

AGENDA: 6:00 pm

1. Call to Order and Land Acknowledgement
2. O Canada
3. Meeting Roll Call
4. Approval of the Agenda
5. Declarations of Conflict of Interest
6. Confirmation of the Minutes: May 5, 2025
7. Correspondence: D. Jerome, OSSTF D21 re: Public Education

Reports from Trustee Special Committees:

8. Policy – May 1, 2025
9. Finance & Facilities – May 6, 2025
10. Governance – May 12, 2025

Reports from Legislated Committees:

11. Special Education Advisory Committee – April 30, 2025

Reports from Community Advisory Committees:

12. Rural Schools Advisory Committee – April 30, 2025
13. Terms of Reference – Joint City of Hamilton and Hamilton-Wentworth DSB Liaison Committee

14. Oral Reports from:

- A. Student Trustees' and Shakowennakara:tats Report
- B. Director's Report
- C. Chair's Report

15. Adjournment

Trustees: Kathy Archer*, Becky Buck*, Sabreina Dahab, Dawn Danko^(R), Amanda Fehrman, Maria Felix Miller, Graeme Noble, Paul Tut, Todd White, Elizabeth Wong, Abby Zaitley. Student Trustees Oluwafikunayomi (Fikun) Alabi^(R), Victoria Li^(R), and Shakowennakara:tats Daunte Hillen.

*electronic participation, ^(R) regrets

1. Call to Order

Chair Miller called the meeting to order at 6:32 p.m.

2. Approval of the Agenda

Trustees Tut/Wong moved that the agenda be approved.

CARRIED

Shakowennakara:tats Hillen voted in favour.

3. Confirmation of the Minutes

RESOLUTION #25-32: Trustees Tut/Noble moved that the Minutes from April 7, 2025, be confirmed.

CARRIED

Shakowennakara:tats Hillen voted in favour.

4. Human Resources Committee

RESOLUTION #25-33: Trustees Wong/Tut moved that the Human Resources Committee report from April 1, 2025 be received.

CARRIED

Shakowennakara:tats Hillen voted in favour.

5. Policy Committee

RESOLUTION #25-34: Trustees Dahab/Tut moved that the Policy Committee report from April 10, 2025, be approved, including the Property Disposition and Transportation policies.

CARRIED

Shakowennakara:tats Hillen voted in favour.

6. Governance Committee

RESOLUTION #25-35: Trustees Buck/Wong moved that the Governance Committee report from April 14, 2025, be approved, including that the Governance Committee continue to serve as the committee responsible for conducting the annual performance appraisal of the Director of Education, as prescribed by O. Reg. 83/24.

CARRIED

Shakowennakara:tats Hillen voted in favour.

7. Finance & Facilities Committee

RESOLUTION #25-36: Trustees Tut/Fehrman moved that the Finance & Facilities Committee report from April 17, 2025, be approved including that the New Waterdown Elementary School and New Binbrook II Elementary School Boundary Reviews commence in the Fall of 2025, in accordance with the Board's approved Boundary Review Policy in affect at the commencement of the Boundary Reviews.

CARRIED

Shakowennakara:tats Hillen voted in favour.

8. Program Committee

RESOLUTION #25-37: Trustees Fehrman/Wong moved that the Program Committee report from April 22, 2025, be received.

CARRIED

Shakowennakara:tats Hillen voted in favour.

9. Parent Involvement Committee

RESOLUTION #25-38: Trustees Fehrman/Tut moved that the Parent Involvement Committee report from April 8, 2025, be received.

CARRIED

Shakowennakara:tats Hillen voted in favour.

10. Faith Community Advisory Committee

RESOLUTION #25-39: Trustees Buck/Tut moved that the Faith Community Advisory Committee report from April 15, 2025, be received.

CARRIED

Shakowennakara:tats Hillen voted in favour.

11. School Year Calendar – October 2025 Professional Activity Day – Date Change

RESOLUTION #25-40: Trustees Noble/White moved that the 2025-2026 School Year Calendar be approved by amending the Professional Activity Day scheduled for Monday, October 20, 2025, to Friday, October 24, 2025.

CARRIED

Shakowennakara:tats Hillen voted in favour.

12. Appointment to Trustee Special Committees – Human Resources and Policy

Trustee Zaitley self-nominated to be a member of both the Human Resources and Policy Trustee Special Committees.

RESOLUTION #25-41: That Trustee Zaitley be appointed to the Human Resources and Policy Trustee Special Committees.

CARRIED

Shakowennakara:tats Hillen voted in favour.

13. Appointment to Ontario Public School Boards' Association (OPSBA) – Board of Directors & Voting Delegate and Alternate

Trustee Wong nominated Trustee Buck as the OPSBA Board of Directors & Voting Delegate. Trustee Buck accepted the nomination.

Trustee Wong nominated Trustee Fehrman as the OPSBA Alternate. Trustee Fehrman accepted the nomination.

RESOLUTION #25-42: That Trustee Buck be appointed as the OPSBA Board of Directors and Voting delegate and that Trustee Fehrman be appointed as the OPSBA Alternate.

CARRIED

Shakowennakara:tats Hillen voted in favour.

14. Reports from Committee of the Whole (Private) – May 5, 2025

RESOLUTION #25-43: Trustees Tut/Fehrman moved that the Committee of the Whole report from May 5, 2025, be approved, including:

- That the Human Resources Committee report from April 1, 2025, be received.
- That the Finance & Facilities Committee report from April 17, 2025, be received.

