also

inappropriate for Members to involve themselves in matters of administration or departmental management which fall within the jurisdiction of the City Manager.

Rule 13: Reprisals and Obstructing

It is a violation of this Code of Conduct to obstruct the Integrity Commissioner in the carrying out of their responsibilities, or to engage in any activity in retaliation against any person because they made a complaint to or otherwise communicated with the Integrity Commissioner.

Rule 14: Acting on Advice of Integrity Commissioner

Any written advice given by the Integrity Commissioner to a Member binds the Integrity Commissioner in any subsequent consideration of the conduct of the Member in the same matter, as long as all the relevant facts known to the Member were disclosed to the Integrity Commissioner.

Members seeking clarification of any part of this *Code* should consult with the Integrity Commissioner.

Part 2

ADDITIONAL REQUIREMENTS APPLICABLE TO MEMBERS OF ADJUDICATIVE LOCAL BOARDS

Rule 15: In addition to the provisions applicable to Members of Non-adjudicative Local Boards, the following additional requirements are applicable with respect to the referenced rule:

Rule 2: Gifts, Benefits and Hospitality

Members should recuse themselves from any hearing, to avoid any perception of bias or conflict of interest which may arise as a result of a gift, benefit or hospitality which the Member may have received, from any of the parties or participants potentially affected by the decision of the Local Board.

Rule 5: Election Campaigns

Members of Adjudicative Local Boards are prohibited from fundraising for, endorsing, or otherwise contributing to the election campaign of any person running for a seat on Council.

Rule 9: Media Communications

Members of adjudicative boards should generally not comment to the media in relation to any decision made by the board or the rationale behind such decision. On the rare occasion when a comment may be appropriate, only the Chair shall serve as a media contact and all enquiries shall be referred to them.

Rule 16: Communications with Parties

Written communication to an adjudicative board shall take place only through the Secretary of the board or the appropriate municipal staff assigned to such board, and shall be copied to all

parties or their representatives as appropriate. Oral communications with the adjudicative board about current proceedings shall take place only in the presence of or with the consent of all parties.

Where a party is represented by a representative, all communication between the adjudicative board and the party shall be through the representative, with the exception of notices of hearing, which shall be served upon all parties and their representatives known to the adjudicative board as appropriate.

Rule 17: Independent Nature of Adjudicative Boards

The Chairs of adjudicative boards should ensure that the actions of any member, as well as Council members and staff attending adjudicative board meetings, are consistent with the arm's-length, quasi-judicial nature of the adjudicative board. Any actions compromising this position should be immediately dealt with by the Chair or panel chair.

An adjudicative board is required by the applicable laws to operate at arm's-length from and independently of Council. Members should therefore not request members of Council to intervene on applications considered by the adjudicative board. Members should refrain from seeking advice on their roles and responsibilities from Council members. In clarifying their roles and responsibilities, members should seek advice from appropriate staff.

Part 3

COMPLAINT PROTOCOL

The Complaint Protocol contained in the Council Code of Conduct applies with necessary modifications to complaints regarding members of Local Boards.

CONSEQUENCES OF FAILURE TO ADHERE TO CODE OF CONDUCT

Members who are found by the Integrity Commissioner to have failed to comply with the Code of Conduct for Local Boards may be subject to the following sanctions:

- (a) a reprimand; or
- (b) suspension of remuneration paid to the member in respect of his or her services as a member of the Local Board (if any).

Members may also be subject to such other remedial actions recommended by the Integrity Commissioner that directly flow from the action or behaviour of the member of the Local Board.

Members are subject to removal from the Local Board, or removal as Chair of the Local Board, by Council.

