

**TERMS OF REFERENCE  
FOR THE  
EXPANDING HOUSING AND SUPPORT SERVICES FOR  
WOMEN, NON-BINARY AND TRANSGENDER COMMUNITY SUB-COMMITTEE  
(name change (added 'Non-Binary') approved by Council on June 24, 2020)**

**MANDATE**

The Expanding Housing and Support Services for Women and Transgender Community Sub-Committee is empowered by and responsible to City Council for its activities; reporting on emerging issues as required pertaining to expanding housing and support services for women, transgender and gender non-binary identified persons to address the intersections of identities such as race, sexual orientation, and gender identity which create unique experiences of housing instability and homelessness. The Sub-Committee will report through the Emergency and Community Services Committee.

**MEMBERSHIP**

The Expanding Housing and Support Services for Women and Transgender Community Sub-Committee membership will consist of:

- four (4) members of Council;
- two (2) representatives from the Women's Housing Planning Collaborative (WHPC);
- three (3) Council appointed volunteer citizens with experience and interest in homelessness prevention and the provision of affordable housing; and,
- A minimum of one (1) staff representative from the City's Homelessness Policy and Programs Team, Housing Services Division will also sit on the Sub-Committee as a non-voting member.

Volunteer Citizen members of the Sub-Committee will be selected as per the City of Hamilton's Policy respecting the Appointment of Citizens to the City's Agencies, Boards, Commissions, Advisory (Volunteer) Committees and Sub-Committees for the term of Council.

Preference will be given to female-identified, non-binary and/or LGBTQ identified persons with lived or living experience of homelessness; members of racialized communities with lived or living experience of homeless or demonstrated interest in matters of women/LGBTQ homelessness; affordable housing providers; researchers and academics with expertise on homelessness subject matter.

## **ROLES OF THE EXPANDING HOUSING AND SUPPORT SERVICES FOR WOMEN AND TRANSGENDER COMMUNITY SUB-COMMITTEE AND SUPPORTING STAFF PROVIDING TECHNICAL SUPPORT**

### **Sub-Committee**

1. As required, the Sub-Committee will make decisions, informed by best practice, data, and ongoing consultation, reporting to and working collaboratively with the City of Hamilton's staff and Council on issues that address the supply and provision of women's and transgender community's housing and support services relating to homelessness and housing instability.
2. Work actively with institutions and all other relevant organizations, including educational institutions, Police Services, the health care sector, public, private, volunteer sector and all levels of government to advise, consult, and promote proactive measures pertaining to equity, diversity and inclusion and its impacts.
3. Consult with individuals and/or stakeholder groups including but not limited to the Women's Housing Planning Collaborative (WHPC) with respect to high level trends regarding equity, diversity and inclusion.
4. Facilitate connections between individuals and/or groups, leveraging existing committees and mechanisms, to address issues and concerns of equity, diversity and inclusion and/or while promoting respect and understanding in the community.
5. Encourage every person, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, creed or any other grounds based on the Ontario Human Rights Code (OHRC), to participate in programs and services for the improvement of community relations and the fulfilment of Human Rights.

### **Supporting Staff**

The following resources will be made available to the Expanding Housing and Support Services for Women and Transgender Community Sub-Committee:

1. City staff liaison(s) from the City's Housing Services Division will provide staff support, linking the ongoing work of coordinated access and systems planning in Hamilton's homelessness serving system to the mandate of the Sub-Committee in order to ensure that decisions and recommendations are evidence informed and data driven.
2. Meeting facilities that are adequate and accessible will be provided.
3. The Sub-Committee may request information or support voluntarily received from other experts in the fields of health, legal, housing, planning, etc. to assist in formulating appropriate decisions and recommendations, and for work-planning purposes.

## **TECHNICAL SUPPORT**

Technical support will be provided by staff of the Housing Services Division, Healthy and Safe Communities Department and other Departments, as required.

The Clerk's Division will provide legislative support and be responsible for the administrative costs of operating the Sub-Committee meetings.

The Purchasing Section of Financial Services will provide support for any procurement processes that may be required.

## **MEETINGS AND GENERAL INFORMATION**

**City of Hamilton Procedural By-law 18-270:** The Expanding Housing and Support Services for Women and Transgender Community Sub-Committee is subject to City of Hamilton By-law 18-270 being a By-law to Govern the Proceedings of Council and Committees of Council and shall comply with the Advisory Committee Procedural Handbook.

**Sub-Committee Chair and Vice Chair** - Members will elect both a Chair and Vice-Chair of the Expanding Housing and Support Services for Women and Transgender Community Sub-Committee from its own membership, each calendar year.

**Frequency of Meetings and Location** - Regular meetings will occur at City Hall four (4) to six (6) times per year at the call of the Chair in consultation with Sub-Committee members. Regular meetings will not be scheduled during July, August or December but special meetings may be called during those months. The Sub-Committee will report to the Emergency and Community Services Committee.

**Conflict of Interest:** Members of the Expanding Housing and Support Services for Women and Transgender Community Sub-Committee have a duty to make decisions solely in terms of the best interest of the community. A conflict of interest is defined as a situation in which the personal, professional or business interests of a member or a close relative/associate of the member are in conflict with the member's ability to contribute to achieving the overall goals of the Expanding Housing and Support Services for Women and Transgender Community Sub-Committee.

A conflict of interest arises when a person or close associate may benefit or appear to benefit from that position financially or in some other inappropriate way. Where a conflict exists, a Sub-Committee member must not take part in any discussions or participate in any decisions on activities or resolutions of the Sub-Committee pertaining to the issue. The Chair may determine a conflict exists and so declare.

**Conflict of Interest rules will apply to all Sub-Committee members, pursuant to the *Municipal Conflict of Interest Act*, R.S.O., 1990, Chapter M.50**

**Lobbyist Registry:** The City of Hamilton's Lobbyist Registry is an accountability and transparency tool. The goal of the Registry is to allow members of the public to clearly see who is lobbying the City of Hamilton's public office holders and aligns with the City's Values and Strategic Priorities. The Registry emphasizes a culture of open, transparent and accountable government.

Hamilton's Lobbyist Registry By-law No.14-244 applies to all delegations and presentations received by the Expanding Housing and Support Services for Women and Transgender Community Sub-Committee. Further information can be found at: <https://www.hamilton.ca/government-information/accountability/lobbyist-registry>

**Terms of Reference Amendments** - The Terms of Reference may be amended periodically by consensus of the Sub-Committee. Any amendment(s) to these Terms of Reference shall be forwarded to the Sub-Committee for approval.

Approved by Council, June 12, 2019