

**AGENDA: 6:00 pm**

1. Call to Order
2. O Canada
3. Profiling Excellence

Students:

- Paige Milner (Westmount) – Hamilton’s 2019 History Student of the Year

Staff:

- Paul Paterson (Westmount) - Governor General's History Award for Excellence in Teaching
- David Ormerod (Saltfleet) - Convenor of OFSAA AAA Basketball/Head Coach of Boys Basketball - 4th Place Finish
- Tish Jeffrey (Glendale) - OFSAA Leadership in School Sport Award

4. Approval of the Agenda
5. Swearing-in Ceremony – Student Trustee-Elects for 2019-2020
6. Declarations of Conflict of Interest
7. [Confirmation of the Minutes: May 13, 2019 \(Special Boards and Regular Board\)](#)
8. [Correspondence: HWDSB Student Senate re: proposed changes in Education](#)

Reports from Trustee Special Committees:

9. [Policy Committee – May 8, 2019](#)
10. [Finance & Facilities – May 16, 2019](#)

Reports from Legislated Committees:

11. [Parent Involvement Committee – May 14, 2019](#)

Reports from Community Advisory Committees:

12. [Faith Community Advisory Committee – May 9](#)

13. Resolution Into Committee of the Whole (Private Session) as per the Education Act, Section 207.2  
*(b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian*

***Meeting Resumes in Public Session***

14. Report from Committee of the Whole (private) – May 27, 2019

15. Oral Reports from:

- A. Student Trustees' Report – Local Activities & Ontario Student Trustees' Association (OSTA) Report
- B. Director's Report
- C. Chair's Report

16. Adjournment

Meeting times and locations are subject to change. Please refer to our website for the latest information.

<http://www.hwdsb.on.ca/trustees/meetings/>

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**Trustees:** Kathy Archer, Becky Buck, Christine Bingham, Dawn Danko, Penny Deathe, Cam Galindo, Alex Johnstone, Ray Mulholland, Carole Paikin Miller, Chris Parkinson and Paul Tut. **Student Trustees** Cameron Prosic and Tara Rezvan.

**Regrets:** Trustees Dawn Danko, Penny Deathe and Carole Paikin Miller

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**1. Call to Order**

Alex Johnstone, Chair of the Board, called the meeting to order at 5:34 p.m.

**2. Declarations of Conflict of Interest**

None.

**Reports from Staff**

**3. Educational Development Charges: Policy Review (EDC)**

The Chair, Alex Johnstone read a script regarding the EDC. Staff shared that the current HWDSB by-laws were established in 2014. The current by-law is up for renewal including any revisions on August 30, 2019.

The information can be found at:

<http://www.hwdsb.on.ca/about/school-renewal/construction/education-development-charges/>

An opportunity was provided at the meeting for any delegations to come forward and provide comment on the current bylaws – no delegations came forward this evening.

**RESOLUTION #19-61:** Trustee Archer, seconded by Trustee Parkinson, moved: **That the reports of the speakers on EDC Policy Review report be received.**

**CARRIED UNANIMOUSLY**

Student Trustees Prosic and Rezvan voted in favour  
Paul Tut was not available for the vote

The meeting adjourned at 5:53 p.m.

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**Trustees:** Kathy Archer, Becky Buck, Christine Bingham, Dawn Danko, Penny Deathe, Cam Galindo, Alex Johnstone, Ray Mulholland, Carole Paikin Miller, Chris Parkinson and Paul Tut. **Student Trustees** Cameron Prosic and Tara Rezvan.

**Regrets:** Trustees Dawn Danko, Penny Deathe and Carole Paikin Miller

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**1. Call to Order**

Alex Johnstone, Chair of the Board, called the meeting to order at 5:53 p.m.

**2. Declarations of Conflict of Interest**

None.

**Reports from Staff**

**3. Educational Development Charges: Successor By-law Meeting**

The Chair, Alex Johnstone stated that Hamilton-Wentworth District School Board will be creating a new EDC by-law and in doing so is required to hold public meetings in accordance with section 257.63(1) of the Education Act. These public meetings are being held on May 13, 2019 and June 10, 2019. The Board intends to give final consideration to the passage of EDC By-Laws on June 10.

The Board met with interested development community stakeholders on September 10, 2018 and February 20, 2019 to review the basis for the proposed charges and to invite any comments. Director Figueiredo, shared the staff report related to the proposed EDC successor by-laws.