15. Hamilton Foundation for Student Success

Trustee Fehrman provided an update noting that the HFSS Board of Directors met on April 9, 2025, and it was resolved that the Student Support Grant program be reopened in a modified format, effective April 14, 2025, with a total of \$60,000 available for distribution. The grant program will remain open until funds are fully allocated or until May 15, 2025, whichever occurs first.

16. Ontario Public School Boards' Association (OPSBA)

Trustee Buck provided an update noting that the Board of Director's Meeting was May 2-3, 2025.

Discussion items were as follows:

- The Annual General Meeting will be held in Niagara-on-the-Lakes June 12-14.
- OPSBA First Vice President By-Election – The by-election is scheduled for the AGM on June 13.
- Call for nominations for other OPSBA elected positions:
 - Regional Chair
 - Regional Vice-Chair
 - 2 regional representatives and one alternate on the Policy Development Work Group
 - 2 regional representatives and one alternate on the Education Program Work Group
- Ontario Education Services Corporation (OESC) Essential Governance 2025 Training Program is available online

17. Shakowennakara:tats Hillen report

Shakowennakara:tats Hillen provided the following verbal update:

- REDress Day, a National Day for Awareness for Missing and Murdered Indigenous Women, Girls, Two Spirit, Transgender, and Gender Diverse People (MMIWG2S+).
 - This day is a powerful reminder of the lives that were taken, families that are forever changed and the urgent work still needed to bring justice and protection to indigenous communities.
- Recently participated as a youth panelist at a community gathering hosted by the Hamilton Community Foundation, Niibin Advisory Services, to speak about personal experiences of raising student voice and reflecting on reciprocity and what it means from an Indigenous Education lens.

18. Director's Report

Director Sheryl Robinson Petrazzini presented the [Director's Report](#) for April which highlighted the following:

- Schools Visits
- HWDSB in the Community
- Sikh Heritage Month
- Celebrating HWDSB in the News
- April's Days of Significant

- Education Week! (May 5-9) – The beauty of belonging: What really drives student achievement (article in The Hamilton Spectator)

19. Chair's Report

Chair Miller provided the following update:

- Shared gratitude to everyone at this table who spent the last month connecting and working out in the Community, meeting people and being representatives of HWDSB.
- Trustees were encouraged to email their MPP and invite them to *Take Your MPP to School Day* May 20-23, 2025.

The meeting adjourned at 8:32 p.m.

Reference: [Agenda Package](#) and [Recording](#)

To the Trustees of the Hamilton-Wentworth District School Board:

As you may be aware, OSSTF/FEESO launched a media campaign earlier this year entitled “Ford High” which drew on popular culture to connect with Ontarians emotionally, highlighting the devastating impact of defunding public education. The creative centerpiece, a fictional series of trailers for a dystopian show, paints a vivid picture through a series of unfortunate events not far off from real scenarios at Ontario schools, like overheated classrooms, overstuffed classes, and stressed-out staff.

The province-wide "Better Schools, Stronger Communities" petition complements this media campaign by urging our partners in education, which includes Board trustees, to advocate to improve public education which thereby strengthens communities.

OSSTF/FEESO believes that Ontario’s students, their families and their communities deserve a world class public education system. Further, government cuts mean that education funding has fallen by \$1,500 per student since 2018 when adjusted for inflation and inadequate school board funding is leaving students behind, jeopardizing vital student services and school programs and negatively impacting Ontario’s future economic competitiveness. Additionally, there is a growing crisis in teacher and education worker recruitment and retention.

Locally, we gathered hundreds of signatures from across Hamilton which I presented to the Chair of the HWDSB following the May 5th, 2025, Board meeting. OSSTF District 21 (Hamilton-Wentworth), through the signatories on the “Better Schools, Stronger Communities” petition, is asking that the Hamilton-Wentworth District School Board pass a motion and call upon the Ontario Government to immediately:

- Increase annual government investments into public education to ensure Ontario’s schools can provide the best opportunities for education and student growth;
- Provide immediate and dedicated funding to address the growing backlog of school repairs and maintenance needed to ensure every school is a safe and healthy environment to learn and work; and
- End the recruitment and retention crisis to ensure that every student has the teachers and education workers they need to support their success each and every day.

Respectfully Submitted,



Daryl Jerome
District and Teachers’/Occasional Teachers’ President
OSSTF District 21 (Hamilton-Wentworth)

COMMITTEE REPORT

Presented to: Board

Date of Meeting: May 26, 2025

From: Policy Committee

Date of Meeting: May 1, 2025

The committee held a hybrid meeting on May 1, 2025, at 6:10 pm with Trustee Dahab presiding.

Members: Trustees Kathy Archer*, Sabreina Dahab, Maria Felix Miller and Graeme Noble^(R). Also in attendance was Trustee Todd White.

* electronic participation, ^(R)regrets

ACTION ITEMS(S):

A. Occupational Health & Safety

This policy is reviewed annually by the Central Joint Health and Safety Committee. The policy has been updated with a minor edit of the term Supervisor, which now includes Managers.

On the motion of Trustee Miller, the Policy Committee recommends that **the Occupational Health & Safety policy be approved.**

CARRIED

B. Workplace Violence & Harassment Prevention

This policy is reviewed annually by the Central Join Health and Safety Committee. The policy has been updated with minor edits to the Workplace Harassment and Workplace Sexual Harassment definitions to include both the physical and virtual workplace.

On the motion of Trustee Miller, the Policy Committee recommends that **the Workplace Violence & Harassment Prevention policy be approved.**

CARRIED

C. Whistleblower

Staff have reviewed the policy and made minor edits to the Purpose and Action Required sections. Following the discussion of the policy, the committee requested that staff provide clarifying language when filing a complaint and specific language related to the frequency of the review process by the Director.

