THE EMERGENCY & COMMUNITY SERVICES COMMITTEE PRESENTS REPORT 10-013 AND RESPECTFULLY RECOMMENDS:

1. Community Based Fire Prevention and Education Pilot Project (HES10015) (City Wide) (Item 5.1)

That Report HES10015, respecting the Community Based Fire Prevention and Education Pilot Project, be received.

Council – October 13, 2010
2. Community Referrals Emergency Medical Services Pilot Project (HES10014) (City Wide) (Item 5.2)

That Report HES10014, respecting the Community Referrals Emergency Medical Services Pilot Project, be received.

3. Child Care Worker & Early Childhood Educator Appreciation Day (CS10093) (City Wide) (Item 5.3)

That Report CS10093, respecting Child Care Worker & Early Childhood Educator Appreciation Day, be received.

4. Best Start Accomplishments (CS10097) (City Wide) (Item 7.2)

That Report CS10097, respecting Best Start Accomplishments, be received.

5. Vital Services Administrative Costs (PED05057(e)) (City Wide) (Item 8.1)

(a) That staff be authorized to continue to use the Tax Stabilization Reserve for staff support to the Vital Services By-Law until March 2012, with an upset limit of $300,000, for costs incurred by the City of Hamilton for payment of:

   (i) Utilities and reconnection fees;
   (ii) The continuation of a Municipal Law Enforcement Officer and Administrator/Clerk position; and,
   (iii) Evacuation costs for large buildings.

(b) That the Audit and Administration Committee be requested to remove Item “D” from their Outstanding Business List.

6. Corporate Trunked Radio System Upgrade (HES10011) (City Wide) (Item 8.2)

(a) That additional funding for the Corporate Trunked Radio Upgrade Project, to allow for the development of required radio sites and additional end user equipment for Police and Fire, in the amount of $1.4 million, to be funded through the existing, approved debt repayment, be approved.

(b) That, upon approval of the $1.4 million dollars for the development of required radio sites and end user equipment for Police and Fire for the Corporate Trunked Radio Upgrade Project, staff be authorized and
directed to add this site development work to the scope of the existing contract with Motorola Canada as part of the upgrade project.

7. Funding Process and Purchasing Strategy for Custom Orthotics, Orthopaedic and Customized Footwear (CS10083) (City Wide) (Item 8.3)

(a) That the Recommendations provided in the Gap Analysis, attached as Appendix A to Report 10-013, be approved.

(b) That staff be directed to implement the following:

(i) The criteria for orthotic casting techniques required for funding approval;
(ii) The minimum vendor warranty criteria required for funding approval;
(iii) The vendor complaint process for funding approval;
(iv) To develop criteria and establish a list of vendors who have been pre-qualified to receive payment by requisition from the City of Hamilton for its portion of the costs of orthotics, orthopaedic and customized footwear and that funding approval be restricted to vendors on that list; and,
(v) To implement the Medical Exception Guidelines for funding.

8. Hamilton Young Women’s Christian Association (YWCA) Seniors Centres (CS10085) (City Wide) (Item 8.4)

That the current, approved 2010 operating grant in the amount of $271,920, provided to the Hamilton Young Women’s Christian Association (YWCA) for the operation of two senior centres by the YWCA, be increased by $25,000 (for a total amount of $296,920), to be funded from the Tax Stabilization Reserve Account #110046.

9. New 100% Funded Positions at Macassa and Wentworth Lodges (CS10087) (City Wide) (Item 8.5)

(a) That an increase of staff complement by 10.77 Full-Time Equivalents, funded 100% through the Ministry of Health and Long-Term Care, to provide additional nursing and supportive services care at Macassa and Wentworth Lodges, be approved.

(b) That an increase of an additional 2.5 Full-Time Equivalent Food Services Workers for Macassa Lodge, to ensure compliance with the Long Term Care Homes Act, 2007, be referred to the 2011 Budget deliberations for consideration.
10. Addictions Services Initiative (CS10086) (City Wide) (Item 8.6)

   (a) That Report CS10086, Ontario Works Addiction Services Initiative, be received.

   (b) That one time funding, in the amount of $240,000, to cover the municipal portion of the costs associated with the delivery of the Addiction Services Initiative for the period of January 1, 2011 to June 30, 2012, to be funded through the Ontario Works Stabilization Reserve (Account #110044), be approved.