An opportunity was provided at the meeting for any delegations to come forward and provide comment on the successor bylaws – no delegations came forward this evening.

**RESOLUTION #19-62:** Trustee Galindo, seconded by Trustee Archer, moved: **That the reports of the Consultant, Counsel and Speakers on the proposed successor EDC By-Laws be received.**

**CARRIED UNANIMOUSLY**

Student Trustees Prosic and Rezvan voted in favour

The meeting adjourned at 6:20 p.m.

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**Trustees:** Kathy Archer, Becky Buck, Christine Bingham, Cam Galindo, Alex Johnstone, Ray Mulholland, Chris Parkinson and Paul Tut. **Student Trustees** Cameron Prosic and Tara Rezvan.

**Regrets:** Trustee Dawn Danko, Penny Deathe and Carole Paikin Miller

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**1. Call to Order**

Alex Johnstone, Chair of the Board, called the meeting to order at 6:20 p.m.

**2. Delegations:**

**A. Deema Abdel Hafeez re: Summit Park Site Naming**

Deema shared that she was representing student voice this evening and informed Trustees why she and the students that she was representing would like to see the new school located on the Summit Park site named Shannen Koostachin Elementary School. Deema shared the story of Shannen Koostachin highlighting many of her accomplishments as well as her determination in fighting for a school for Indigenous students.

**B. Annamaria Daynes re: Summit Park Site Naming**

Annamaria Daynes was unable to attend the Board meeting however, she provided correspondence not only from herself but many other community members as well. They were advocating for the naming of the school located on the Summit Park Site to be named Jay Keddy Elementary School.

**3. Approval of the Agenda**

**RESOLUTION #19-63:** Trustee Bingham, seconded by Trustee Parkinson, moved: **That the agenda be approved.**

**CARRIED UNANIMOUSLY**

Student Trustees Prosic and Rezvan voted in favour

**4. Declarations of Conflict of Interest**

Student Trustee Cameron Prosic declared a conflict of interest for the Student Trustee 2019-20 Election results.

**5. Confirmation of the Minutes – April 29, 2019**

The minutes of April 29, 2019 were confirmed.

**6. Correspondence**

Strathcona Parent Council re: Letter to the Minister of Education

**RESOLUTION #19-64:** Trustee Bingham, seconded by Trustee Tut, moved: **That the correspondence - Strathcona Parent Council re: Letter to the Minister of Education be received and filed.**

**CARRIED UNANIMOUSLY**

Student Trustees Prosic and Rezvan voted in favour  
Trustee Galindo was out of the room for the vote

**Reports from Trustee Special Committees**

**7. Finance & Facilities Committee – May 2, 2019**

**RESOLUTION #19-65:** Trustee Bingham, seconded by Trustee Tut, moved: **That the Finance & Facilities Committee – May 2, 2019 be received, including the 2019-20 Budget Development.**

**CARRIED UNANIMOUSLY**

Student Trustees Prosic and Rezvan voted in favour  
Trustee Mulholland was out of the room

**Reports from Legislated Committees**

**8. Parent Involvement Committee – April 23, 2019**

**RESOLUTION #19-66:** Trustee Buck, seconded by Trustee Parkinson, moved: **That the Parent Involvement Committee – April 23, 2019 be received including the information items Human Trafficking and Budget Update.**

**CARRIED UNANIMOUSLY**

Student Trustees Prosic and Rezvan voted in favour

**Reports from Staff**

**9. Student Trustee 2019-20 Election Results**

**RESOLUTION #19-67:** Trustee Bingham, seconded by Trustee Galindo, moved: **That the election of Ahona Mehdi, student at Westmount and Cameron Prosic, student at Sir John A. Macdonald, to the position of Student Trustee be confirmed for the term of office August 1 2019 to July 31 2020 be approved.**

**CARRIED UNANIMOUSLY**

Student Trustee Rezvan voted in favour

**10. Naming of the Committee Reports**

**A. Ancaster Senior/Fessenden Site**

Staff presented the report for the New Ancaster Senior/Fessenden Site. The completion of the school is expected in September 2019.

