



CITY OF HAMILTON
Corporate Services
Office of the City Clerk

TO:	Chair and Members of the Governance Review Sub-Committee
COMMITTEE DATE:	March 27, 2023
SUBJECT/REPORT NO:	Procedural Handbook for Citizen Appointees to City of Hamilton Local Boards (FCS23034) Revised
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Janet Pilon Manager, Legislative Services/Deputy Clerk Ext. 4304
SUBMITTED BY:	Andrea Holland City Clerk Office of the City Clerk
SIGNATURE:	

RECOMMENDATION

- (a) That the Procedural Handbook for Citizen Appointees to City of Hamilton Local Boards, attached hereto as Appendix 'A', be approved; and
- (b) That the Corporate Policy, Hamilton City Council – Appointment of Citizens to the City's Local Boards attached as Appendix 'B' to Appendix 'A' to this report, be approved.

EXECUTIVE SUMMARY

This report recommends the approval of the Procedural Handbook for Citizen Appointees to City of Hamilton Local Boards (the 'Handbook').

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

Financial: None.

Staffing: Clerk's Legislative Staff will during the onboarding of citizen appointees to the City's Local Board, currently being recruited (February 24 until April 6), will provide training to the citizen appointees and the respective staff, once all appointments have been approved by Council.

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.

Legal: None.

HISTORICAL BACKGROUND (Chronology of events)

Council updated the 2018 version of the Advisory Committee Procedural Handbook in August 2021, attached as Appendix 'B' to this report (as a comparison), to include sections that referred to virtual participation.

The 2021 Advisory Committee Procedural Handbook was explicitly for Advisory Committee members, however, the City has numerous Local Boards with Citizen Appointees, therefore, staff have prepared the Handbook, attached as Appendix 'A' to this report, encompassing all citizen appointees to all of the City's Local Boards.

Staff over the past several years have encountered numerous situations where the 2021 Advisory Committee Procedural Handbook was either silent or confusing to the members, therefore, staff have improved the contents of the 2021 Advisory Committee Procedural Handbook and included additional information that is pertinent to the Citizen Appointee's membership on a City of Hamilton Local Board.

The Handbook welcomes and congratulates them on their appointment to one of the city's local boards and advising them that through their appointment they play an important role in shaping city policies and by-laws and contribute to improving the quality of life within the City of Hamilton.

The Handbook also provides citizen appointees with information on:

- the City's organizational and Council's structure;
- an overview of the City's Strategic Plan;
- information on the various types of Local Boards within the City's Governance Structure, and their relationship with Council and city staff;
- the purpose of a Local Boards Terms of Reference;
- what role each type of Local Board has at the City;
- the applicable municipal by-law and policies the Local Boards are required to adhere to;
- the training members will receive;
- their responsibilities as a member of a Local Board;
- Meeting procedures and processes (i.e. frequency; quorum; agendas; minutes; Citizen Committee Reports; motions)
- external contacts;
- annual reporting and work plans;
- budget information;
- declaring conflicts of interest (disqualifying and non-disqualifying);
- records retention information;
- the Code of Conduct for Local Boards;
- Clerk's contact information and various forms and templates.

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Staff forwarded the Draft Procedural Handbook for Citizen Appointees to City of Hamilton Local Boards to all of the Advisory Committees for their review and comment on October 3, 2022. The Advisory Committees were asked to submit their comments by January 31, 2023.

Comments received from the Advisory Committees respecting the Procedural Handbook for Citizen Appointees to City of Hamilton Local Boards are attached as Appendix 'C' to this report.

Staff were also directed on February 8, 2023 to release the reports respecting the feedback received from the Advisory Committees on the new Code of Conduct (in effect May 1, 2023) and the Procedural Handbook for Citizen Appointees to City of Hamilton Local Boards early, to provide the Advisory Committees with sufficient notice in order for them to arrange to delegate on the report, should they wish to do so.

Staff published the reports on March 8, 2023 and forwarded an email notifying all current appointees through their respective Staff Liaison that the reports were available for review and to arrange to delegate on the report, should they wish to do so.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

None.

RELEVANT CONSULTATION

Clerk's Legislative staff
Advisory Committees

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

Staff are recommending the approval of the updated Procedural Handbook for Citizen Appointees to City of Hamilton Local Boards, to provide greater clarity to new and returning members for the 2022-2026 Term.

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 - Procedural Handbook for Citizen Appointees to City of Hamilton Local Boards
- Appendix B - Advisory Committee Procedural Handbook (August, 2021)
- Appendix C - Comments received from the Advisory Committees respecting the Procedural Handbook for Citizen Appointees to City of Hamilton Local Boards