

**From:** [Deanna Allain](#)  
**To:** [Strutt, Jocelyn](#); [Stahl, Morgan](#)  
**Subject:** Fwd: FW: Please share with the WGEC: Advice to Advisory re Motion on Policy & Procedure around CCR  
**Date:** Tuesday, April 4, 2023 5:39:22 PM  
**Attachments:** [Advisory Committee Procedural Handbook approved July 17 2020.pdf](#)  
[Procedural By-law 21-021 - Procedural By-law Amendments December 7 2022.doc](#)

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Hi Jocelyn,

The information included as a response to the WGEC motion and the two policies attached are what I believe should be included on the agenda as a discussion item. I believe it could also fall under a consent item for the committee to receive, but am forwarding this email so it's at the top of your inbox.

Please feel free to reach out if you have any questions or want to clarify what I am referring to for the upcoming agenda, will reply to your email momentarily. :)

Deanna

----- Forwarded message -----

**From:** **Strutt, Jocelyn** <[Jocelyn.Strutt@hamilton.ca](mailto:Jocelyn.Strutt@hamilton.ca)>  
**Date:** Wed, Mar 8, 2023 at 2:58 PM  
**Subject:** FW: Please share with the WGEC: Advice to Advisory re Motion on Policy & Procedure around CCR  
**To:** Deanna Allain <[allaindeanna@gmail.com](mailto:allaindeanna@gmail.com)>, Stahl, Morgan <[Morgan.Stahl@hamilton.ca](mailto:Morgan.Stahl@hamilton.ca)>

Hi Deanna,

Thank you for your patience with me and trying to get the information you need in advance of the March meeting.

With respect to the motion, Clerks has made one comment re: dates. Because the motion, when approved at the March WGE Meeting must then go to AF&A (Scheduled March 23) and then to Council, the March 16 date cannot be met. There are two suggestions:

- Remove the date in its entirety; or,
- Remove the date and add in a general comment “at/to an upcoming Standing Committee meeting” (or something to that effect)

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As for the proposed motion for the March 16 meeting of the Women and Gender Equity, **I suggest the revising the dates:**

(a) That the committee be provided with clear clarification respecting the rules, guidelines, formatting, and limitations in the development of Citizen Committee Reports **by the March 16, 2023 meeting.** - this date is not possible, as the motion must first be approved by the Advisory Committee, Standing Committee and Council before it can be implemented.

(b) In the event that there is no policy or procedure, that a response still be provided ahead of the March 16, 2023 meeting - this date is not possible, as the motion must first be approved by the Advisory Committee, Standing Committee and Council before it can be implemented.

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That being said, Clerks has also provided additional information and clarity around CCRs – their process, when they are required and how the broader Procedural By-law provides direction in the absence of clear direction within the Procedural Committee Handbook.

Please read through the information.

- If this clarification satisfies the motion, that is great and we can decide to remove the motion from the agenda in its entirety.
- If this information is helpful in providing additional context, but you

feel it does not directly reflect the information that the committee is seeking, then we will continue as-is and reflect the chosen wording for the date based on the above options.

Once you have read through the information (and I apologize, there is a lot!), I am happy to discuss it further with you, either by phone or via email. I will commit to ensuring that you have the information you need to move forward in your role as Chair. Please do not hesitate to reach out. My extension is 905-546-2424 x5702. Thank you for all the work and commitment you put into this role and the committee as a whole!

Please forward this to members of the Women & Gender Equity Committee.

I am writing to your advisory committee today to provide you with advice regarding the creation of Citizen Committee Reports. The information provided here will be shared again with all Staff Liaisons and their Advisory Committee members.

I have attached the current Procedural Committee Handbook, and the Procedural by-law for your reference.

We have also shared the following information regarding Citizen Committee Reports with all Staff Liaisons for all the advisories.

**WHEN A CITIZEN COMMITTEE REPORT IS REQUIRED:**

- Use of budget funds on expenditures outside of approved expenditures
- Recommendations with financial implications to the City
- Reserve fund - funds in or out of the reserve
- Changes to the Terms of Reference (i.e. membership; mandate; etc.)
- Delegations to other Advisory Committees, Sub-Committees and Standing Committees on behalf of the Advisory Committee
- Recommendations outside the purview of the Advisory Committee involving City infrastructure (i.e. roads, sidewalks, processes, etc.)
- Correspondence to any outside agencies, including other Levels of Government and the media
- Events or Actions that the Committee wishes to take, that fall outside of the Committee's Terms of Reference

#### WHEN A CITIZEN COMMITTEE REPORT IS NOT REQUIRED:

- Delegations to an Advisory Committee's respective Standing Committee
- Approved budgetary items
- Formation of Working Groups
- Providing feedback to staff on city services and programs

- Inviting members of the community to speak at Advisory Committee meetings

The following process for Citizen Committee Reports has also been communicated to all Staff Liaisons:

1. Advisory Committee approves a motion that requires a CCR
2. CCR is drafted by committee members, with assistance from the Staff Liaison, and Clerk's Office
3. CCR then travels up to Standing Committee, then Council (does not go back to Advisory)

To address the questions of guidelines and limitations in CCRs, the Procedural bylaw advises the following:

### **3.10 Communication Items**

(5) Communication Items shall not contain the personal information without their express consent, with the exception of the author's name. Any personal information found in the communication will be redacted pursuant to the obligations of Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), this Procedural By-law and other relevant legislation or procedure.

(9) Communications respecting labour relation matters, conduct of a member(s) of staff and matters before another body (i.e. Police Services Board) will not be placed on the

Council Agenda and will be forwarded forthwith by the City Clerk to the relevant City Department or body for consideration and appropriate action.

(10) Communications which are in substance an allegation of a violation of the Code of Conduct or the Municipal Conflict of Interest Act by a member of Council or any member of a local board will not be placed on a Council agenda but will be returned to the author who will be advised of the informal and formal mechanisms for bringing such allegations to the attention of the Integrity Commissioner.

Delegations:

(10) Delegations respecting labour relation matters, conduct of a member(s) of staff and matters before another body (i.e. Police Services Board) will not be placed on a Committee Agenda and will be forwarded forthwith by the City Clerk to the relevant City Department or body for consideration and appropriate action.

(11) Delegations which are in substance an allegation of a violation of the Code of Conduct or the Municipal Conflict of Interest Act by a member

of Council or any member of a local board will not be placed on a Committee agenda and the delegate will be advised of the informal and formal mechanisms for bringing such allegations to the attention of the Integrity Commissioner.

Please let me know if you have questions.

**Loren Kolar**

*Legislative Coordinator*

*Office of the City Clerk*

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