**RESOLUTION #19-68:** Trustee Bingham, seconded by Trustee Mulholland, moved: **That the new school located on the Ancaster Senior/Fessenden Site be named Frank Panabaker Elementary School.**

**CARRIED UNANIMOUSLY**

Student Trustees Prosic and Rezvan voted in favour

**B. Beverly Community Site**

Staff presented the report for the New Beverly Community Site. The completion of the school is expected in the 2019-2020 school year.

**RESOLUTION #19-69:** Trustee Tut, seconded by Trustee Archer, moved: **That the new school located on the Beverly Community Site be named Rockton Elementary School.**

**CARRIED UNANIMOUSLY**

Student Trustees Prosic and Rezvan voted in favour

**C. CH Bray Site**

Staff presented the report for the New CH Bray Site. The completion of the school is expected in September 2020.

**RESOLUTION #19-70:** Trustee Mulholland, seconded by Trustee Parkinson, moved: **That the new school located on the CH Bray Site be named Spring Valley Elementary School.**

**CARRIED UNANIMOUSLY**

Student Trustees Prosic and Rezvan voted in favour

**D. Eastdale Site**

Staff presented the report for the New Eastdale Site. The school is currently under construction and projected to open in January 2020.

**RESOLUTION #19-71:** Trustee Galindo, seconded by Trustee Buck, moved: **That the new school located on the Eastdale Site be named Eastdale Elementary School.**

**CARRIED UNANIMOUSLY**

Student Trustees Prosic and Rezvan voted in favour

**E. Summit Park Site**

Staff presented the report for the New Summit Park Site. The school is currently under construction and projected to open in September 2019.

**RESOLUTION #19-72:** Trustee Galindo, seconded by Trustee Bingham, moved: **That the new school located on the Summit Park Site be named Shannen Koostachin Elementary School.**

The motion **CARRIED** on the following division of votes:

In Favour: (5) Trustees Archer, Bingham, Galindo, Johnstone and Tut. Student Trustees Prosic and Rezvan voted in favour

Opposed: (3) Trustees Buck, Parkinson and Mulholland

**11. Oral Reports from Liaison Committees:**

**A. City/School Board Liaison Committee**

The Committee has not met since the last report so there is nothing to report at this time.

**B. Hamilton-Wentworth Home & School Association**

Trustee Danko was not present to give a report.

**C. Hamilton Foundation for Student Success**

Trustee Galindo shared that the report on behalf of Trustee Paikin Miller. The Foundation highlights included:

- **Prom Project:** Prom Project Hamilton took place on Saturday, April 13, 2019 at Delta Secondary School and May 4, 2019 at Hill Park Learning Centre and saw a record 735 students come to pick out an outfit for their prom, graduation or milestone event. This is an increase of 238 students from 2018. A total of 250 volunteers contributed 972 volunteer hours by acting as personal shoppers, hair stylists, make-up artists and more.
- **School Support Grants:** The allocation process for the winter 2019 School Support Grants took place on March 27, 2019. Applications came from a variety of school (both elementary and secondary) and for a wide variety of projects. A total of 28 projects received a total of \$25,632.00.

**D. Ontario Public School Boards' Association (OPSBA)**

Trustee Johnstone shared the following updates:

- OPSBA met last weekend May 11, 2019
- Legislative Updates included:
  - Bill 100 – Protecting What Matters Most Act (Budget).
  - Bill 108 – More Homes Most Choice Act – Reviewing the amendments to the EDC Charges

- Bill 107 – Getting Ontario Moving Act – involving fines for people who drive past busses whose stop arms are out.
- OSTA/AECO put out a Student Vision document.

The meeting adjourned at 7:42 p.m.

DRAFT



Dear HWDSB Trustees,

We, the students of Hamilton-Wentworth District School Board are writing to you in hopes of sharing our appreciation and concern regarding the proposed changes to our education system.

One of the proposed changes regards increased class sizes for secondary students. Understanding the rationale behind the change, including preparing us for post-secondary environments and creating a more fiscally responsible education system, we also feel it's important to consider other aspects. Some of these include the physical classroom size, learning ability and student's one on one time with the teacher, as well as the difficulties in introducing specialized classes and streaming for students. Our concerns surrounding physical classroom sizes cannot be feasibly changed, but ensuring that the conditions of our existing schools are adequately funded can compensate for these upcoming cramped classrooms. Moreover, one on one time with teachers is a valuable part of the learning process, as every student learns at different paces requiring different means of learning; increased class sizes will put students at risk of failure. Increased class sizes can also pose many complications for specialized classes. For many students, specialized classes provide important experiential learning opportunities that would not otherwise be accessible to the student; not providing specialized classes could potentially stop a student from discovering their strengths and passions. The statement from Elementary Teachers' Federation president, Sam Hammond, "Larger classes means less support for individual students and will disproportionately impact students with special needs"<sup>1</sup> especially concerns us.