   (c) That staff be directed to submit a program enhancement, for the costs required to continue the Addiction Services Initiative beyond June 30, 2012, to the 2012 Operating Budget Process for consideration.

11. Auchmar Estate Business Plan (CS10095) (Ward 8) (Item 8.8)

   (a) That Uses for the Auchmar Estate, located at 88 Fennell Avenue West, Hamilton, attached as Appendix “A” to Report CS10095, be received.

   (b) That the Auchmar Use Assessment Tool, attached as Appendix “B” to Report 10-013, be approved.

12. No One Goes Hungry: Strategic Directions for Hamilton’s Emergency Food System 2010-2012 (CS09072(a)) (City Wide) (Item 8.9)

   (a) That an increase in annualized funding for Hamilton Food Share and its member agencies in the amount of $350,000 be referred to the City of Hamilton’s 2011 budget process for consideration.

   (b) That, upon approval of funding through the 2011 budget process, the General Manager of the Community Serviced Department be authorized and directed to execute the Service Agreement, between the City of Hamilton and Hamilton Food Share, and all ancillary documents in a form satisfactory to the City Solicitor.

13. Expenditures from Capital Reserve Fund (Account #12248) (CS10094) (City Wide) (Item 8.10)

   (a) That the General Manager of the Community Services Department be authorized and directed to fund Good Shepherd Non-Profit Homes, for a total of $1,172,000, from accrued interest from the Capital Reserve Fund (112248) to create 24 accessible units at 350 King Street West, Hamilton.
(b) That the General Manager of the Community Services Department be authorized and directed to fund Hamilton East Kiwanis Non-Profit Homes, in the amount of $86,000, to create a large family unit at 54 Kenilworth Avenue North, Hamilton from the Capital Reserve Fund (112248).

(c) That the General Manager of the Community Services Department be authorized and directed to fund Victoria Park Community Homes, in the amount of $187,000, to create two accessible units at 18 Carson Drive, Hamilton; and, two accessible units at 33 Kimberly Drive, Hamilton from the Capital Reserve Fund (112248).

(d) That staff be directed to prepare policies and procedures for all future expenditures from the Capital Reserve Fund (112248) and report back to the Emergency and Community Services Committee by January 2011.

14. Consolidated Homelessness Prevention Program Review (CS10054(a)) (City Wide) (Item 8.11)

That Report CS10054(a), respecting the Consolidated Homelessness Prevention Program Review, be received.

15. 2010 Ontario Works Caseload Contingency Plan (CS09021(b)) (City Wide) (Item 8.12)

That current temporary staffing levels, of 20 temporary FTEs, for the Ontario Works Program, be maintained and be funded from the Ontario Works Stabilization Reserve and/or Departmental Surplus until December 31, 2011.

16. Amendments to the Mandate and Terms of Reference for the Arts Advisory Commission (CS10098) (City Wide) (Item 8.13)

That the revised Arts Advisory Commission mandate and terms of reference, attached as Appendix C to Report 10-013, be approved.

FOR THE INFORMATION OF COMMITTEE:

(a) CHANGES TO THE AGENDA (Item 1)

The Committee Clerk advised of the following changes to the agenda:

(i) Added as Item 8.13 – Report CS10098, respecting Amendments to the Mandate and Terms of Reference for the Arts Advisory Commission
The agenda for the October 6, 2010 Emergency & Community Services Committee meeting was approved, as amended.

(b) DECLARATIONS OF INTEREST (Item 2)

There were none declared.

(c) APPROVAL OF MINUTES OF PREVIOUS MEETING (Item 3)

3.1 September 22, 2010

The Minutes of the September 22, 2010 Emergency & Community Services Committee meeting were approved, as presented.

