

Correspondence to the Board

(excerpt from the Board of Trustees Governance Manual – March 2024)

3.3.11 From time to time the Board may receive correspondence from other boards or the community on topics that fall within the mandate of the Board of Trustees. The following protocol is used when correspondence is received:

- a. Correspondence from other boards received by the chair of the board will be added to the next available Board agenda.
- b. Correspondence from the community may be received through the Office of Trustee Services and must be addressed to the Board of Trustees.
 - Correspondence shall not be anonymous or contain any defamatory, obscene, offensive, indecent, improper, rude, or vulgar language.
 - Correspondence shall not contain personal information, except for the author's name. Any personal information found in the communication will be redacted pursuant to the obligations of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
 - Following receipt and review of the correspondence by the Officer of Trustee Services, in consultation with the Chair of the Board, it may be added to the next available board meeting agenda OR if more appropriate, it may be referred to a committee for placement as an agenda item for a future meeting.
 - Correspondence respecting employee relation matters, school-specific matters, or conduct of a member(s) of staff will not be placed on the board agenda or referred to a committee. These matters will be referred forthwith by the Officer of Trustee Services to the relevant department, school or superintendent's office for consideration and appropriate action.
 - Correspondence received which contains allegations of a violation of the Trustee Code of Conduct by a member(s) of the Board will not be placed on any agenda but will be returned to the author who will be advised to contact the Chair of the Board.
- c. Trustees may motion to:
 - receive and file, or
 - develop their own HWDSB response, or
 - refer to staff for follow-up, or
 - refer to a committee or future board agenda.