The committee also agreed that the policy should maintain a 2-year review cycle and asked staff to align the placement of the policy within the overall policy document structure.

On the motion of Trustee Miller, the Policy Committee recommends that **the Whistleblower policy be approved as amended.**

CARRIED

MONITORING ITEM(S):**D. Barrier-Free Physical Learning Environment**

Staff followed up with the committee and outlined next steps in regard to this policy including a consultation of parents, guardians and caregivers on this policy in addition to the realignment of all policies connected to accessibility. Staff further shared the following steps to be taken this fall in conjunction with the public consultation:

1. Development of a Policy on Accessible Education for Students with Disabilities* as an umbrella Policy closely linked to the Human Rights Policy. (Completion March 2025)
2. Current policies to be re-organized under the new Policy.
3. Involvement of the Special Education, Inclusion and Equity Student Advisory (in development) to assist with the development of related policies and procedures. (Beginning October 2024).
4. Staff will work with SEAC on the development of a consultation framework that will support directly hearing the voice of families with lived experiences. (Completion end of September).
5. Apply the consultation framework to The Barrier-Free Physical Learning Environment Policy DRAFT. (Completion end of October)

Respectfully submitted,
Sabreina Dahab, Chair of the Committee

Reference: [Committee Package](#), [Recording](#), [Presentation](#)

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 workplace in accordance with the Occupational Health and Safety Act and HWDSB's commitment to the safety and well-being of its employees.

GUIDING PRINCIPLES:

- Promote and encourage a safe and healthy workplace, in accordance with provincial standards and in compliance with legislative requirements.
- Endeavour to eliminate any foreseeable hazards to workers.
- Commit to occupational 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.
- Ensuring contractors work safely in our workplace.

RESPONSIBILITY:

Director of Education
Supervisors
Central Joint Health and Safety Committee
All Workers

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: A system, within an organization, where everyone has direct responsibility for health and safety as an essential part of their job. It does not matter who or where the person is in the organization, they achieve health and safety in a way that suits the kind of work they do. Each person takes initiative on health and safety issues and works to solve problems and make improvements on an on-going basis.

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Supervisor: The person who has charge of a workplace or authority over a worker. This includes a principal, vice-principal, manager or teacher appointed by HWDSB to direct and supervise a school or organizational unit of a school.

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 in 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.

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

Examples include, but are not limited to:

- Schools, Board offices, properties, and facilities, as well as vehicles used in the course of completing work and traveling between work sites.
- School-related activities such as extracurricular activities, co-instructional activities, and excursions.
- Conferences, training sessions, workshops and other work-related events or functions.

ACTION REQUIRED:

Every worker protects their 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, as appropriate, information, instruction, training, and competent supervision in their specific work tasks to protect their health and safety.

The Central Joint Health and Safety Committee assists 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.

Occupational Health and Safety

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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 their 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.
Ensuring contractors work safely in our workplace.	Performance will be evaluated by reviewing critical injuries involving contractors and WSIB claim data where applicable.

REFERENCES:

Government Documents

Education Act

Occupational Health and Safety Act



Workplace Violence and Harassment Prevention

Date Approved: XXXX

Projected Review Date: XXXX

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PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) is committed to 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:

- Work together to create an environment free from discrimination, harassment, and workplace violence to foster the development of trusting and respectful relationships.
- Fulfill our obligations under the Occupational Health and Safety Act and Ontario Human Rights Code.

INTENDED OUTCOMES:

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

RESPONSIBILITY:

Director of Education
Supervisors
Central Joint Health and Safety Committee
All Workers

TERMINOLOGY:

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

Discrimination: Any form of unequal treatment based on a protected ground under the Human Rights Code (the Code), whether imposing extra burdens or denying benefits. It may involve direct actions that are discriminatory on their face, or it may involve rules, practices or procedures that appear neutral but have the effect of disadvantaging certain groups of people. It can be direct or indirect, individual, or systemic. It may take obvious forms (direct), or occur in very subtle ways (indirect). In any case, even if there are many factors affecting a decision or action, if discrimination is one factor, that is a violation



Workplace Violence and Harassment Prevention

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that could lead to progressive discipline. Hate activities and harassment are forms of discrimination. Putting measures to correct, relieve or remedy hardship or systemic discrimination experienced by persons or groups in an attempt to achieve equity is not discrimination.

Supervisor: The person who has charge of a workplace or authority over a worker. This includes a principal, vice-principal or teacher appointed by HWDSB to direct and supervise a school or organizational unit of a school.

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. 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. This includes any virtual or digital environments. Examples include, but are not limited to:

- Schools, Board offices, properties, and facilities, as well as vehicles used while completing work and travelling between work sites.
- School-related activities such as extracurricular activities, co-instructional activities, and excursions.
- Conferences, training sessions, workshops and other work-related events or functions.
- Under the Ontario Human Rights Code, protection from workplace harassment and workplace sexual harassment also applies where workers are travelling to and from work-related activities.

This policy also applies to telephone, email, social media, or other communications related to work.

Workplace Violence: The Occupational Health and Safety Act, defines workplace violence 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, including virtually through the use of information and communications technology, that is



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known or ought reasonably to be known to be unwelcome, or workplace sexual harassment. The Ontario Human Rights Code also protects employees from harassment in employment by the employer, agent of the employer or by another employee because of the following prohibited grounds: Race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sexual orientation, gender identity, gender expressions, age, a record of offences, marital status, family status, disability. It is important to note that there is potential for more than one protected ground to intersect, where an employee is protected under multiple identified grounds simultaneously. Further, the Ontario Human Rights Code protects employees from discrimination because of association, relationship, or dealings with another person identified by a protected ground.