(d) ADVISORY COMMITTEE MINUTES:

The following Advisory Committee Minutes were received:

(i) Food, Shelter and Advisory Committee Minutes, dated May 13, 2010 (Item 5.4)

(ii) Food, Shelter and Advisory Committee Minutes, dated June 10, 2010 (Item 5.5)

(iii) Hamilton Historical Board Minutes, dated July 13, 2010 (Item 5.6)

(iv) Tenant Advisory Committee Minutes, dated June 11, 2010 (item 5.7)

(e) Seniors Advisory Committee Annual Presentation (Item 7.1)

Ron Smithson, Chair of the Seniors Advisory Committee, provided the Advisory Committee’s annual presentation to the Emergency and Community Services Committee. Mr. Smithson’s presentation included, but was not limited to, the following:

- There are currently 11 members on Committee.
- Thanked Councillors Morelli and Jackson for all of their assistance with the Seniors Advisory Committee.
- Members participated in panel discussions and a community forum for improving public transportation for seniors. This is very important, as sometimes it is the only means a senior has to get around.
Public Works staff attended a SAC meeting to show the plans for the McNab street bus terminal. Committee provided comments that have been taken under advisement.

Commented on Smart Cards and how they affect seniors.

Commented on the City’s 5 year review of the HSR Service.

Review issues pertaining to mental health, recreational health, and safety for seniors.

Seniors Advisory Committee sent out a questionnaire, and overall the response showed that the most important needs are community resources including recreation centres.

When snow gets cleared, it gets piled on corners and seniors are unable to cross the roads and become home bound.

The Seniors Advisory Committee’s annual presentation was received.

(f) **Best Start Accomplishments (CS10097) (City Wide) (Item 7.2)**

Jane Soldera, Director of Social Development and Early Childhood Services, and Paul Johns, P. Johnson, Executive Director, Wesley Urban Ministries, provided a presentation, respecting the Best Start Accomplishments. The presentation included, but was not limited to, the following:

- Hamilton Best Start Network is about delivering results.
- Have seen an increase in child care spaces and early learning programs.

**Our Vision**

- Best Start is about Children
- Best Start is about Families
- Best Start is about Community and Connections
- Best Start is about Our Future

**Delivering Results: Improving Access and Services**

- Increased early learning and child care spaces by 1,143.
- Created 7 new Ontario Early Years Centres including Aboriginal and Francophone specific programs.
- Enhanced services at all existing Ontario Early Years Centres.
- Decreased waiting time for speech and language services by 81%.
- Funded cultural sensitivity assessments for Best Start partner agencies.
- Provided 98 “Check it Out Clinics” to over 450 children resulting in follow up referrals for 200 children.
- Over 350 primary care providers engaged in the promotion of connecting families to community resources.
• Development of Service Provider Networks to ensure integration at the neighbourhood level.
• Increased collaboration of School Boards, early learning centres and child care programs.

• Delivering Results: Influencing Change

• Provincial Impacts:
  • 18 Month Well Baby Visit fee code
  • Evaluation
  • Expert Panel Committees
  • Full Day Kindergarten Work groups
  • Transitions for Special Needs Children
  • Best Start Child and Family Centres
  • Implementation Committee

• Municipal Leadership:
  • Project management
  • Accountability
  • Quality strategy
  • Evaluation
  • Recruitment and retention strategy
  • Full day early learning impacts

• What’s Next:

  • Best Start Child and Family Centres.
  • Municipalities will play a lead role in helping service providers to merge governance structures and resources.
  • The continuing relationship with the Hamilton Best Start Network.

The presentation, respecting Report CS10097, Best Start Accomplishments, was received.

(g) Addiction Services Initiative (CS10086) (City Wide) (Item 8.6)

Councillor McHattie put forward the following motion:

That Report CS10086 be amended by deleting and replacing sub-section (b) in its entirety; and, adding sub-section (c) to read as follows:

(b) That one time funding, in the amount of $240,000, to cover the municipal portion of the costs associated with the delivery of the Addiction Services Initiative for the period of January 1, 2011 to June 30, 2012, to be funded through the Ontario Works Stabilization Reserve (Account #110044), be approved.
(c) That staff be directed to submit a program enhancement, for the costs required to continue the Addiction Services Initiative beyond June 30, 2012, to the 2012 Operating Budget Process for consideration.

(h) **Busker Program (CS10096) (City Wide) (Item 8.7)**

That staff be directed to develop a City of Hamilton Policy for Street Performance, in consultation with local buskers/street performers, Hamilton Police and related stakeholders, and report back to Emergency and Community Services Committee.

