



City of Hamilton
WOMEN AND GENDER EQUITY ADVISORY COMMITTEE
ADDENDUM

Date: April 13, 2023

Time: 6:00 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>

Morgan Stahl, Staff Liaison 905-546-2424 x2178

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From: [Deanna Allain](#)
To: [Strutt, Jocelyn](#); [Stahl, Morgan](#)
Subject: Fwd: FW: Please share with the WGEC: Advice to Advisory re Motion on Policy & Procedure around CCR
Date: Tuesday, April 4, 2023 5:39:22 PM
Attachments: [Advisory Committee Procedural Handbook approved July 17 2020.pdf](#)
[Procedural By-law 21-021 - Procedural By-law Amendments December 7 2022.doc](#)

Hi Jocelyn,

The information included as a response to the WGEC motion and the two policies attached are what I believe should be included on the agenda as a discussion item. I believe it could also fall under a consent item for the committee to receive, but am forwarding this email so it's at the top of your inbox.

Please feel free to reach out if you have any questions or want to clarify what I am referring to for the upcoming agenda, will reply to your email momentarily. :)

Deanna

----- Forwarded message -----

From: **Strutt, Jocelyn** <Jocelyn.Strutt@hamilton.ca>
Date: Wed, Mar 8, 2023 at 2:58 PM
Subject: FW: Please share with the WGEC: Advice to Advisory re Motion on Policy & Procedure around CCR
To: Deanna Allain <allaindeanna@gmail.com>, Stahl, Morgan <Morgan.Stahl@hamilton.ca>

Hi Deanna,

Thank you for your patience with me and trying to get the information you need in advance of the March meeting.

With respect to the motion, Clerks has made one comment re: dates. Because the motion, when approved at the March WGE Meeting must then go to AF&A (Scheduled March 23) and then to Council, the March 16 date cannot be met. There are two suggestions:

- Remove the date in its entirety; or,
- Remove the date and add in a general comment “at/to an upcoming Standing Committee meeting” (or something to that effect)

As for the proposed motion for the March 16 meeting of the Women and Gender Equity, **I suggest the revising the dates:**

(a) That the committee be provided with clear clarification respecting the rules, guidelines, formatting, and limitations in the development of Citizen Committee Reports **by the March 16, 2023 meeting.** - this date is not possible, as the motion must first be approved by the Advisory Committee, Standing Committee and Council before it can be implemented.

(b) In the event that there is no policy or procedure, that a response still be provided ahead of the March 16, 2023 meeting - this date is not possible, as the motion must first be approved by the Advisory Committee, Standing Committee and Council before it can be implemented.

That being said, Clerks has also provided additional information and clarity around CCRs – their process, when they are required and how the broader Procedural By-law provides direction in the absence of clear direction within the Procedural Committee Handbook.

Please read through the information.

- If this clarification satisfies the motion, that is great and we can decide to remove the motion from the agenda in its entirety.
- If this information is helpful in providing additional context, but you

feel it does not directly reflect the information that the committee is seeking, then we will continue as-is and reflect the chosen wording for the date based on the above options.

Once you have read through the information (and I apologize, there is a lot!), I am happy to discuss it further with you, either by phone or via email. I will commit to ensuring that you have the information you need to move forward in your role as Chair. Please do not hesitate to reach out. My extension is 905-546-2424 x5702. Thank you for all the work and commitment you put into this role and the committee as a whole!

Please forward this to members of the Women & Gender Equity Committee.

I am writing to your advisory committee today to provide you with advice regarding the creation of Citizen Committee Reports. The information provided here will be shared again with all Staff Liaisons and their Advisory Committee members.

I have attached the current Procedural Committee Handbook, and the Procedural by-law for your reference.

We have also shared the following information regarding Citizen Committee Reports with all Staff Liaisons for all the advisories.

WHEN A CITIZEN COMMITTEE REPORT IS REQUIRED:

- Use of budget funds on expenditures outside of approved expenditures
- Recommendations with financial implications to the City
- Reserve fund - funds in or out of the reserve
- Changes to the Terms of Reference (i.e. membership; mandate; etc.)
- Delegations to other Advisory Committees, Sub-Committees and Standing Committees on behalf of the Advisory Committee
- Recommendations outside the purview of the Advisory Committee involving City infrastructure (i.e. roads, sidewalks, processes, etc.)
- Correspondence to any outside agencies, including other Levels of Government and the media
- Events or Actions that the Committee wishes to take, that fall outside of the Committee's Terms of Reference

WHEN A CITIZEN COMMITTEE REPORT IS NOT REQUIRED:

- Delegations to an Advisory Committee's respective Standing Committee
- Approved budgetary items
- Formation of Working Groups
- Providing feedback to staff on city services and programs

- Inviting members of the community to speak at Advisory Committee meetings

The following process for Citizen Committee Reports has also been communicated to all Staff Liaisons:

1. Advisory Committee approves a motion that requires a CCR
2. CCR is drafted by committee members, with assistance from the Staff Liaison, and Clerk's Office
3. CCR then travels up to Standing Committee, then Council (does not go back to Advisory)

To address the questions of guidelines and limitations in CCRs, the Procedural bylaw advises the following:

3.10 Communication Items

(5) Communication Items shall not contain the personal information without their express consent, with the exception of the author's name. Any personal information found in the communication will be redacted pursuant to the obligations of Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), this Procedural By-law and other relevant legislation or procedure.