Workplace Sexual Harassment: Engaging in a course of vexatious comment or conduct against a worker in a workplace, including virtually through the use of information and communications technology, 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 their 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:

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*.

HWDSB will:

- Develop a complaint process and ensure all complaints of workplace discrimination and harassment are appropriately investigated.
- Post the policy in all HWDSB workplaces on the Health and Safety Bulletin Board.
- Provide all workers with information and instruction upon hire, annually and as needed about this policy and discrimination, harassment, and violence in the workplace.



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- Ensure workers are not penalized for reporting an incident or for participating in an investigation involving workplace violence or harassment while acting in good faith.
- Make workers aware of additional assistance through the Central Joint Health and Safety Committee (CJHSC), the Human Rights Legal Support Centre or the Board's Employee and Family Assistance Program (EFAP).
- Instruct supervisors to create a respectful workplace, model behaviours that are expected of all workers, and address issues that they become aware of, regardless of whether a complaint is made by the worker.
- Ensure supervisors investigate as appropriate all incidents and complaints of workplace harassment or violence in a fair, respectful, and timely manner, following the Board's established process. HWDSB will ensure supervisors are held accountable for responding to and resolving complaints of harassment.

PROGRESS INDICATORS:

Intended Outcome	Assessment
Establish workplace violence reduction goals.	A comparison, year over year, of notifiable incidents of workplace violence where a person is killed or critically injured, disabled from performing their 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 and complaint summary reports.
Raise awareness of all workers' direct responsibility to ensure a violent and harassment-free working and learning environment.	Measured through feedback from online workplace violence and harassment training.

REFERENCES:

Government Documents

Human Rights Code

Occupational Health and Safety Act, Section 32.0.1

Whistleblower Policy

Date Approved: XXXX

Projected Review Date: XXXX

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PURPOSE:

Hamilton Wentworth District School Board (HWDSB) is committed to providing learning and working environments that are welcoming, respectful, accessible, and free from discrimination and harassment. As a public school board, HWDSB prioritizes the effective stewardship of its resources in accordance with all applicable laws. Interested parties who have reasonable information or concerns with respect to human rights violations, poisoned environment, conflicts of interest, child protection, violence, harassment, bullying, alleged illegal practices, questionable financial or operational transactions or any breach of Board policy or procedure are encouraged to file a Whistleblower Complaint

HWDSB will provide supports and protections from unfair disciplinary actions or reprisals to those who come forward under the Whistleblower Policy.

GUIDING PRINCIPLES:

HWDSB:

- Values an organizational environment that is open and transparent and conducts operations with integrity.
- Considers all reasonable information it may receive about wrongdoing.
- Protects the identities of whistleblowers. Exceptions will be made if the issue requires investigation by law enforcement or if disclosure is required by law.
- Acknowledges that it may be difficult for a member of the HWDSB community to come forward as a whistleblower given the hierarchy of the organization.
- Encourages disclosures of wrongdoing to be made sooner, rather than later, to reduce harm to the HWDSB community.
- Demonstrates commitment to maintaining high professional ethical standards.

INTENDED OUTCOMES:

- Support individuals to report suspected wrongdoing by any member of the HWDSB community.
- Ensure that there is no reprisal against an individual reporting a suspected wrongdoing under this policy.
- Provide all whistleblowers with access to a post-report and investigation feedback related to the complaint process.

RESPONSIBILITY:

Director of Education

All members of the HWDSB Community are responsible for exercising diligence in preventing and reporting all suspected wrongdoing in good faith.

Whistleblower Policy

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TERMINOLOGY:

Conflict of Interest: A potential, apparent or actual conflict where an employee or trustee's financial or other personal interest, whether direct or indirect, conflicts or appears to conflict with the employee's responsibility to the Board or with participation in any recommendation or decision pertaining to hiring within the Board.

Conflict of Interest – Relationship: Relationship means any relationship of the employee to persons of their immediate family whether related by blood, adoption, marriage or common-law relationship, and any relationship of an intimate and/or financial nature during the preceding five years, any student-supervisor relationship or any other past or present relationship that may give rise to a reasonable appearance of bias.

Good Faith: A sincere belief or motive without any malice or the desire to defraud others.

HWDSB Community: Students, staff, parents, guardians, caregivers, trustees, community advisory committee members, school council members, permit holders, vendors, service providers, contractors, volunteers, visitors and all other persons who are invited to access, provide services or attend Board and school events. It also includes any person or organization who enters into an agreement with HWDSB or uses Board property.

HWDSB Environment: Board property, schools, school buses, virtual or digital learning and working environments, social media, school or work-related events or activities, before- and after-school programs, extracurricular activities, co-instructional activities and excursions. It may include any other locations outside HWDSB that may have an impact on the school or work climate.

Ontario Human Rights Code (OHRC): The Code prohibits actions that discriminate against people based on a protected ground in a protected social area.

Protected Grounds:

- Age
- Ancestry
- Citizenship
- Colour
- Creed (includes religion)
- Disability (including mental, physical, developmental, or learning disabilities)
- Ethnic origin
- Family status (such as a parent-child relationship, elder relationships)
- Gender Identity and Gender Expression
- Marital status (including the status of being married, single, widowed, divorced, separated or living in a conjugal relationship outside of marriage, whether in a same sex or opposite sex relationship).
- Place of origin
- Race
- Sex (including pregnancy and breastfeeding)

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- Sexual Orientation
- Record of offences (criminal conviction for a provincial offence, or for an offence for which a pardon has been received) (applies to employment only).
- Socio-economic status (not a protected ground under the Code but protected under the HWDSB Human Rights Policy).

