



CITY OF HAMILTON
CORPORATE SERVICES
OFFICE OF THE CITY CLERK

TO:	Mayor and Members General Issues Committee
COMMITTEE DATE:	September 5, 2018
SUBJECT/REPORT NO:	Establishment of the City of Hamilton's Advisory (Volunteer) and Sub-Committees CL18010 (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Janet Pilon, Acting City Clerk 4304
SUBMITTED BY:	Janet Pilon Acting City Clerk Office of the City Clerk
SIGNATURE:	

RECOMMENDATION

(a) That the following Sub-Committees, be disbanded:

- (i) NHL/AHL/OHL Proposal Sub-Committee;
- (ii) Pan Am Stadium Precinct Sub-Committee;
- (iii) Sesquicentennial Steering Committee;
- (iv) Service Channel Integration Sub-Committee;
- (v) Tow Truck Licensing Sub-Committee; and
- (vi) Hess Village Community Liaison Committee;

(b) That the Advisory (Volunteer) Committees outlined in Appendix "A" to Report CL18010, be established for the 2018-2022 term of Council; and

(c) That the Sub-Committees outlined in Appendix "B" to Report CL18010, be established for the 2018-2022 term of Council.

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EXECUTIVE SUMMARY

A review of the status of the City's 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.

FINANCIAL – STAFFING – LEGAL IMPLICATIONS (for recommendation(s) only)

Financial: Funding for the City's Sub-Committees are provided through the Legislative Budget. The funding is primarily for refreshments and the approximate cost for 2014 – 2018 Term of Council was \$108,000.

The City's Advisory (Volunteer) Committees individually submit a budget for Council's approval during the Budget cycle.

The base budgets for the Advisory (Volunteer) Committees approved over the 4-year Term of Council was approximately \$433,000. The budgets include funding for refreshments and for special projects/initiatives.

In addition to the above, with each Term of Council, a selection/recruitment process is undertaken for the appointment of citizens to the various Advisory (Volunteer) Committees. Advertising costs for this recruitment averages \$30,000 and is funded through the Legislative Budget

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

Support is provided by both Clerk's staff and department Staff Liaisons to 118 Advisory (Volunteer) and Sub-Committees.

During this Term of Council staff provided approximately 7000 hours in support to our Advisory (Volunteer) and Sub-Committees. This figure includes attending meetings, pre-meeting preparation (including the preparation of staff reports), post meeting follow up and additional assistance as required.

Legal: None

HISTORICAL BACKGROUND (Chronology of events)

The City of Hamilton currently has 118 Boards, Agencies, Commissions and Committees.

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

During the 2014-2018 Term of Council, the following Advisory (Volunteer) Committees were disbanded:

The Hamilton Historical Board was disbanded on July 10, 2015 during the review of the City of Hamilton's Advisory (Volunteer) Committees.

The Hamilton Youth Advisory (Volunteer) Committee was disbanded on October 25, 2017 and replaced with a new youth driven engagement collaboration.

The Tourism Advisory (Volunteer) Committee was disbanded on May 23, 2018 and replaced with the Tourism Industry Panel made up of staff and tourism industry based representatives is proposed to deliver the identified major action under the Economic Development Action Plan (2016 - 2020), inform the implementation of the Tourism Strategy and develop tourism in Hamilton.

During the 2014-2018 Term of Council, the following Advisory and Sub-Committees were established:

Capital Projects Work-In-Progress Sub-Committee was established on February 11, 2015, to review and advise Hamilton City Council on Capital Projects; review reports on the status of capital works-in-progress projects; ensure that projects adhere to Council approved policy for appropriation transfers; ensure that projects adhere to Council approved policy for closing projects and review the allocation of funds (also known as Block/Discretionary Funds) to Capital Priorities.

The Mayor's Blue Ribbon Task Force on Workforce Development was established on April 22, 2015, to address Hamilton's workforce development needs and co-ordinate a collaborative response to "upskilling" the local labour force.

The Light Rail Transit (LRT) Sub-Committee was established on August 14, 2015 to review, provide input and approve reports brought forward from the LRT Office; provide input and guidance to the project team on significant issues and decisions; engage the broader community on a regular basis throughout the design, planning and construction process of the LRT.

The Housing and Homelessness Advisory (Volunteer) Committee was established on November 11, 2015, based on the recommendation approved during the Review of the City of Hamilton's Advisory (Volunteer) Committees on July 10, 2015, reallocating the roles and responsibilities respecting emergency shelter and tenant matters of the Food and Shelter Advisory (Volunteer) Committee and the Tenant Advisory (Volunteer)

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Committee to a newly formed citizen group with a mandate to more broadly address housing and homelessness issues.

