

CITY OF HAMILTON

MOTION

Council: June 8, 2022

MOVED BY COUNCILLOR M. WILSON.....

SECONDED BY COUNCILLOR E. PAULS.....

Amendments to Various Committees Terms of Reference due to Conflicts with the Procedural By-law

WHEREAS, “Committee” means a Standing Committee, Sub-Committee, Selection Committee or an Advisory Committee or Task Force established by Council from time to time and “Quorum” means the number of members required to be present at a meeting to validate the transactions of its business;

WHEREAS, the Procedural By-Law 21-021, A By-Law to Govern the Proceedings of Council and Committees of Council was amended on February 4, 2021 to provide Section 5.4 Quorum (1) The quorum for all Committees shall be a half of the membership rounded up to the nearest whole number;

WHEREAS, the Procedural By-Law 21-021, A By-Law to Govern the Proceedings of Council and Committees of Council states that the Committee Chair shall vote on any questions before the Committee and in the event of an equality of votes (tie vote) the Committee Chair will not have an extra casting vote and the question being voted upon is deemed lost;

WHEREAS, the Procedural By-Law 21-021, A By-Law to Govern the Proceedings of Council and Committees of Council states that no vote shall be taken by ballot or by any other method of secret voting and every vote so taken is of no effect, except where permitted by statute; and

WHEREAS, Council has not set term limits and has a policy for the filling of vacancies;

THEREFORE, BE IT RESOLVED:

(a) That the Terms of Reference for the following Committees of Council be **amended** by deleting the following sections of their Terms of Reference:

(i) AFFORDABLE HOUSING SITE SELECTION SUB-COMMITTEE

Quorum will consist of 50% plus one of the membership.

(ii) AIRPORT SUB-COMMITTEE

REPRESENTATION

A quorum shall be achieved when 50% plus one of the voting membership body is present. (3)

(iii) ARTS ADVISORY COMMISSION

2. TERMS OF MEMBERSHIP

2.0 Members are expected to serve a term that coincides with the term of Council, **and may serve a maximum of two (2) consecutive terms.**

2.2 **At the end of the second consecutive term, a member may reapply after an absence of at least one (1) year.**

2.3 **In the event that a vacancy occurs before the end of a term, Hamilton City Council may appoint a replacement on recommendation of the Commission.**

6. DECISION-MAKING

6.0 Although the Commission should endeavor to reach decisions by consensus, when a vote is necessary a simple majority vote will carry the question. **The Chair does not normally vote, but in the case of a tie vote, the Chair will cast the deciding vote.**

6.1 **Between scheduled meetings, should a decision be required, the Executive Committee will poll all Commission members and make an objective decision based on that poll. The decision will be communicated to all Commission members.**

7. GUIDELINES FOR MEETINGS

7.1 **A quorum consists of a majority of total Commission membership five (5 members).**

7.2 **If within 30 minutes of the time called for a meeting there is no quorum, the meeting will stand adjourned.**

(iv) EXPANDING HOUSING AND SUPPORT SERVICES FOR WOMEN, NON-BINARY AND TRANSGENDER COMMUNITY SUB-COMMITTEE

Quorum: shall be a half of the membership rounded up to the nearest whole number (Section 5.4 (1) of By-law 18-270).

(v) FACILITY NAMING SUB-COMMITTEE

Voting and Attendance:

For purposes of voting, majority means more than half of the Sub-Committee members present and voting.

A quorum for the purposes of voting shall be 50% plus one (1) of the Sub-Committee members.

- (vi) FOOD ADVISORY COMMITTEE

Quorum

Quorum consists of half the voting members plus one. In order to ensure a broad range of perspectives are included in discussions and decision making, this minimum threshold must include a representative from each of the food system components, plus a minimum of one member at large.

- (vii) HAMILTON VETERANS COMMITTEE

Quorum:

Quorum will be 50 percent plus one of the current membership.

- (viii) MULTI-YEAR BUDGET PLANNING SUB-COMMITTEE

Voting & Attendance:

For purposes of voting, majority means more than half of the members present and voting.

A quorum for the purposes of voting shall be 50% plus 1 of the members on the Committee.

- (ix) NON-UNION COMPENSATION SUB-COMMITTEE

ORGANIZATION

The Non-Union Compensation Committee shall meet not less than two (2) times a year to coincide with the annual budget process. Special meetings may be convened at the discretion of the Chair. The Executive Director, Human Resources or the Manager, Compensation & Organization Design can also request a meeting of the Non-Union Compensation Committee. ***A quorum for any meeting will be three (3) members.*** The Executive Director, Human Resources, the Manager, Compensation & Organization Design, the City Manager, the General Manager of Finance & Corporate Services and any other staff deemed necessary shall also attend the meetings.

- (x) PHYSICIAN RECRUITMENT AND RETENTION STEERING COMMITTEE

Governance:

Quorum is 4 out of 7 members.

- (xi) PROCUREMENT SUB-COMMITTEE

REPRESENTATION

A quorum shall be achieved when 50% plus one of the voting membership body is present.

(xii) TRANSIT AREA RATING REVIEW SUB-COMMITTEE

Voting and Attendance

A quorum for the purposes of voting shall be 50% plus one of the members on the Sub-Committee.

(xiii) WEST HARBOUR DEVELOPMENT SUB-COMMITTEE

Voting and Attendance:

For purposes of voting, majority means more than half of the Committee members present and voting.

A quorum for the purposes of voting shall be 50% plus one of the Sub-Committee members.

- (b) That the Terms of Reference for the following Committee of Council be ***amended*** by deleting and replacing the wording of the following section of their Terms of Reference:

(i) CLEANLINESS AND SECURITY IN THE DOWNTOWN CORE TASK FORCE

Rules and Procedures:

The Task Force will meet at the request of the Chair and the proceedings of the Task Force shall be conducted as set out in ***Bourinot's Rules of Order City's Procedural By-law.***

Appendix 'A' – Affordable Housing Site Selection Sub-Committee – Terms of Reference (revised)

Appendix 'B' – Airport Sub-Committee – Terms of Reference (revised)

Appendix 'C' - Arts Advisory Commission – Terms for Reference (revised)

Appendix 'D' - Expanding Housing and Support Services for Women, Non-Binary and Transgender Community Sub-Committee – Terms of Reference (revised)

Appendix 'E' – Facility Naming Sub-Committee – Terms of Reference (revised)

Appendix 'F' – Food Advisory Committee – Terms of Reference (revised)

Appendix 'G' – Hamilton Veterans Committee – Terms of Reference (revised)

Appendix 'H' – Multi-Year Budget Planning Sub-Committee (revised)

Appendix 'I' – Non-Union Compensation Sub-Committee – Terms of Reference (revised)

Appendix 'J' – Physician Recruitment and Retention Steering Committee – Terms of Reference (revised)

Appendix 'L' – Transit Area Rating Review Sub-Committee – Terms of Reference (revised)

Appendix 'M' – West Harbour Development Sub-Committee – Terms of Reference (revised)

Appendix 'N' - Cleanliness and Security in the Downtown Core Task Force – Terms of Reference (revised)