Protected Social Areas:

- Accommodation (housing)
- Contracts
- Employment
- Goods, services and facilities
- Membership in unions and trade or professional associations

Poisoned environment: A negative, hostile or unpleasant learning or work environment created due to comments, conduct or activities that harass or discriminate against a person or a group. It might not be directed at a specific individual. A poisoned environment may result from a series of incidents or a single serious incident. Allowing inappropriate behavior to continue and failing to adequately remedy and restore the environment following the incident(s) may result in a poisoned environment.

Reasonable Information: Any information that is based on sound judgement and is fair and valid.

Reprisal: An action or threat that is intended as retaliation or punishment for making a report of wrongdoing.

Whistleblower: A person who brings forward information of suspected wrongdoing through the whistleblower process.

Wrongdoing:

- Violation of laws, acts or legislation (e.g., Ontario Human Rights Code, Criminal Code of Conduct).
- Serious breach of the HWDSB Code of Conduct or existing HWDSB policies and procedures.
- Misuse of public funds or public assets.
- Mismanagement or abuse of positional power.
- Doing something that creates a significant danger to physical or mental health, safety or the life of a person or persons.
- Time theft (e.g., an employee collects pay for time not actually worked).
- Knowingly directing, counseling or pressuring a person to commit wrongdoing.

ACTION REQUIRED:

Maintain a Whistleblower Procedure that is accessible to the HWDSB community. The procedure will establish and maintain a clear process for:

- How to submit whistleblower reports to the third-party company contracted by HWDSB,
- How the third-party company will process whistleblower reports,

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- How reports of suspected wrongdoing about a member of the HWDSB community will be investigated,
- How a post-report and investigation complaint process for any whistleblower will be maintained, and
- How to provide feedback about the process.
- Address and remedy wrongdoing, as defined by the policy, appropriately and in an independent, transparent, fair and timely manner.
- Ensure that a person who, in good faith, reports suspected wrongdoing and anyone associated with the report, including witnesses, are protected from reprisal, including harassment, retaliation or adverse employment consequences.
- Provide information to all employees to make clear that this policy does not affect or replace any duty to make a report that is required or permitted under legislation or other HWDSB policies and procedures.
- Communicate annually to the HWDSB Community about the Whistleblower Policy and Procedure, including details about how to make a report.

PROGRESS INDICATORS:

Intended Outcome	Assessment
Support HWDSB community members to report suspected wrongdoing by any member of the HWDSB community.	The Director of Education or designate will provide an annual report to a committee of the Board about the implementation of this policy (including submissions data and general findings).
Ensure that there is no reprisal against those who report a suspected wrongdoing under this policy.	The Director of Education or designate will review the process regularly to ensure no reprisals have occurred through feedback received and the complaint process.
Provide all whistleblowers with access to a post-report and investigation feedback and/or complaint process.	The Director of Education or designate will receive all feedback or complaints about the process and review them for potential action.

REFERENCES:

Government Documents

Canadian Criminal Code (R.S., 1985, c. C-46)
 Child, Youth and Family Services Act
 Education Act
 Ministry of Education Expenditure Guidelines
 Ontario Regulation 361/10: Audit Committees
 Ontario Human Rights Code
 The Criminal Code of Canada (RS., 1985, c. C-46)

COMMITTEE REPORT

Presented to: Board

Date of Meeting: May 26, 2025

From: Finance and Facilities Committee

Date of Meeting: May 6, 2025

The committee held a hybrid meeting from 6:03pm to 7:09pm on May 6, 2025, with Trustee Paul Tut presiding.

Members: Trustees Maria Felix Miller*, Kathy Archer*, Amanda Fehrman^(R)

*Electronic participation, ^(R)Regrets

ACTION ITEMS

A. Notice of Motion: Bernie Custis Secondary School Outdoor Space

Trustee Miller presented her Notion of Motion regarding Bernie Custis Secondary School, highlighting the following points for the Committee members:

- In 2014, the Board approved the construction of Bernie Custis Secondary School and planned a shared playfield with the City of Hamilton on the former Dominion Glass site.
- A Joint Development Agreement was established with the City, allowing shared use of the future Brightside Park artificial turf field through a licence agreement.
- Delays in the completion of Brightside Park and ongoing issues with consistent sports field access have negatively impacted students at Bernie Custis Secondary School.

On the motion of Maria Felix Miller, the Finance and Facilities Committee **RECOMMENDS:**

- a. That staff be directed to work with City staff to determine the feasibility of constructing an artificial turf green space in partnership with the City on the existing greenspace immediately adjacent to Bernie Custis Secondary School, which is owned and maintained by the City, and report back.
- b. That staff be directed to engage with City staff to determine the feasibility of Bernie Custis Secondary School being an equal tenant user of Tim Horton's Field, and report back.
- c. That staff be directed to engage with Ministry of Education staff to determine the feasibility of purchasing the property known as King George School, for the purpose of constructing an artificial turf field, and report back with findings.

CARRIED.

Refer to Appendix A

B. 2025-2026 Capital Budget Update

Staff presented the report which identified the different funding sources for capital projects – School Renewal Allocation (SR) and School Condition Improvement (SCI) as well as a contingency value through the use of Proceeds of Disposition (POD).

On the motion of Kathy Archer, the Finance and Facilities Committee **RECOMMENDS that the 2025-2026 Capital Budget be approved at a total of amended number \$ 95,328,000.**

CARRIED.