Given the rationale behind the aforementioned changes, as well as the disbenefits, many of these concerns can be compensated through adequate funding in supporting the conditions of our schools, funding to ensure that schools have updated, accurate resources such as current textbooks, technology, and other supports in the classroom such as mentoring EA's.

Furthermore, we disagree with the mandating of e-Learning courses at a ministry level. Seeing the positive intentions, such as preparing students for post-secondary platforms, as well as introducing them to using technology, we also raise concerns about various issues this change may cause. Most importantly, not all students are able to work in this online environment. Often, classroom teachers adapt their teaching skills to the way the students learn and interact with them. We are concerned we will lose the human interaction that for many students, is the reason they attend school. Mandating e-Learning courses can also raise concerns surrounding the fact that many students do not currently have internet access or a reliable device to complete classwork on. This may create an unequal and inequitable learning environment for low-income students in HWDSB. There have also been a variety of concerns regarding the health impacts forcing students to spend time behind a screen may cause. "As children spend more time tethered to screens, there is increasing concern about potential harm to their visual development. Ophthalmologists [...] are seeing a marked increase

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<sup>1</sup> Jeffords, Shawn. "Ontario Announces Revamped Sex-Ed Curriculum, Increase in Class Sizes for High School." Global News, 15 Mar. 2019, [globalnews.ca/news/5059062/ontario-education-class-size/](https://globalnews.ca/news/5059062/ontario-education-class-size/).

in children with dry eye and eye strain from too much screen time.”<sup>2</sup> This gives us sincere concern about how screen time can affect our health, as students are expected to be online 75 minutes per day, as per ministry guidelines. This totals to 440 hours of screen time throughout our high school career.

Given these changes, moving forward, we would like to see more meaningful consultation with student stakeholder groups, such as OSTA-AECO, and possibly the strike of a student advisory committee surrounding e-Learning, so we can have a voice on our future, and our health.

Despite our aforementioned concerns, the ministry’s education plan includes some very positive curriculum changes. Many of these appear to expand and deepen the life-skills and important learnings we will, and future students will receive in their secondary school education. Financial literacy is essential to living a healthy and responsible life, as well as a new math structure to build on and improve existing skills within students appears very promising. We also appreciate the aspects of indigenous education tied to the proposed changes. While previous curriculums are very informative, the revised version, based on the advice and feedback of indigenous stakeholders as well as relevant parties, may be even more expansive in the education we receive and is an essential step towards reconciliation and call to action 62. i. from the Truth and Reconciliation Commission of Canada.<sup>3</sup>

Although these changes are very promising, and we, as students, greatly appreciate them, we also hope to have more consultation as education stakeholders on how these changes take form.

Given the government's stated commitment to meaningful consultation, we hope that our concerns regarding our education are heard; and our recommendations are considered. We look forward to being apart of the process as changes continue to be proposed and enacted.

We thank you for taking the time to read this letter and we eagerly await a response.

Yours in Education,  
HWDSB Students

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<sup>2</sup> Po-Wen Ku, Andrew Steptoe, Yun-Ju Lai, Hsiao-Yun Hu, Dachen Chu, Yung-Feng Yen, Yung Liao, Li-Jung Chen. The Associations between Near Visual Activity and Incident Myopia in Children. *Ophthalmology*, 2018; DOI: 10.1016/j.ophtha.2018.05.010

<sup>3</sup> National Centre for Truth and Reconciliation. Truth and Reconciliation Commission of Canada: Calls to Action. 2015 [http://nctr.ca/assets/reports/Calls\\_to\\_Action\\_English2.pdf](http://nctr.ca/assets/reports/Calls_to_Action_English2.pdf)

9-1  
**COMMITTEE REPORT**

Presented to: Board

Date of Meeting: May 27, 2019

From: Policy Committee

Date of Meeting: May 8, 2019

The committee held a meeting from 5:32 p.m. to 6:00 p.m. on May 8, 2019 at 20 Education Court, Hamilton, ON, in Meeting Room 340D with Trustee Bingham presiding.

