



City of Hamilton
LGBTQ ADVISORY COMMITTEE
AGENDA

Date: March 21, 2023

Time: 6:00 p.m.

Location: Room 264, 2nd Floor, City Hall (hybrid) (RM)
71 Main Street West

Chelsea Kirkby, Senior Project Manager, Community Safety & Well-Being (905) 546-2424 x 3539

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 February 21, 2023
5. **COMMUNICATIONS**
6. **DELEGATION REQUESTS**
7. **CONSENT ITEMS**
8. **PUBLIC HEARINGS / DELEGATIONS**
9. **STAFF PRESENTATIONS**
10. **DISCUSSION ITEMS**

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- 10.1 Next steps regarding Code of Conduct and Procedural Handbook for Citizen Appointees to City of Hamilton Local Boards

Discuss if members of the Advisory Committee wish to delegate as representatives of the Advisory on a) Feedback from the Advisory Committees on the Code of Code of Conduct for Local Boards (FCS23032) (City Wide) and/or b) Procedural Handbook for Citizen Appointees to City of Hamilton Local Boards (FCS23034) at the Governance Review Sub-Committee on March 27, 2023

- 10.2 Review and discuss update to LGBTQ Advisory Committee Terms of Reference

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- 11. MOTIONS
- 12. NOTICES OF MOTION
- 13. GENERAL INFORMATION / OTHER BUSINESS
- 14. PRIVATE AND CONFIDENTIAL
- 15. ADJOURNMENT



Hamilton

MINUTES 23-02

LGBTQ Advisory Committee

Tuesday, February 21, 2023

6:03 PM – 6:53 PM

Webex and Livestreamed to the City's YouTube Channel

Present: Rebecca Banky (Chair), Jake Maurice, Ashley Paton, James Diemert, Shaiden Keaney, Gregory Cousins, Kyle Weitz, William Fularczuk, Autumn Getty

Regrets: Terri Wallis (Leave of Absence), Councillor Maureen Wilson (City Council Appointee), Lisa-Marie Johnston, Kieran Thiara, Violetta Nikolskaya, Keston Roberts,

Absent: Freja Gray (resigned)

Staff: Chelsea Kirkby (Staff Liaison), Sadhna Jayatunge, (Customer Experience Coordinator, HSR)

1. CEREMONIAL ACTIVITIES

1.1 Land acknowledgement

J. Maurice gave the Land Acknowledgement

2. APPROVAL OF AGENDA (Item 24)

(i) February 21, 2023 (Item 2.1)

(A. Paton/ J. Diemert)

That the agenda for the February 21, 2023 meeting be approved.

CARRIED

**LGBTQ Advisory Committee
Minutes 23-02**

3. DECLARATIONS OF INTEREST (Item 3)

None.

4. APPROVAL OF MINUTES OF PREVIOUS MEETING (Item 4)

(i) January 17, 2023 (Item 4.1)

(A. Paton/ J. Maurice)

That the Minutes of the January 17, 2023 Meeting, as amended with change to include V. Nikolskaya and J. Maurice under the Land Acknowledgement section.

CARRIED

5. STAFF PRESENTATIONS (Item 9)

(i) Staff presentation from Sadhna Jayatunge, Customer Experience Coordinator, Public Works respecting Hamilton Street Railway's Women Taking the Wheel campaign (Item 9.1)

Sadhna Jayatunge, Customer Experience Coordinator, addressed Committee with an overview of Hamilton Street Railway's Women Taking the Wheel campaign.

(J. Diemert / A.Paton)

That the Presentation respecting the Hamilton Street Railway's Women Taking the Wheel campaign, be received.

CARRIED

6. DISCUSSION ITEMS (Item 1)

(i) Changing the Name of the Committee (W. Fujarczuk) (Item 10.1(a))

The Subcommittee has decided on final questions for survey and is working with staff to get survey on Engage Hamilton website.