Refer to Appendix B.

MONITORING ITEMS**C. Budget Consultation – Feedback Report**

Staff reviewed the feedback report from the budget consultation process on the budget priorities that had been approved by the Finance and Facilities Committee at its meeting in January. The feedback received is being used to inform budget decisions for 2025-2026.

D. Core Education Model Overview

Staff provided an overview of the Core Education Funding (Core Ed), formerly known as the Grants for Student Needs (GSN) and provided a graphic of the six (6) new funding pillars. The graphic shows how funds can flow between the different groups. The discussion focused on how funds can be used and if funding moves from Group A to Group B there is additional Ministry reporting that is required.

Respectfully submitted,
Paul Tut, Chair of the Meeting

Reference: [Committee Package](#) and [Recording](#)

Notice of Motion: Bernie Custis Secondary School Outdoor Space

Submitted by: Trustee Maria Felix Miller

WHEREAS in 2014 the Board approved the construction of a new north secondary school, Bernie Custis Secondary School, and that the playfield be constructed, in conjunction with the City of Hamilton, on the former Dominion Glass site.

WHEREAS the Board entered into a Joint Development Agreement with the City of Hamilton, in which the Board agreed to share access to Brightside Park artificial turf field, once the former Dominion Glass site was redeveloped, under a licence agreement.

WHEREAS at the time of the Joint Development Agreement, it was expected that the opening of Brightside Park would align with the school opening in 2019, but in the event it was not complete, school access to Tim Horton's Field was to continue through a licence agreement.

WHEREAS the Board continues to experience challenges with uninterrupted and defined access to a sports field, impacting students at Bernie Custis Secondary School.

THEREFORE, BE IT RESOLVED that staff be directed to work with City staff to determine the feasibility of constructing an artificial turf green space in partnership with the City on the existing greenspace immediately adjacent to Bernie Custis Secondary School, which is owned and maintained by the City, and report back.

FURTHER BE IT RESOLVED that staff be directed to engage with City staff to determine the feasibility of Bernie Custis Secondary School being an equal tenant user of Tim Horton's Field, and report back.

FURTHER BE IT RESOLVED that staff be directed to engage with Ministry of Education staff to determine the feasibility of purchasing the property known as *King George School*, for the purpose of constructing an artificial turf field, and report back with findings.

**Hamilton-Wentworth District School Board
2025-2026 Budget Estimates
Capital Budget**

	Expenditures	Funding Source					
	Total Estimated Capital Budget	Capital Priorities	Childcare Capital	SRA and SCI	EDC	Proceeds of Disposition	Total Funding Allocated in 2025/26
Construction in Progress							
New Binbrook II Elementary School*	\$ 18,000,000	\$ 18,000,000	\$ -	\$ -	\$ -	\$ -	\$ 18,000,000
New Nash / Upper Stoney Creek Elementary School*	\$ 18,000,000	\$ 15,000,000	\$ 3,000,000	\$ -	\$ -	\$ -	\$ 18,000,000
New Waterdown Elementary School	\$ 18,000,000	\$ 14,000,000	\$ 4,000,000	\$ -	\$ -	\$ -	\$ 18,000,000
Mount Hope ES Addition	\$ 8,500,000	\$ 6,000,000	\$ 2,500,000	\$ -	\$ -	\$ -	\$ 8,500,000
Janet Lee ES Addition*	\$ 4,500,000	\$ 3,000,000	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 4,500,000
Bennetto ES Accessibility Project**	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 400,000	
A.M. Cunningham ES Accessibility Project**	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 400,000	
Parkdale ES Accessibility Project**	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 400,000	
Rosedale ES Gym Addition Project**	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000	
Eastdale ES Portapak**	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000	
School Renewal	\$ 28,328,000	\$ -	\$ -	\$ 27,328,000	\$ -	\$ 1,000,000	\$ 28,328,000
Total	\$ 97,028,000	\$ 56,000,000	\$ 11,000,000	\$ 27,328,000	\$ -	\$ 1,000,000	\$ 95,328,000

*Actual spend considers additional funding supported by the Ministry

** Values identified for Proceeds of Disposition were previously approved under the 2024/2025 school year

COMMITTEE REPORT

Presented to: Board

Date of Meeting: May 26, 2025

From: Governance Committee

Date of Meeting: May 12, 2025

The committee held a hybrid meeting on May 12, 2025, at 6:00 pm with Trustee Buck presiding.

Members: Trustees Becky Buck, Sabreina Dahab, Maria Felix Miller and Paul Tut*. Also in attendance: Trustees Todd White and Abby Zaitley.

*electronic participation, ^(R)regrets

ACTION ITEM(S):

A. Board Meeting Dates 2025-2026

Staff presented the meeting dates for the Governance Committee to review for the next school year. In preparation for the report, staff review the Religious and Creed Observances and Days of Significance document and past meeting date sequences to draft the upcoming board meeting dates. The Committee requested that September 8 be identified as a tentative board meeting date, as it is early in the school year and the appreciation of having full and robust meeting agendas.

On the motion of Trustee Dahab, the Governance Committee **recommends that the Board Meeting Dates for 2025-2026 be approved.**

<u>2025</u>	<u>2026</u>
September 8 (Tentative Board Meeting Date)	January 12, 26
September 29	
October 6, 27	February 9, 23
November 17 (Organizational Board), 24	March 9, 30
December 8 (Tentative Board Meeting Date)	April 13, 27
December 15	May 11, 26
	June 8, 15
	June 22 (Tentative Board Meeting Date)

CONSENT

B. Trustee Professional Development (PD) 2025-2026

Staff presented the Trustee Professional Development Plan to the committee. Staff have proposed a one-day learning retreat with Executive Council and approximately eight 50-minute Information Sessions focusing on finance, policy development and learning about the support departments at HWDSB. The committee discussed and asked that when the Information Sessions are scheduled, if the content aligns with a current Trustee Special Committee, to consider having the committee host the Information Session for the first 50 minutes of the agenda. For topics which do not align, the suggestion for staff was to consider having a meeting featuring two topics or scheduling prior to a board meeting.