Members present were: Trustees Christine Bingham, Becky Buck, Cam Galindo and Paul Tut. Regrets were received from Trustee Dawn Danko.

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**ACTION ITEMS:**

**A. Occupational Health and Safety Policy**

The Committee considered the Occupational Health and Safety Policy. This Policy is up for its annual review and required only minor changes made to the purpose statement as well as to the intended outcomes due to language clarification that came forth from the Ministry.

On motion of Trustee Tut, the Policy Committee **RECOMMENDS** that **Occupational Health and Safety Policy** be **approved**.

**CARRIED UNANIMOUSLY**  
**Trustee Galindo was not present for the vote**

**B. Workplace Violence and Harassment Prevention Policy**

The Committee considered the Workplace Violence and Harassment Prevention Policy. This Policy is up for its annual review and required only minor changes made to the guiding principles and intended outcomes as well as language clarification for the assessment section of progress indicators.

On motion of Trustee Tut, the Policy Committee **RECOMMENDS** that the **Workplace Violence and Harassment Prevention Policy** be **approved**.

**CARRIED UNANIMOUSLY**  
**Trustee Galindo was not present for the vote**

**MONITORING ITEMS:**

**C. Fraud Prevention & Management Policy**

The Committee considered the Fraud Prevention & Management Policy. There was discussion at the Audit Committee if HWDSB currently has a Whistle Blower Policy or whether one is required. Staff indicated that the whistle blower protection is already within the Fraud Prevention & Management Policy. Staff looked at other Board's policies and procedures and noted that like HWDSB they also have it listed under the Fraud Prevention & Management Policy. It was decided that there would be additional information added to the procedures and the term "whistle blower" would be added to the terminology making it easier to search. Staff will also be determining how to communicate this to both new and existing staff and will be working on imbedding this into other policies where appropriate.

Respectfully submitted,  
Christine Bingham, Chair of the Committee



# Occupational Health and Safety

Date Approved: XXXX

Projected Review Date: XXXX

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## PURPOSE:

Hamilton-Wentworth District School Board (HWDSB), is committed to providing and maintaining a safe and healthy work environment for all employees and occupants of HWDSB sites.

## GUIDING PRINCIPLES:

- Promote and encourage a safe and healthy work environment, in accordance with industry standards and in compliance with legislative requirements.
- Endeavour to eliminate any foreseeable hazards that may result in personal injury/illness, property damage and incidents.
- Value employees by respecting their concerns and responding to their needs.
- Commit to health and safety being an integral part of the Board's operations.

## INTENDED OUTCOMES:

- Establish incident reduction goals.
- Implement strategies to reduce workplace injuries.
- Support the Internal Responsibility System by completing workplace inspections and eliminating hazards.

## RESPONSIBILITY:

Director of Education- Annual review- per the *Occupational Health & Safety Act, S. 25(2)(j)*

Members of Executive Council

Central Joint Health and Safety Committee (annual review)

All Employees

## TERMINOLOGY:

*Central Joint Health and Safety Committee:* A single Joint Health and Safety Committee established to cover multiple workplaces where the committees' structure has received approval by order of the Minister of Labour.

*Internal Responsibility System:* Refers to the underlying philosophy of occupational health and safety, based on the foundation that everyone in the workplace, including the employer, supervisors and employees are collectively responsible for creating and maintaining a safe and healthy workplace.

# Occupational Health and Safety

Date Approved: XXXX

Projected Review Date: XXXX

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*Workplace:* Any land, premises, location or thing at, upon, in or near which a worker works.

*Supervisor:* The person who has charge of a workplace or authority over a worker. In the case of school sites, the supervisor shall be the principal or, in the principal's absence, the vice-principal or another designate.

*Worker:* Any of the following:

- A person who performs work or supplies services for monetary compensation.
- A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.
- A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, private career college or other post-secondary institution.
- Such other persons as may be prescribed (by the Occupational Health and Safety Act) who perform work or supply services to an employer for no monetary compensation.

## ACTION REQUIRED:

Every worker must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the employer. Workers will receive information, training and competent supervision in their specific work tasks to protect their health and safety.