(i) **Amendments to the Outstanding Business List (Item 11.1)**

(a) The following proposed new due date was approved:

(i) Item “O” – Sports Field Management Strategy
   Current Due Date: September 22, 2010
   Proposed New Due Date: February 2, 2011

(b) The following Items were considered complete and removed from the Emergency and Community Services Committee’s Outstanding Business List:

(i) Item “U”, respecting Street Buskers.

(ii) Item “O”, respecting the update on “No One Goes Hungry: Strategic Directors for Hamilton’s Emergency Food System Plan 2010-2012.

(iii) Item “T”, respecting Child Care Worker and Early Childhood Educator Appreciation Day.

(j) **ADJOURNMENT (Item 13)**

There being no further business, the Emergency & Community Services Committee meeting adjourned at 2:34 p.m.

Respectfully submitted,

Councillor R. Pasuta, Chair
Emergency & Community Services Committee

Stephanie Paparella
Legislative Assistant
October 6, 2010
CUSTOM ORTHOTICS, ORTHOPAEDIC & CUSTOMIZED FOOTWEAR
GAP ANALYSIS

<table>
<thead>
<tr>
<th>GAPS</th>
<th>RECOMMENDATIONS</th>
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<tr>
<td>No specifications with regards to orthotics casting technique.</td>
<td>That the following criteria for orthotic casting techniques required for funding approval, be adopted.</td>
</tr>
<tr>
<td>It is widely accepted in both the research and clinical literature that a three-dimensional model of the foot is required to fabricate a truly custom made device. A functional orthotic can control the function of the foot and prevent the development of abnormal forces and subsequent deformities. Common causes for the need of functional orthotics are structural weaknesses or deformities, most often inherited or acquired through trauma. The accommodative foot orthotic is usually prescribed for patients for whom a functional orthotic is not appropriate. Common causes for an accommodative orthotic are complications as a result of a systemic disease, such as diabetic and arthritic lesions, or patients who cannot handle biomechanical type orthoses due to congenital malformations, restriction, and lack of foot and leg motion or neuromuscular dysfunction. Having your footprint taken on an inkpad, pressure pad, contour apparatus, heated mould or using your shoe size to provide a prefabricated insole is not considered casting and does not qualify as custom-made. Health Canada does not approve funding for foot products unless manufactured from laser or optical scanning or computerized gait and pressure analysis systems.</td>
<td>Criteria: For a functional orthotic, specify the use of non-weight bearing plaster-of-paris casts, non-weight bearing Synthetic Tubular Sock (STS) slipper casts, contact digitizing or three-dimensional non-weight bearing scanning. For accommodative orthotics, add semi-weight bearing foam box casting. Further tests, such as a weight bearing radiographic examination, ultrasound or an examination with pressure testing equipment, such as F-Scan® or Pedar®, may also be required. It is important to remember that the quality and efficacy of the orthotic is totally dependent upon the accuracy and precision of the cast.</td>
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<td>Supported by:</td>
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<td>▪ The Standards of Practice for</td>
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### GAPS

<table>
<thead>
<tr>
<th>Chiropodists and Podiatrists Pedorthic Association of Canada;</th>
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<tr>
<td>• Private insurance carriers; and,</td>
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<td>• Industry peer reviewed articles.</td>
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### RECOMMENDATIONS

That the following minimum vendor warranty criteria required for funding approval, be adopted.

**Criteria:**

**Orthopaedic Footwear:**
- Minimum thirty (30) day full refund policy applicable to both the City’s portion of the funding and any amounts paid directly to the vendor by the participant where the participant’s situation has changed and footwear is unable to be worn.
- In these situations, the participant will remain eligible under the Program, to purchase replacement Goods; and,
- One (1) year warranty.

**Orthotics:**
- Minimum three (3) year warranty.

**Customized Footwear:**
- Minimum five (5) year warranty.

**Repairs/Replacement of Goods:**
- The vendor will provide any service including the repair or replacement of the Goods or any components free of charge; and,
- Where there is repeated technical failure of the Goods, the Goods shall be replaced by the vendor at no cost.

Vendors are required to establish an after-sales support service that includes education and care for the Goods.

---

**Non Insured Health Benefit Program**

**manufacturer/vendor warranty includes:**
- A minimum warranty based on the specific orthotics, orthopaedic and customized footwear (hereafter referred to collectively as “Goods”);
- During the warranty period, repairs or replacements are at no charge; and,
- During the warranty period, where there is repeated failure of Goods, the Goods should be replaced at no charge.