The Committee expressed appreciation for having the meeting dates (with Information Sessions identified) by September to support planning and calendaring of events for the school year.

On the motion by Trustee Miller, the Governance Committee **recommends that the Trustee Professional Development Schedule for 2025-2026 be approved including a Trustee/Executive Council Retreat and Information Sessions on Finance, Policy Development and Support Departments (Facilities Services, Information Technology, Human Resources, Indigenous Education and Continuing Education).**

Respectfully submitted,
Trustee Buck, Chair of the Committee

Reference: [Committee Package](#), [Recording](#)

Committee Report

Presented to: Board

Meeting Date: Monday, May 26, 2025

From: Special Education Advisory Committee (SEAC)

Meeting Date: Wednesday, April 30, 2025

The Committee held a meeting in room 308, Education Centre on Wednesday, April 30, 2025, beginning at 5:36 pm, ending at 7:41 pm, with Chair Judy Colantino presiding.

Present

Danielle Dion-Broadley, FASD Parent & Caregiver Support Group, Judy Colantino, Down Syndrome Association of Hamilton, SEAC Chair, Julie Armstrong, Centre for Diverse Learners, Lynn Vanderbrug, Lynwood Charlton Centre, Nancy Silva Khan, Autism Ontario (Central West Chapter), Sarah Pennington, Community Living Hamilton, Susi Owen, CNIB Hamilton and Niagara.

Regrets

Dawn Danko, Trustee Ward 7, Lindsay Bray, McMaster Children's Hospital Developmental Pediatrics and Rehabilitation Portfolio, SEAC Vice Chair, Maria Felix Miller, HWDSB Chair, Trustee Ward 3, Melanie Roberts, Association for Bright Children of Ontario.

Guests

Abby Zaitley, HWDSB Trustee, Ward 4, Chris Tondreau, Interim HWETL Vice President, Dale Hill, Principal, Glenwood.

A. MONITORING ITEMS:

Council for Exceptional Children – Yes I Can Update

The Committee visited the planning team that was preparing award packages for student winners who will be recognized for their achievements within their school community

Introduction to System Navigation, Human Rights Office

Fayrouz Fakhereddin, System Navigator, Human Rights Office

- A brief overview of the Human Rights Office (HRO) was provided outlining key points of the office
- The HRO is guided by the Ontario Human Rights Code and HWDSB's Human Rights Policy
- The HRO supports HWDSB in fostering a culture of respect for human rights in all HWDSB learning and working environments
- The mandate is to promote and protect the human rights of students, families, staff and the broader HWDSB community
- System Navigation is a collaboration between the HRO and Equity and Well-Being Departments to prevent and address inequities and/or possible human rights issues

Special Education, Inclusion & Equity – Summer Programs

Kimberly Chute, System Principal, Special Education, Inclusion & Equity

- An overview highlighting the proposed upcoming summer programs was presented - Centre 4 Success, AIM Transitions, Empower Reading, ASD/DD Social Communication, ULS, Personal Hygiene and Building Independence
- Programs are held throughout the summer in various schools, and are intended to provide additional support as students transition from summer to regular routine
- Centre 4 Success: program provides support for students with or without learning disabilities in using assistive technology as essential accommodation to access the Ontario Curriculum
- AIM Transitions: program is designed to support in-school transitions with a range of strategies and practice in problem solving, social communication and self-regulation
- Empower Reading: in collaboration with Program Department – students will benefit from a review of key Empower strategies and skill consolidation - this approach strengthens foundational literacy skills—such as decoding, comprehension, and spelling
- ASD/DD Social Communication: program supports in-school transitions, skills development strategies and Universal Life Skills (ULS) linking grade 8 students with secondary peers
- Building Independence and Personal Hygiene: pilot program for kindergarten to grade one students to build skill sets required for personal hygiene

Letter to the Ministry of Education regarding the IPRC Criteria

- Letter will be sent to the Ministry from HWDSB SEAC representatives requesting the language in the IPRC Criteria be changed to reflect current educational practices, the Ontario Human Rights Code and HWDSB's Multi-Year Strategic Plan

B. MEMBERS' UPDATE

Danielle Dion-Broadley, FASD Parent & Caregiver Support Group

- The Hamilton FASD Collaborative will be administering the Hamilton FASD Parent & Caregiver Support group starting in May
- Our first session will be Thursday, May 29th at 10am. Sessions will be held monthly from September-June, on the last Thursday of each month, rotating between morning sessions and evening sessions

Lynn Vanderbrug, Lynwood Charlton Centre

- Lynn announced her resignation from the Committee. A new representative will be announced once the association elects one. Chair Colantino expressed gratitude for Lynn's valuable contributions to the Committee and wished her all the best in her future endeavors

