



## CITIZEN COMMITTEE REPORT

<b>To:</b>	Emergency and Community Services Committee
<b>From:</b>	LGBTQ Advisory Committee <div style="text-align: right;"><u>Rebecca</u> <u>Banky</u>_____</div> <div style="text-align: right;">Rebecca Banky, Chair</div>
<b>Date:</b>	May 12, 2023
<b>Re:</b>	Updated Terms of Reference for the LGBTQ Advisory Committee

### Recommendations

1. That the Emergency and Community Services Committee approve the updated LGBTQ Advisory Committee meeting Terms of Reference found in Appendix A: LGBTQ Advisory Committee Terms of References that were approved at the March 23, 2023 LGBTQ Advisory Committee Meeting.

### Background

The LGBTQ Advisory Committee Terms of Reference had not been updated since September 23, 2015. The Committee reviewed and updated the Terms of Reference to ensure they reflect current goals and practices of the Committee.

### Analysis / Rationale

The LGBTQ Advisory Committee amended the Terms of Reference and Roles and Responsibilities (dated September 23, 2015) with the following changes:

- a) Change “LGBTQ” to “Two-Spirit & LGBTQIA+” in all instances except when referencing the name of the Committee;
- b) In the “Mandate” section, replace “Audit, Finance & Administration Committee” with “Emergency and Community Services Committee”;
- c) In the “Guiding Principles” section, add a Land Acknowledgement regularly used by the LGBTQ Advisory Committee;
- d) Remove Operating Guidelines #4 AND #5;
- e) In the “Committee Membership” section, insert “Two-Spirit & LGBTQIA+” before “community members”;
- f) In the “Committee Membership” section, remove the phrase “There is no set maximum number of members” and add “Provided sufficient applicants, the membership shall be set at 15”;
- g) In the “Committee Membership” section add “ Committee membership shall strive to represent the diversity of Hamilton’s Two-Spirit & LGBTQIA+ communities, including those voices often not represented with respect to gender identity, sexual orientation, age, ability, ethnic and cultural background, and socioeconomic status.”;
- h) In the “Terms of Office” section, replace the phrase “sufficient numbers” with “a sufficient number of applicants”;
- i) In the “Meeting Schedule” section, remove all text and replace with “The Committee shall meet once a month in the evenings”.

## **Appendix A: LGBTQ Advisory Committee Terms of Reference**

# **LESBIAN, GAY, BISEXUAL, TRANSGENDER & QUEER<sup>1</sup> ADVISORY COMMITTEE**

### **MISSION STATEMENT**

The LGBTQ<sup>1</sup> Advisory Committee for the City of Hamilton exists to eliminate barriers experienced by Two-Spirit & LGBTQIA+ communities by giving voice to the perspectives of Two-Spirit & LGBTQIA+ individuals and evaluating the City on its related efforts. The Committee does this by making recommendations to Council and staff in order that the City of Hamilton will excel in providing services to and interfacing with members of the Two-Spirit & LGBTQIA+ communities.

*Is our Mission Statement clearly articulated? Do you understand it?*

### **VALUES**

Inclusivity, Equity, Diversity, Solidarity, Anti-Oppression, Compassion, Empathy

*Are our Values clearly articulated? Do you understand it?*

### **VISION**

Hamilton is the city of choice for lesbian, gay, bisexual, transgender and queer (LGBTQ) people to live, work, learn and play.

### **MANDATE**

The Committee is empowered by City Council and is responsible to City Council for its services; it reports to City Council on issues and concerns pertaining to the Two-Spirit & LGBTQIA+ communities through the Emergency and Community Services Committee.

### **GUIDING PRINCIPLES**

- Two-Spirit & LGBTQIA+ people are a vibrant part of healthy and safe communities.
- Two-Spirit & LGBTQIA+ people's diverse experiences are respected and celebrated.

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<sup>1</sup> The acronym "Two-Spirit & LGBTQIA+" is a commonly used, shortened initialism for lesbian, gay, bisexual, transsexual, transgender, twospirit, intersex, queer and questioning individuals / communities. This acronym may or may not be used in a particular community as language continues to evolve. It is acknowledged that other acronyms (representing broader populations) are used elsewhere and the selected acronym is in no way intended to exclude any person or group in the work of the Advisory Committee or in its mandated efforts.