During the vendor interviews, specifics were gathered regarding warranties and guarantees:
- Warranties typically covered manufacturers’ defects only;
- Orthotics were warranted for a period ranging from two (2) to five (5) years; and,
- Orthopaedic footwear were warranted for a period of up to one (1) year.

Based on the survey results, 10% of respondents experienced pain or discomfort with the Goods received and therefore discontinued use.
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<th><strong>GAPS</strong></th>
<th><strong>RECOMMENDATIONS</strong></th>
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</table>
| After-Sales Support Service: | That the following vendor complaint process for funding approval containing the minimum criteria be adopted.  
- Vendors are required to establish an after-sales support service that includes education and care for the Goods; and,  
- Vendors are required to engage in planned follow-up with participants to ensure that the Goods meet the participant’s expectations and the outcomes as prescribed by their physician.  
|  
| Limited means for participant complaint and recourse.  
Only certain professions offer a formal means of resolving participant complaints against vendors either as a prescribed process for complaints/grievances or as recourse through their licensing of the vendor. | Criteria:  
- Documented complaint process that includes identifying:  
  - How complaints will be addressed;  
  - What happens if a complaint cannot be addressed;  
  - What are the possible outcomes from the complaint process;  
  - Limitations of the complaint process;  
  - Timelines for steps within and completion of the complaint process; and,  
  - How information gathered will be used and maintained.  
|  
| Vendor selection is not based on the quality of service or Goods. | Criteria are developed to establish a list of vendors who have been pre-qualified to receive payment by voucher from the City of Hamilton for its portion of the costs of these Goods and that funding approval be restricted to vendors on that list.  
Such criteria is to include ensuring that a vendor:  
- Meets appropriate accessibility standards;  
- Uses needs-based and appropriate |
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<th>GAPS</th>
<th>RECOMMENDATIONS</th>
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<tr>
<td>No medical criteria guidelines currently exist.</td>
<td>assessment techniques;</td>
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<tr>
<td>The Special Supports Unit will be initiating a new approach in the approval process with regards to prescribers and prescriptions starting October 2010.</td>
<td>Uses required casting techniques;</td>
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<tr>
<td>The Special Supports Unit will only accept prescriptions from physicians and that the prescriptions must:</td>
<td>Is able to deliver Goods when and as promised;</td>
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<tr>
<td>▪ Define the problem (approximately 20% of prescriptions have an unspecified diagnosis);</td>
<td>Offers required warranties;</td>
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<td>▪ Describe the effect the problem has on the participant;</td>
<td>Has a complaint process;</td>
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<tr>
<td>▪ Specify the desired outcome of the good; and,</td>
<td>Provides required education and after-sales support service; and,</td>
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<tr>
<td>▪ Provide any other directions for the manufacturer.</td>
<td>Which includes a method for:</td>
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<td>Approximately 25% of all approvals in 2008 are for pes planus (flat feet/fallen arches). Evidence from Health Canada and organizations that govern professions associated with foot care indicate that most cases of flat feet do not result in pain for the individual. In cases where pain</td>
<td>▪ The addition and removal of vendors from the list;</td>
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<td>▪ A right of appeal from decisions relating to adding or removing vendors from the list; and,</td>
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<td>▪ Requiring vendors to demonstrate ongoing compliance.</td>
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<td>That the following Medical Exception Guidelines for funding approval, be adopted.</td>
<td>Medical Exception Guidelines:</td>
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<td>▪ Exclude pes planus in and of itself as a medical condition warranting goods. Goods that address underlying issues or complications sometimes associated with pes planus can still be approved;</td>
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<td>▪ Exclude children under the age of fourteen (14), unless prescribed by an Orthopaedic Surgeon;</td>
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<td>▪ Exclude off-the-shelf athletic shoes, i.e. athletic shoes that contain orthopaedic features for over the age of 14 or other non-orthopaedic off-the-shelf shoes, sandals, and boots; and,</td>
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<td>▪ Specify that orthopaedic footwear must be medically necessary for daily use.</td>
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<td>In general, documented medical criteria should include:</td>
<td>▪ Anatomical deformities;</td>
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<td>▪ Vascular impairment; or</td>
</tr>
<tr>
<td></td>
<td>▪ Anatomical deformities;</td>
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<tr>
<td></td>
<td>▪ Vascular impairment; or</td>
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</tbody>
</table>
**GAPS**

Does exist, orthotics and orthopaedic footwear prescribed for flat feet often do not relieve symptoms as they do not address the underlying issue causing the pain.