(ii) Move to Hybrid Meeting Model (Item 10.2)

(A.Paton / A. Getty)

**LGBTQ Advisory Committee
Minutes 23-02**

That the Chair and Staff determine what is necessary to move meetings to a hybrid model for the remainder of the term and, if possible, move to hybrid meetings starting for the next meeting.

CARRIED

(iii) Pride Celebrations – Promotion and Awareness Raising Opportunities (Item 10.3)

(K. Weitz / A.Paton)

That a working group be formed to speak with the Hamilton Street Railway team about visibility and promotion opportunities for the LGBTQ Advisory Committee.

CARRIED

7. MOTIONS (Item 11)

(i) Transfer of the Remaining Funds from the 2022 LGBTQ Advisory Committee to the Reserve (Item 11.1)

(A.Paton/ J. Diemert)

That remaining funds from the 2022 LGBTQ Advisory Committee be transferred to the LGBTQ Advisory Committee Reserve, to the maximum allowable amount.

CARRIED

8. GENERAL INFORMATION / OTHER BUSINESS (Item 13)

(A.Paton/A. Getty)

That the following items be withdrawn, as they are no longer required by the committee:

(i) Rescheduling, Choosing a Location for, and Inviting Facilitators to a Committee Training and Planning Day (Item 13.1)

(ii) Changing the Food for Committee Meetings (Item 13.2)

CARRIED

9. PRIVATE AND CONFIDENTIAL (Item 14)

(i) Closed Session Minutes of the LGBTQ Advisory committee Minutes - January 17, 2023

**LGBTQ Advisory Committee
Minutes 23-02**

(A. Paton/A. Getty)

That the Closed Session Minutes of January 17, 2023, be approved.

CARRIED

10. ADJOURNMENT (Item 15)

(K. Weitz/ A. Getty)

That, there being no further business, the LGBTQ Advisory Committee adjourned at 6:53pm.

CARRIED

LESBIAN, GAY, BISEXUAL, TRANSGENDER & QUEER¹ ADVISORY COMMITTEE

MISSION STATEMENT

The LGBTQ Advisory Committee for the City of Hamilton exists to eliminate barriers experienced by LGBTQ communities by giving voice to the perspectives of LGBTQ individuals and evaluating the City on its related efforts. The Committee does this by making recommendations to Council and staff in order that the City of Hamilton will excel in providing services to and interfacing with members of the LGBTQ communities.

Is our Mission Statement clearly articulated? Do you understand it?

VALUES

Inclusivity, Equity, Diversity, Solidarity, Anti-Oppression, Compassion, Empathy

Are our Values clearly articulated? Do you understand it?

VISION

Hamilton is the city of choice for lesbian, gay, bisexual, transgender and queer (LGBTQ) people to live, work, learn and play.

MANDATE

The Committee is empowered by City Council and is responsible to City Council for its services; it reports to City Council on issues and concerns pertaining to the LGBTQ communities through the Audit, Finance & Administration Committee.

GUIDING PRINCIPLES

- LGBTQ people are a vibrant part of healthy and safe communities.
- LGBTQ people's diverse experiences are respected and celebrated.
- LGBTQ people benefit from equitable access to an abundance of rewarding employment and educational opportunities.
- LGBTQ people will have access to social services so they can overcome existing barriers to employment and educational opportunities.
- LGBTQ people enjoy rich cultural, recreational and social experiences through participation as patrons or volunteers of local institutions.
- LGBTQ people benefit from equitable access to all City services and programs, including those of City agencies and boards.