The Central Joint Health and Safety Committee shall assist in identifying situations that may be a source of danger or hazard to workers and make recommendations to the board on matters of occupational health and safety, which includes:

- a framework for setting and reviewing health and safety objectives and targets
- health and safety awareness and training programs
- supporting Site Joint Committees to assist with monthly inspections and support the functions of the Central Joint Health and Safety Committee
- hazard identification to eliminate any foreseeable hazards that may result in personal injury/illness, property damage and incidents.



# Occupational Health and Safety

Date Approved: XXXX

Projected Review Date: XXXX

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## PROGRESS INDICATORS:

Intended Outcome	Assessment
Establish incident reduction goals.	A comparison, year over year, of notifiable accidents, explosion, fire or incident of workplace violence where a person is killed or critically injured, disabled from performing his or her usual work or requires medical attention.
Implement strategies to reduce workplace injuries.	Strategies will be evaluated by reviewing and comparing, year over year, incident reports in the identified categories.
Support the Internal Responsibility System by completing workplace inspections and eliminating hazards.	The successful completion of monthly and annual workplace inspections.

## REFERENCES:

### Government Documents

Education Act

Occupational Health and Safety Act

### HWDSB Policies

Accommodation of Staff

Inclement Weather and Board Cancellations

Medical Health Supports

Recruitment and Selection

Use of Board Facilities

Workplace Violence and Harassment Prevention



# Workplace Violence and Harassment Prevention

Date Approved: XXXX

Projected Review Date: XXXX

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## PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) believes in the prevention of workplace violence and harassment while promoting a safe workplace in which all people respect one another and work together to achieve common goals.

## GUIDING PRINCIPLES:

- Value employees by respecting their concerns and responding to their needs.
- Foster the development of trustful and respectful relationships in an environment free from discrimination, harassment and workplace violence.
- Fulfill our obligations under the Occupational Health and Safety Act, Employment Standards Act and Ontario Human Rights Code.

## INTENDED OUTCOMES:

- Establish incident reduction goals.
- Implement strategies to reduce workplace violence and harassment.
- Raise awareness of all employees' direct responsibility to ensure a violence and harassment free working and learning environment.

## RESPONSIBILITY:

Director of Education – Annual review – per the *Occupational Health and Safety Act, S.32*  
Members of Executive Council

## TERMINOLOGY:

*Worker:* Can be defined as

- A person who performs work or supplies services for monetary compensation.
- A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.
- A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university private Career College or other post-secondary institution.



# Workplace Violence and Harassment Prevention

Date Approved: XXXX

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- Such other persons as may be prescribed (by the Occupational Health and Safety Act) who perform work or supply services to an employer for no monetary compensation.

*Workplace:* Any land, premises, location or thing at, upon, in or near which a worker works.

*Workplace Violence:* As per the *Occupational Health and Safety Act*, workplace violence is defined as:

- a) The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.
- b) An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker.
- c) A statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against a worker, in a workplace that could cause physical injury to a worker.

*Workplace Harassment:* Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.

The Ontario Human Rights Code also protects workers from harassment in employment by the employer, agent of the employer or by another employee because of the following prohibited grounds: Race, Colour, Ancestry, Creed (religion), Place of Origin, Ethnic Origin, Citizenship, Sex (including pregnancy, gender identity), Sexual Orientation, Age, Marital Status, Family Status, and Disability.

*Workplace Sexual Harassment:* Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome. This could also include making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

The Ontario Human Rights Code offers protection for workers against harassment because of sex or sexual solicitation by a person in a position to confer benefits. Every person who is an employee has a right to freedom from harassment in the workplace because of sex, sexual orientation, gender identity or gender expression by his or her employer or agent of the employer or by another employee.

Every person has a right to be free from a sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit or advancement to the person where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome; or a reprisal or a threat of reprisal for the rejection of a sexual solicitation or advance where the reprisal is made or threatened by a person in a position to confer, grant or deny a benefit or advancement to the person.

**ACTION REQUIRED:**





# Workplace Violence and Harassment Prevention

Date Approved: XXXX

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Staff will implement and maintain procedures to operationalize this policy under the requirements prescribed in the *Ontario Human Rights Code* and *Occupational Health and Safety Act*.