Approximately $125,000 (gross) was spent in 2008 on orthotics or orthopaedic footwear to address pes planus by the City of Hamilton’s Special Supports Unit. Approximately 5% or $25,000 gross provides Goods to children.

The City of Toronto does not fund the purchase of orthopaedic footwear for the diagnosis of pes planus or osteo-arthritis. Most flat feet do not cause pain or other problems. Rigid or painful flat feet require evaluation by a health care provider. The treatment depends on the cause of the flat feet.

The City of Toronto also requires that any requests for orthotics for persons under the age of fourteen (14) must be accompanied by a prescription from an orthopaedic surgeon. Children grow quickly, the value of an orthotic or footwear would be limited by the duration that the device could be worn. Orthotics can be prescribed for children over the age of six (6) for pes planus but there is no evidence to suggest that children with flat feet are not performing as well as children without flat feet. Most flat feet do not cause pain or other problems.

Health Canada and London do not approve funds for therapeutic and/or orthopaedic footwear off-the-shelf.

**RECOMMENDATIONS**

- Neuropathy.
### Heritage Risk Management Criteria

<table>
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<tr>
<th>Historical Value</th>
<th>Architectural Value</th>
<th>Contextual Value</th>
<th>Cultural Landscape</th>
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</table>
| Proposed uses that enhance or explain the historical significance of Isaac Buchanan’s role in Hamilton and broader economic, political and social role are in compliance with this criterion. Proposed uses that put at risk the ongoing stability or structures impinge our future ability to tell this story are not in compliance. | Proposed uses that impact negatively on the interior or exterior architectural details, or put these features at risk, are not in compliance with this criteria. | Proposed uses that impact negatively on the garden walls, other garden sculptures or architectural details or context of the estate in its juxtaposition on the crest of the Mountain would not be permitted. | Proposed uses placing the historic gardens at risk would not be permitted: 
- Its plan and its topography. 
- Its vegetation, including its species, proportions, colour schemes, spacing and respective heights. 
- Its structural and decorative features. 
- Its water, running or still, reflecting the sky |

### City of Hamilton Link to Strategic Plan Focus Areas

<table>
<thead>
<tr>
<th>Sustainability</th>
<th>Inter-Governmental Relations/Leveraging More funds</th>
<th>Growing Our Economy - Visitor/Convention Destination</th>
<th>Social Development</th>
<th>Environmental Stewardship</th>
<th>Healthy Community</th>
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<tbody>
<tr>
<td>Comments</td>
<td>Total</td>
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These descriptions are widely known to Council and staff available online. These categories are required to be included in most reports to Council.

Staff will provide comments or recommendatiions here.

Proposed use must score at least 4 for consideration by Council.

### Sample Proposed Uses

<table>
<thead>
<tr>
<th>Proposed Use</th>
<th>Heritage Risk Management (HRM) Criteria</th>
<th>City of Hamilton Link to Strategic Plan Focus Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Historical Value</td>
<td>Architectural Value</td>
<td>Contextual Value</td>
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OVERVIEW
ARTS ADVISORY COMMISSION

Mandate: To recommend activities for the stabilization and strengthening of the arts community; to inform Council of issues and achievements in the Hamilton arts community; to liaise with and act as a point of contact for members of the arts community regarding issues affecting the arts community; to monitor and assist with the implementation of the Public Art Program; to monitor and assist with the implementation of the Arts Awards Program; to monitor and assist with the implementation of the Community Partnership Program, Culture Stream

Composition: Up to 13 Members

Duration: To expire with the 2006-2010 term of Council or at such time as successors are appointed by Council.

Reporting to: Emergency & Community Services Committee

Stipend: No

Staff Liaison: Jennifer Kaye
Manager, Arts and Events
(905) 546-2424 Ext. 4807

Meeting Schedule: 4th Tuesday of each Month
5:45 p.m. to 7:45 p.m.
1. MEMBERSHIP

1.0 The Commission is made up of up to thirteen (13) members representing a balance among artists and the community. One of the thirteen (13) members must be a member of the current City Council and is ex-officio.