TERMS OF REFERENCE

OPERATING GUIDELINES

1. Provide opportunities for members of Hamilton's diverse LGBTQ communities to share stories, impart information, raise concerns, and recommend changes as they relate to the way the City develops bylaws, policies, programs, and services that impact LGBTQ communities.
2. Provide advice and recommendations to City Council and staff with respect to the implementation of bylaws, policies, programs, and services that impact LGBTQ communities.
3. Educate and increases the awareness and understanding of City Council and staff on issues that impact LGBTQ communities.
4. Facilitate access to accurate information about LGBTQ communities, including up-to-date list of LGBTQ-positive spaces, programs, resources and organizations.
5. Facilitate access to accurate information about LGBTQ communities, including up-to-date list of LGBTQ-positive spaces, programs, resources and organizations.
6. Acknowledge and respect the diversity of Hamilton's LGBTQ communities, including those voices not represented at the Committee table, with respect to gender identity, sexual orientation, age, ability, ethno-cultural background, and socio-economic status.
7. Review the progress and measure of success of the Committee and its activities on a regular basis.

¹ The acronym "LGBTQ" is a commonly used, shortened initialism for lesbian, gay, bisexual, transsexual, transgender, twospirit, intersex, queer and questioning individuals / communities. This acronym may or may not be used in a particular community as language continues to evolve. It is acknowledged that other acronyms (representing broader populations) are used elsewhere and the selected acronym is in no way intended to exclude any person or group in the work of the Advisory Committee or in its mandated efforts.

LGBTQ
Terms of Reference and Roles & Responsibilities

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COMMITTEE MEMBERSHIP

Membership of the Committee shall be comprised of community members within the City of Hamilton. There is no set maximum number of members.

TERM OF OFFICE

In the event that there are sufficient numbers, at least one-third of the members shall be new members for the four-year term.

MEETING SCHEDULE

Meetings occur the 3rd Thursday of each month from 5:30 to 7:00 p.m.

ROLES & RESPONSIBILITIES

Review and make suggestions for consideration.

Role & Responsibility of the Chair

As the Chair of a meeting, you have several important roles: knowing the group, helping members get started, planning ahead, preparing for meetings and presiding at meetings.

Helpful Tips:

Know Your Group - Find out who your members are and what they can do. Make sure all members understand their roles and responsibilities.

Help Members Get Started - Involve your group members. Be sure your members understand their purpose, their responsibilities, their timelines and their budgetary constraints.

Prepare for Meetings - Plan your agenda. Check on all pre-meeting arrangements.

Preside at Meetings – Review your guidelines or rules of order (found in the Orientation Manual). Follow your agenda, involve the members and manage the discussion.

Role & Responsibility of the Secretary (Often done by City Staff)

- Provides relevant information, ideas and opinions as a participant in the meeting.
- Keeps an accurate set of minutes of each meeting.
- Keeps an up-to-date membership/contact list.
- Distributes minutes to members and notifies them of upcoming meetings.
- Keeps a list of all sub-committees and members.
- Helps the Chair with preparing the agenda, advice on meeting procedure, reference materials and information retrieved from the records.
- Makes meeting and physical set-up arrangements (Note: room bookings with City Facilities will be co-ordinated through the volunteer Committee's Technical Staff Liaison).

Role & Responsibility of the Technical Advisor/Staff Liaison

- Liaises with volunteer committee for technical advice from the host department.
- Liaises with all City staff for advice and information required by the volunteer committee, including procedural advice from Clerk's Office.
- Arranges for printing of agendas, minutes, reference material and distribution required by the volunteer committee.
- Arranges for booking meeting facility.
- Arranges for parking passes, if required.

Role & Responsibility of the Member

- Attends mandatory orientation at the beginning of the term.
- Attends advisory meetings, as scheduled.
- Prepares for meetings by reviewing the minutes and agenda, including any resource material that may be provided.
- Commits five to ten hours per month (which includes preparation before meeting).
- Attends all meetings. Committee members missing three consecutive meetings without appropriate notification to the Chair or Staff Liaison shall be considered as resigned from the Committee thereby reducing the required number for quorum.
- Participates in the discussion, decision-making and the work or business undertaken by the Committee (e.g. organizing events and developing a work plan).