- Two-Spirit & LGBTQIA+ people benefit from equitable access to an abundance of rewarding employment and educational opportunities.
- Two-Spirit & LGBTQIA+ people will have access to social services so they can overcome existing barriers to employment and educational opportunities.
- Two-Spirit & LGBTQIA+ people enjoy rich cultural, recreational and social experiences through participation as patrons or volunteers of local institutions.
- Two-Spirit & LGBTQIA+ people benefit from equitable access to all City services and programs, including those of City agencies and boards.
- The LGBTQ Advisory committee acknowledges that the City of Hamilton is situated upon the traditional territories of the Erie, Neutral, Huron-Wendat, Haudenosaunee, Mississaugas of the Credit First Nation, this unceded, stolen land is covered by the dish with one spoon wampum belt covenant which is an agreement between the Haudenosaunee and Anishinabek peoples to share and care for the resources around the great lakes. We further acknowledge that this land is covered by the between the lakes purchase of 1792 between the crown and the Mississaugas of the Credit First Nation. Today, the City of Hamilton is home to many Indigenous People from across Turtle Island and we recognize that we need to do more to learn about the rich history of this land so that we can better understand our role as residents, neighbours, partners, and caretakers.

## **TERMS OF REFERENCE**

### **OPERATING GUIDELINES**

1. Provide opportunities for members of Hamilton's diverse Two-Spirit & LGBTQIA+ communities to share stories, impart information, raise concerns, and recommend changes as they relate to the way the City develops bylaws, policies, programs, and services that impact Two-Spirit & LGBTQIA+ communities.
2. Provide advice and recommendations to City Council and staff with respect to the implementation of bylaws, policies, programs, and services that impact Two-Spirit & LGBTQIA+ communities.
3. Educate and increases the awareness and understanding of City Council and staff on issues that impact Two-Spirit & LGBTQIA+ communities.
4. Acknowledge and respect the diversity of Hamilton's Two-Spirit & LGBTQIA+ communities, including those voices not represented at the Committee table, with respect to gender identity, sexual orientation, age, ability, ethno-cultural background, and socio-economic status.
5. Review the progress and measure of success of the Committee and its activities on a regular basis.

## COMMITTEE MEMBERSHIP

Membership of the Committee shall be comprised of Two-Spirit & LGBTQIA+ community members within the City of Hamilton. Provided sufficient applicants, the membership shall be set at 15 members. Committee membership shall strive to represent the diversity of Hamilton's Two-Spirit & LGBTQIA+ communities, including those voices often not represented with respect to gender identity, sexual orientation, age, ability, ethnic and cultural background, and socioeconomic status.

## TERM OF OFFICE

In the event that there are a sufficient number of applicants, at least one-third of the members shall be new members for the four-year term.

## MEETING SCHEDULE

The Committee shall meet once a month in the evenings.

## **ROLES & RESPONSIBILITIES**

### **Role & Responsibility of the Chair**

As the Chair of a meeting, you have several important roles: knowing the group, helping members get started, planning ahead, preparing for meetings and presiding at meetings.

#### Helpful Tips:

*Know Your Group* - Find out who your members are and what they can do. Make sure all members understand their roles and responsibilities.

*Help Members Get Started* - Involve your group members. Be sure your members understand their purpose, their responsibilities, their timelines and their budgetary constraints.

*Prepare for Meetings* - Plan your agenda. Check on all pre-meeting arrangements.

*Preside at Meetings* – Review your guidelines or rules of order (found in the Orientation Manual). Follow your agenda, involve the members and manage the discussion.

### **Role & Responsibility of the Secretary (Often done by City Staff)**

- Provides relevant information, ideas and opinions as a participant in the meeting.
- Keeps an accurate set of minutes of each meeting.
- Keeps an up-to-date membership/contact list.
- Distributes minutes to members and notifies them of upcoming meetings.
- Keeps a list of all sub-committees and members.
- Helps the Chair with preparing the agenda, advice on meeting procedure, reference materials and information retrieved from the records.
- Makes meeting and physical set-up arrangements (Note: room bookings with City Facilities will be co-ordinated through the volunteer Committee's Technical Staff Liaison).

### **Role & Responsibility of the Technical Advisor/Staff Liaison**

- Liaises with volunteer committee for technical advice from the host department.
- Liaises with all City staff for advice and information required by the volunteer committee, including procedural advice from Clerk's Office.
- Arranges for printing of agendas, minutes, reference material and distribution required by the volunteer committee.
- Arranges for booking meeting facility.
- Arranges for parking passes, if required.

### **Role & Responsibility of the Member**

- Attends mandatory orientation at the beginning of the term.
- Attends advisory meetings, as scheduled.
- Prepares for meetings by reviewing the minutes and agenda, including any resource material that may be provided.
- Commits five to ten hours per month (which includes preparation before meeting).
- Attends all meetings. Committee members missing three consecutive meetings without appropriate notification to the Chair or Staff Liaison shall be considered as resigned from the Committee thereby reducing the required number for quorum.
- Participates in the discussion, decision-making and the work or business undertaken by the Committee (e.g. organizing events and developing a work plan).

***Approved by the LGBTQ Advisory Committee March 21, 2023***