Staff will ensure:

- The policy is posted in all HWDSB workplaces on the Health and Safety Bulletin Board.
- All employees receive information and instruction annually about discrimination, harassment and violence in the workplace.
- Employees are not to be penalized or disciplined for in good faith reporting an incident or for participating in an investigation involving workplace violence or harassment
- Employees are aware of additional assistance through the Central Joint Health and Safety Committee (JHSC), the Human Rights Legal Support Centre or the board's employee assistance program.
- Management will investigate and act on all complaints or incidents of workplace harassment or violence in a fair, respectful and timely manner.

## PROGRESS INDICATORS:

Intended Outcome	Assessment
Establish incident reduction goals	A comparison, year over year, of notifiable incidents of workplace violence where a person is killed or critically injured, disabled from performing his or her usual work or requires medical attention.
Implement strategies to reduce workplace harassment and violence.	Strategies will be evaluated by reviewing and comparing, year over year, incident reports in the identified categories.
Raise awareness of all employees' direct responsibility to ensure a violence and harassment free working and learning environment.	Measured through feedback from online workplace violence and harassment training.



# Workplace Violence and Harassment Prevention

Date Approved: XXXX

Projected Review Date: XXXX

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## REFERENCES:

### **Government Documents**

Human Rights Code

Occupational Health and Safety Act, Section 32.0.1

Employment Standards Act

### **HWDSB Policies**

Code of Conduct

Occupational Health and Safety

Student Behaviour and Discipline

## COMMITTEE REPORT

Presented to: Board

Date of Meeting: May 27, 2019

From: Finance and Facilities Committee

Date of Meeting: May 16, 2019

The committee held a meeting from 5:40 p.m. 9:04 p.m. on May 16, 2019 at 20 Education Court, Hamilton, Ontario in Room 340D with Trustee Dawn Danko presiding.

Members present were: Trustees Christine Bingham (electronically), Dawn Danko, Alex Johnstone and Paul Tut. Regrets were received from Trustee Chris Parkinson.

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### DELEGATION:

#### **Ancaster Land Severance: Marc Bader (delegate)**

The presenter spoke on the value of the Ancaster High School property to the community and asked the trustees to consider reversing the decision to severe the land.

Committee members thanked the presenter for his time and presentation and the participants in the audience for their attendance.

In response to the presentation by the delegation, the committee asked that the Ancaster High School Land Severance be added to a future Finance and Facilities agenda for further discussion.

### MONITORING ITEMS:

#### **A. Long Term Facilities Master Plan Update**

Staff presented the annual update which provides clear direction for staff. Hamilton-Wentworth District School Board (HWDSB) is committed to providing equitable, affordable, and sustainable learning facilities for students. To address the numerous facets related to this mandate and to provide clear direction, HWDSB, led by the Facilities Management Department, produced the Long-Term Facilities Master Plan (LTFMP) to guide toward achieving sustainable facilities. The LTFMP is an online document with embedded links to websites and reports that is updated on a regular basis. The goal is to ensure that the LTFMP has current and relevant information beyond the date of its publication. The document is broken down into three main sections which include: Accommodation and Planning, Capital Projects and Facility Operations, representing each of the three divisions that make up the Facilities Management Department.

#### **B. Strategic Priority Report School Renewal**

Staff presented the report which included a review of the 2017-18 implementation of the HWDSB annual capital plan, and the current implementation of the 2018-19 HWDSB annual capital plan. The 2018-19 School Renewal plan identified one target:

- *At least 25 per cent fewer schools will be identified as being in poor condition by 2020.*

When the target was set in 2016, there were 21 schools identified in poor conditions. A 25% decrease would be a decrease of 5, or 16 schools in poor conditions. Currently there are 18 schools identified in poor condition and 5 more schools scheduled to close. The Board is on track to meet its target.

### **C. Interim Financial Report – April 30, 2019**

The interim financial status report as presented is based on information available and assumptions as of April 30, 2019. Budget to actual trends are reviewed in order to forecast the Board's August 31, 2019 year-end position from a financial, staffing and enrolment perspective. Even though revenue has increased due to changes in enrolment and funding allocations, there has been a corresponding increase in expenditures. The Board is on track to have a balanced budget for 2018-19.

### **D. Enrolment Summary – March 31, 2019**

Staff presented the report that showed that the March 31, 2019 enrolment is 181.50 FTE higher than projected. March 31 is one of the two count dates that is used by the Ministry to calculate the GSN, along with October 31. Enrolment data was also presented on a school by school basis.