(9) Communications respecting labour relation matters, conduct of a member(s) of staff and matters before another body (i.e. Police Services Board) will not be placed on the

Council Agenda and will be forwarded forthwith by the City Clerk to the relevant City Department or body for consideration and appropriate action.

(10) Communications which are in substance an allegation of a violation of the Code of Conduct or the Municipal Conflict of Interest Act by a member of Council or any member of a local board will not be placed on a Council agenda but will be returned to the author who will be advised of the informal and formal mechanisms for bringing such allegations to the attention of the Integrity Commissioner.

Delegations:

(10) Delegations respecting labour relation matters, conduct of a member(s) of staff and matters before another body (i.e. Police Services Board) will not be placed on a Committee Agenda and will be forwarded forthwith by the City Clerk to the relevant City Department or body for consideration and appropriate action.

(11) Delegations which are in substance an allegation of a violation of the Code of Conduct or the Municipal Conflict of Interest Act by a member

of Council or any member of a local board will not be placed on a Committee agenda and the delegate will be advised of the informal and formal mechanisms for bringing such allegations to the attention of the Integrity Commissioner.

Please let me know if you have questions.

Loren Kolar

Legislative Coordinator

Office of the City Clerk

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City Clerk's Division

COUNCIL FOLLOW-UP NOTICE REVISED

TO: Chelsea Kirkby, Staff Liaison **DATE:** April 12, 2023

Jocelyn Strutt, Staff Liaison

FROM: Loren Kolar
Legislative Coordinator, Office of the City Clerk

RE: **City Council Meeting – April 12, 2022**

The attached correspondence was referred to the LGBTQ Advisory Committee and the Women and Gender Equity Committee, for their information, by Council at its April 12, 2023 meeting:

- 5.1 Correspondence from Fondation Emergence respecting International Day Against Homophobia and Transphobia on May 17th.

Recommendation: Be received ***and referred to the Lesbian, Gay, Bisexual, Transgender and Queer Advisory Committee and Women and Gender Equity Advisory Committee.***

Montréal, Tuesday, March 14, 2023

Subject: International Day Against Homophobia and Transphobia, May 17, 2022

Hi,

Fondation Émergence's mission is to defend the rights of lesbian, gay, bisexual and trans (LGBTQ+) people. Each year, it organizes the International Day Against Homophobia and Transphobia (May 17), which was created by the Foundation for the first time in the world, in Quebec, in 2003. This day is now recognized nationally and internationally.

For last year's International Day Against Homophobia and Transphobia, Fondation Émergence sent a pride flag (rainbow) to every municipality in Quebec. For this year, we're trying to reach out to every municipality in Canada, this will send a stronger message to the government that the population stand with the LGBTQ+ community. We also invite you to adopt a resolution at City Council to mark this important day (see attached template in the email).

Last year 287 municipalities showed their support for LGBTQ+ people, join the movement to help us reach a new record this year for the 20th anniversary of the Day. [Map of Municipalities - May 17](#)

In addition, we invite you to share a photo on your social networks by tagging @journee17mai with the #17mai so that your municipality can shine a light on its inclusivity throughout Quebec.

If you do not have a flag in your possession, you can send us a request at the following email address: (courrier@fondationemergence.org) with the complete address of the City Hall and we will be able to send you one at the price of only \$15.

With your support, we continue to make history in Canada and internationally by taking a strong stand against homophobia and transphobia. Together, we can create a country that fully accepts sexual and gender diversity.

Yours sincerely



Laurent Breault
General Director

Présentateur officiel



Remerciements à



This document is a draft municipal resolution template for the recognition of May 17th as
International Day Against Homophobia and Transphobia.

Please send a certified true copy to may17mai@fondationemergence.org

RESOLUTION OF THE MUNICIPAL COUNCIL

OF "Name of your municipality"

Date

Resolution No. "resolution number" - **International Day Against Homophobia and Transphobia**

WHEREAS the Quebec Charter of Human Rights and Freedoms recognizes that no one can be discriminated against on the basis of sexual orientation or gender identity or expression;

WHEREAS Quebec is a society open to everyone, including lesbian, gay, bisexual and trans people (LGBTQ+) and to all other people who identify with sexual diversity and the multiplicity of gender identities and expressions;

WHEREAS, despite recent efforts towards greater inclusion of LGBTQ+ people, homophobia and transphobia are still present in society.

WHEREAS May 17th is the International Day Against Homophobia and Transphobia, is celebrated as such in many countries and is the result of a Quebec-based initiative promoted by Fondation Émergence starting in 2003.

WHEREAS there is reason to support the efforts of Fondation Émergence in holding this day;

It is resolved to proclaim May 17 INTERNATIONAL DAY AGAINST HOMOPHOBIA AND TRANSPHOBIA and to recognize this day as such.

ADOPTED UNANIMOUSLY

Certified true copy

SIGNATURE

Name

Title



International Day Against
Homophobia and Transphobia