The Housing and Homelessness Advisory (Volunteer) Committee's role is to support the City of Hamilton's 10-year Housing and Homelessness Action Plan by providing information, advice, and recommendations to the Emergency & Community Services Committee regarding its successful implementation; advocate for the needs of citizens within the community for whom barriers exist to accessing safe, suitable, and affordable housing, including the supports needed to enable citizens to obtain and retain their homes; and liaise and collaborate with other levels of government, other committees (including the Housing and Homelessness Planning Group), citizens, and agencies regarding responses and recommendations about homelessness and affordable housing issues.

The Food Advisory (Volunteer) Committee was established on November 25, 2015, based on the recommendation approved during the Review of the City of Hamilton's Advisory (Volunteer) Committees on July 10, 2015 reallocating the roles and responsibilities respecting emergency food of the Food and Shelter Advisory (Volunteer) Committee and the food continuum of the Community Food Security Stakeholder Committee.

The Food Advisory (Volunteer) Committee's role is to identify and inform, where appropriate, innovative community food security policies and programs that align with the vision and goals of the Hamilton Food Strategy, Hamilton Food Charter, and other City strategies; identify and advise on emerging issues affecting Hamilton's food system; facilitate connections and share information and resources between members, the Board of Health, City staff, and as appropriate, further disseminate these lessons and resources among community organizations, businesses, citizens, and other groups that have an impact on community food security; support research, monitoring, and evaluation efforts, and identify gaps and opportunities that may inform community food security policies and program modifications and facilitate the cross-promotion of community food security within existing programs, events, policies, services, and other actions.

The West Harbour Development Sub-Committee was established on December 9, 2015 to provide guidance, advice, and oversight of the planning and implementation of the City's investments in the West Harbour.

The Affordable Housing Site Selection Sub-Committee was established on October 12, 2016, 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.

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The Community Benefits Protocol Advisory (Volunteer) Committee was established on June 27, 2018 with the terms of reference currently being prepared by staff.

During the 2014-2018 Term of Council, the following Sub-Committees were renamed:

The Fairness to Hamilton Sub-Committee was renamed to the Government Relations Sub-Committee on April 22, 2015 and tasked with outlining 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, on an as needed basis.

The Business Planning Sub-Committee was renamed the Multi-Year Budget Planning Sub-Committee on December 9, 2015 and tasked with providing leadership and direction during the 2014 to 2018 term of Council for the transformation of the City's Budget and Business Planning process.

Advisory (Volunteer) Committees

The Advisory (Volunteer) Committee structure has been a direct way for Council and staff to receive advice from citizens about municipal matters, key initiatives, policies, programs and emerging issues. Advisory (Volunteer) Committees are reviewed at the end of each term with the exception of those required by legislation.

The City of Hamilton currently has 13 Advisory (Volunteer) Committees, with a total of approximately 170 citizen members. These committees are supported by staff from various City departments.

Sub-Committees

The City of Hamilton currently has 57 Sub-Committees, which will be reduced to 52 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.

Advisory (Volunteer) Committees and Sub-Committees operate in a manner similar to the City's Standing Committees, with Terms of Reference, agendas, minutes and abiding by the Procedural By-law. Reports and minutes are submitted to Council through their respective Standing Committee.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

None.

RELEVANT CONSULTATION

Members of Senior Leadership Team
Advisory (Volunteer) Committees
Clerk's Legislative staff supporting committees
Staff Liaisons supporting committees

ANALYSIS AND RATIONALE FOR RECOMMENDATION (Include Performance Measurement/Benchmarking Data if applicable)

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

The NHL/AHL/OHL Proposal Sub-Committee, whose mandate is to review any proposals which are directed to them by Hamilton City Council, has not met during the 2014-2018 term of Council.

The Pan Am Stadium Precinct Sub-Committee, whose mandate is to provide advice, input and support for the new Pan Am stadium throughout the construction process and to oversee the development of the Pan Am Stadium precinct, has completed its mandated tasks and last met on August 25, 2015.

The Sesquicentennial Steering Committee, whose mandate is to make recommendations to City Council for the municipal celebration of the 150th Anniversary of Canada on the founding of Canada which occurs in 2017, has completed its mandate with the celebration taking place in 2017.

The Service Channel Integration Sub-Committee, whose mandate is to provide oversight to the City of Hamilton's Web Redevelopment Strategy with the goal of creating a citizen-focused website, has not met during the 2014-2018 term of Council.

The Tow Truck Licensing Sub-Committee, whose mandate is to meet with City staff, towing industry stakeholders and Hamilton Police Service representatives to review various provisions of the City's Licensing By-law with respect to the licensing of tow trucks, has not met during the 2014-2018 term of Council and as the responsibility for the licensing of tow trucks resides with the Province.

The Hess Village Community Liaison Committee, whose mandate dealt with Police enforcement and paid duty costs, have been resolved.

Staff are also recommending that the Advisory (Volunteer) Committees listed in Appendix "A" to this report and the Sub-Committees listed in Appendix "B" to this report be re-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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ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN

Community Engagement & 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” – Advisory (Volunteer) Committees To Be Established, 2018-2022

Appendix “B” - Sub-Committees To Be Established, 2018-2022

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