### **E. 2019-20 Budget Development**

Staff provided a recap of items that have occurred to date and emphasized that original estimates of the GSN (Grants for Student Needs) presented a worst case scenario and employee groups were informed of the reductions as a result of Collective Agreement timelines. The Board has maintained that it would be able to add back once more information became available.

The Ministry released the high level GSN on April 27/19 and released the EFIS forms on May 10/19. Staff have used this additional information to start to recalculate the budget estimates for 2019-20. At this time, staff is looking at adding back approximately \$3.7 million from the \$15.8 million reduction that was originally calculated.

Respectfully submitted,  
Dawn Danko, Chair of the Committee

## Committee Report

Presented to: Board

Meeting date: May 27, 2019

From: Parent Involvement Committee

Meeting date: May 14, 2019

The committee held a meeting on May 14, 2019 from 6:30 - 8:30 p.m. at the Education Centre, 20 Education Court, Hamilton, Ontario, with Chair Amanda Fehrman presiding.

Members present were: Lianne Broughton, John Huculiak, Heather Lambert-Hillen, Mike Palma, Amanda Fehrman, Joanne Thompson, Susan Millman, Shelley Stacey, Nicole Burton, Corrie Ledgerwood, Gint Murphy and Trustee Becky Buck.

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### **INFORMATION ITEMS:**

#### **A. Election for Vice Chair**

Mike Palma was re-elected as Vice Chair.

#### **B. HWDSB Reading Priority**

MaryAnne Gage, System Principal and Dianne Parr, Manager of Speech and Language, shared an overview of the boards Reading Strategy and the role of the Reading Specialist. PIC members provided input on the development of parent resources to support reading at home.

#### **C. Budget Follow up**

PIC passed the following motion: “to send a letter to the Minister of Education, copied to HWDSB trustees and the Premier, regarding their concern for potential changes to school board funding and how those changes impact HWDSB stakeholders.” The motion was moved by Shelley Stacey, and seconded by Joanne Thompson. The motion carried with 8 members in favour, 1 member opposed and 1 member abstained. The letter will be copied to Trustees.

#### **D. Terms of Reference**

PIC Terms of Reference are up for review. Please let Amanda know if you are interested in this subcommittee.

#### **E. Standing Items**

Updates were provided for the following Standing items:

- French as a Second Language Advisory Committee
- Trustee Update
- Active and Sustainable School Transportation

Respectfully submitted,

Amanda Fehrman, Chair

## Committee Report

Presented to: Board

Meeting date: May 27, 2019

From: Faith Community Advisory Committee

Meeting date: May 8, 2019

The committee held a meeting on May 8, 2019 from 1:00 – 3:00 p.m. at the Education Centre, 20 Education Court, Hamilton, Ontario, with Madeleine Levy, Co-Chair presiding.

Members present were: Bob Sim, Aaron Gerrard, Sukhdeep Dhillon, Madeleine Levy, Father Geoffrey Korz, Mahendra Deonarain, Georgina Hewitt, Sebastian McPherson (student), and Trustee Becky Buck.

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### INFORMATION ITEMS:

#### A. Membership Sub-Committee Update

Georgina Hewitt was welcomed as the Community Member at Large member. Georgina represents the Children's International Learning Centre whose vision includes "contributing to a world of care and respect for all people and our environment." The committee voted to have Georgina's term end in June, 2021.

#### B. Holy Days and Days of Significance

A final draft was shared with the committee. Any changes should be provided to staff as soon as possible

#### C. Equity Action Plan

Superintendent Stephanian provided an updated on the plan development including the staff census.

#### D. Multi-faith Reflection Room Official Opening

The committee discussed an official opening in the fall. This was deferred to a future meeting

#### E. Secondary Credit Course Offerings

Father Korz submitted a motion for this item. Superintendent Stephanian reviewed existing faith-related course options in secondary school. The motion was defeated.

#### F. Distribution of Religious Texts

Father Korz submitted a motion for this item. There was no seconder for the motion.

#### G. Faith Communities Supporting Schools

Reverend Aaron Gerrard asked for information on how faith communities could support the needs of schools not met by Ministry funding. Superintendent Stephanian to bring information back at the request of the committee.

#### H. Trustee Update

Trustee Becky Buck provided an update.

Respectfully submitted,  
Bob Sim, Co-Chair  
Madeleine Levy, Co-Chair