1.1 Membership represents a balanced range of artistic disciplines to include but not limited to:

- visual arts,
- literary arts,
- media arts,
- theatre arts,
- music,
- dance,
- crafts.

Every effort will be made to have membership reflect the diversity of Hamilton’s many communities.

1.2 A member may represent more than one of the above disciplines/sectors.

1.3 Based on the above criteria, members of the Commission are appointed by Hamilton City Council.

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.

2.1 A term extends from the date of appointment in the first year of the four-year term of Council until the expiry of the Council term or until such time as successors are appointed by Council.

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.

3 ROLES AND RESPONSIBILITIES OF MEMBERS

3.0 Members are expected to further the Mission and Mandate of the Commission.

3.1 Members are expected to attend all scheduled meetings of the Commission. If unable to attend, a member is expected to send regrets at least 24 hours before a scheduled meeting. A member who misses three consecutive meetings of the Commission may be asked to resign.

3.2 The Commission, with approval of a majority of the Commission members, may work with other municipal committees and external arts organizations to further the Mission and Mandate of the Commission.

3.3 At the September meeting of each year, the Commission will elect an Executive consisting of a Chair and a Co-Chair or Vice-Chair. The term for any Executive member will be one (1) year, renewable to a maximum of two (2) consecutive years. In the event of a vacancy on the Executive, the Commission will hold an immediate election.

3.4 The Chair will chair all Commission meetings and be spokesperson for the Commission.

3.5 The Co-Chair or Vice-Chair will assume the responsibilities of the Chair in the Chair’s absence. In the absence of the Chair and Vice-Chair, a quorum of Commission members will elect a Pro-Tem Chair.

3.6 The Executive Committee will work with Staff to prepare agendas, monitor the work of the Commission, and work with Staff between meetings to carry out the business of the Commission.

3.7 The Commission will develop an annual Work Plan, and as part of the regular meeting agendas, review the Commission’s progress in implementing the goals and objectives of the Work Plan.
4 COMMITTEES

4.0 There will be two (2) standing sub-committees: Community Engagement and Arts Awards.

4.1 The Arts Awards Sub-Committee will participate in coordination of the annual Arts Awards.

4.2 The Community Engagement Sub-Committee will ensure an effective flow of communication and information between the Arts Advisory Commission and the arts community.

4.3 The Commission may strike ad hoc committees as needed to deal with the implementation of the Mandate, and the goals and objectives of the Work Plan.

5 CONFLICT OF INTEREST AND CONFIDENTIALITY

5.0 Conflict of interest occurs when a member participates in discussion or decision-making about any matter that may financially benefit that member, a member of his/her family, a person with whom the member is in personal or business contact, or any organization with whom the member is affiliated.

5.1 In all cases where the Commission agenda presents such a conflict of interest for a member, that member will declare a conflict of interest, and will abstain from all discussion and voting on the issue.

5.2 All Commission members will refrain from the personal use and communication of any privileged or confidential information.

5.3 All Commission members will sign a conflict of interest agreement reflecting the above.

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

7.0 Meeting of the Commission will be held on a monthly basis on a day and time determined by the Commission, Special meetings may be called at the discretion of the Chair, or upon written submission by five (5) members.

7.1 A quorum consists of a majority of total Commission membership seven (7 members).

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

7.3 Only members present at a meeting may cast a vote.

7.4 Meetings of the Commission are open to the public.

8 EDUCATION AND TRAINING

8.0 All members are expected to participate in orientation and training sessions offered by the City of Hamilton for volunteer citizen members.

8.1 All members are expected to attend training sessions for grants adjudication.

8.2 Subject to the Commission’s approval, members may represent the Commission at arts related workshops and conferences as a delegate. At the conclusion of the event the member will provide a report to the Commission.
9. GRANTS ADJUDICATION

9.0 All members are expected to participate in the annual grants adjudication process.

9.1 In accordance with Section 5 (Conflict of Interest and Confidentiality), all members are expected to declare a conflict of interest should such a situation arise in the process of adjudicating grants.