



**CITY OF HAMILTON**  
**CORPORATE SERVICES DEPARTMENT**  
**City Clerk's Office**

<b>TO:</b>	Chair and Members Audit, Finance and Administration Committee
<b>COMMITTEE DATE:</b>	April 8, 2021
<b>SUBJECT/REPORT NO:</b>	All Advisory Committee Event (FCS21029) <b>(Outstanding Business List Item)</b>
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Janet Pilon (905) 546-2424 Ext. 4304
<b>SUBMITTED BY:</b>	Andrea Holland City Clerk Office of the City Clerk
<b>SIGNATURE:</b>	

**RECOMMENDATION**

- (a) That an All Advisory Committee Event be approved for 2021;
- (b) That staff of the Clerk's Office, Legislative Division be directed to Chair the All Advisory Committee Event in 2021; and
- (b) That the Advisory Committee Staff Liaisons be directed to proceed as outlined in the report, in order to facilitate an All Advisory Committee Event in 2021.

**EXECUTIVE SUMMARY**

At the February 4, 2021, Audit, Finance & Administration Committee received and referred the Citizen Committee Report from the Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Advisory Committee respecting the hosting of an All Advisory Committee Event to Clerk's staff to develop a format for an All Advisory Committee Event and report back to the Audit, Finance & Administration Committee on April 8th, 2021.

**Alternatives for Consideration – See Page X or Not Applicable**

**FINANCIAL – STAFFING – LEGAL IMPLICATIONS**

Financial: N/A

Staffing: N/A, as the existing Staff Liaisons will be tasked with completing the tasks involved in holding an All Advisory Committee Event.

Legal: N/A

## **HISTORICAL BACKGROUND**

The Lesbian, Gay, Bisexual, Transgender and Queer Advisory Committee prepared a Citizen Committee Report for Audit, Finance and Administration Committee's consideration at their February 4, 2021 meeting.

*"The purpose is for each AC to have the opportunity to introduce itself and to educate the other ACs about what it does. As part of this presentation, each AC will talk about the successes it has had and the challenges it has faced. There will be an open discussion after these presentations to allow for comments, suggestions, feedback, and support."*

## **POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS**

The All Advisory Committee Event will comply with Section 239(1) of the *Municipal Act, 2001*, ensuring that the event is open to the public, being as it will be livestreamed to YouTube.

## **RELEVANT CONSULTATION**

Clerk's received positive feedback from the Hamilton Aboriginal Advisory Committee; Arts Advisory Commission; Hamilton Cycling Committee; Housing and Homelessness Advisory Committee; Immigrant and Refugee Advisory Committee; Keep Hamilton Clean and Green Committee; Mundialization Committee; Seniors Advisory Committee; Hamilton Status of Women Committee; Hamilton Veterans Committee and Waste Management Advisory Committee.

The Committee Against Racism and the Food Advisory Committee did not respond as they did not meet during the timeframe of the survey.

The Lesbian, Gay, Bisexual, Transgender and Queer Advisory Committee were not surveyed given that they were the authors of the Citizen Committee Report in agreement of the All Advisory Committee Event.

## **ANALYSIS AND RATIONALE FOR RECOMMENDATION**

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OUR Vision: To be the best place to raise a child and age successfully.  
OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.  
OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

Clerk's have developed the agenda (attached as Appendix A) and recommended the proposed format based on the feedback received.

Next Steps, if the process outlined within this report is approved by Council:

- (1) All Staff Liaisons will be asked to come to agreed upon date and time for the All Advisory Committee Event, which will be approved by each of the Advisory Committees at their next scheduled meeting;
- (2) One Staff Liaison will be responsible for ensuring that the date and time of the event is in the public meeting calendar; the preparation of the agenda; scheduling the meeting in YouTube; scheduling the WebEx meeting and forwarding the information to each of the Staff Liaison;
- (3) All Staff Liaisons will be responsible for inviting their respective Advisory Committee members to the WebEx meeting;
- (4) All Staff Liaisons will, at a meeting prior to the All Advisory Committee Event, have their Advisory Committee prepare a 5 minute presentation (see below for the details) and appoint a member to be the presenter;
- (5) One Staff Liaison will be responsible for recording the proceedings of the event (all Staff Liaisons will forward a list of the members of their respective Advisory Committees to this Staff Liaison for attendance purposes);
- (6) A member of the Clerk's Office, Legislative Division staff will be appointed as the Chair of the event to provide oversight of the event proceedings and to allow Advisory Committee Members an opportunity to fully participate.

Advisory Committee presentations will include an introduction of the Advisory Committee's purpose (mandate) in order to educate the attendees; the successes and the challenges the Advisory Committee has experienced, with the presentations concluding with questions, comments, feedback and suggestions from the attendees.

## **ALTERNATIVES FOR CONSIDERATION**

N/A

## **ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN**

### **Community Engagement and 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

## **APPENDICES AND SCHEDULES ATTACHED**

Appendix A – Draft All Advisory Committee Event Agenda