Sharon Stephanian, Superintendent, Special Education, Inclusion & Equity

- Parent Involvement Committee (PIC) is hosting an event for parents and caregivers on May 31st at Sherwood Secondary School, featuring a variety of wellness workshops
- The Special Education, Inclusion & Equity team is continuing to host monthly professional learning workshops for Learning Resource Teachers and Special Education Class Teachers. These sessions provide valuable opportunities to deepen understanding, share best practices, and support inclusive education for all learners
- Access Athletics will take place June 4th (elementary) and June 5th (secondary) at Nora Henderson Secondary School, for students in Grade 3-12. For students in kindergarten to Grade 2, a special activity package will be provided for schools to facilitate their own events at a time that best suits their school community
- Schools host Welcome to Kindergarten events during the second week of May to support families and children as they begin their school journey. We have coordinated 150 entry-to-school meetings for students with extensive special education needs. These meetings help ensure a smooth and supportive transition by facilitating collaboration between families, educators, and support teams
- Next round of our student-centered photo campaign will be launching soon, featuring students from Glenwood School. These photos celebrate the student voice, identity, and inclusion, highlighting the vibrant and diverse community within our schools

Respectfully submitted by
Judy Colantino, SEAC Chair

Committee Report

Presented to: Board

Date of Meeting: May 26, 2025

From: Rural Schools Community Advisory Committee

Date of Meeting: April 30, 2025

The Rural Schools Advisory Committee held a virtual meeting on Wednesday, April 30, 2025, at 6:30 pm.

Members Present: **Flamborough:** Leah Young; **Greensville:** Katherine Hamstra; **Michaëlle Jean:** Suzanne Hall; **Millgrove:** Chantal Kemp; **Mount Hope:** Heidi Oglesby; **Rockton:** Tanya Brouwer.

INFORMATION ITEMS:

A. Rural Schools Designation/Funding and mandate of the Committee

Superintendent L. Snell explained to the Committee the background regarding the funding allocation from the Ministry of Education noting that the funding is dedicated for school boards to further improve education for students from rural communities. The funds are used to support schools in the rural areas where it's more difficult to access some of the supports, services, and resources.

B. Budget Report Presentation

Matthew Gerard, Associate Director of Business Services presented the Budget report noting the following:

- Total Funding for 2024 - 2025: \$ 75,911. Carried forward is 11% of the total allocation
- Budget available \$ 49,800.01, once commitments are considered, including the Central Reserve funds
- Central Rural Schools Reserve: \$ 8,385.00

C. Updates – Facilities; Health & Safety; Water; and Transportation

Matthew Gerard, Associate Director of Business Services presented the following staff reports:

Facilities:

Bellmoore

- Boundary review for the new elementary school in Binbrook to begin in Fall 2025

Flamborough

- Septic System Replacement project was issued in fall of 2023. The project remains with the Ministry of the Environment, Conservation and Parks (MECP)

Mount Hope

- Six classroom and five room childcare addition expected to begin construction Summer 2025

Rockton

- Board staff continue to work with City staff to allow the school to access the City owned Community Centre.

Tapleystown

- New Nash neighbourhood school and five-room childcare expected to begin construction in fall 2025. A transition committee will be led by the area Superintendent. More information to be shared.

Water (Ont. Reg 170 Schools with Drinking Water Systems)

Balaclava, Michaëlle Jean, Rockton, Millgrove, Flamborough, Greensville

- No updates since the last committee meeting on October 30, 2024, as regular preventative maintenance and inspections are keeping the systems at schools running well.

Transportation:

- Schools are still experiencing delays because of driver shortages and absences. At present, one operator has one route without a driver. While the other two operators have a driver for each route, they don't have many spare drivers available. Daily absences are causing issues due to this lack of spare drivers.

Respectively submitted,
Heidi Oglesby, Chair
Rural Schools Community Advisory Committee



BOARD

Monday, May 26, 2025

Terms of Reference: Joint City of Hamilton and Hamilton-Wentworth District School Board Liaison Committee

Submitted By: Sheryl Robinson Petrazzini, Director of Education

Prepared By: Heather Miller, Officer of Trustee Services

Recommendation:

That the Joint City of Hamilton and Hamilton-Wentworth District School Board Liaison Committee Terms of Reference be approved.

Background:

The Joint City of Hamilton and Hamilton-Wentworth District School Board Liaison Committee was formed to strengthen the relationship between Councillors and Trustees by working together to address issues which affected both governing bodies by seeking opportunities which could leverage resources and achieve cost-effective, efficient and measurable outcomes.

Status:

The committee recently met in April and reviewed the joint committee Terms of Reference with changes being made to the following:

- A designate from Council may attend in the place of the Mayor when necessary
- The selection of two Co-Vice Chairs (one from the City and the one from HWDSB)
- In the absence of the Mayor, or HWDSB Chair, the respective Co-Vice Chair will chair the meeting
- Meeting will be held at City Hall and streamed live in accordance with the City's Procedural By-law
- Administrative support is provided by the City of Hamilton
- Meetings will be held quarterly or at the call of the Chair

Refer to Appendix A, where bold and italic fonts indicate changes made.

The Committee Terms of Reference were approved by Council on May 7, 2025.

Financial Implications:

BE YOU. BE EXCELLENT.

There are no financial implications.

Strategic Directions:

Upholding Human Rights, Safety & Well-Being

We will support all students and staff to feel safe and secure in our classrooms and school communities.

Providing Equitable Quality Education

We will offer equitable quality educational opportunities to improve student engagement, learning and achievement for future-readiness.

Collaborating with Students, Families & Communities

We will build reciprocal relationships and partnerships to enhance access and engagement for students, families, and communities.

Building a Sustainable Education System

We will adapt to a rapidly changing world through responsible fiscal management, investing equitably in accessible and sustainable facilities, and supporting a robust workforce.

Reinforcing Indigenous Educational Wellness & Reconciliation

We will honour our commitment to Truth and Reconciliation by nurturing respectful and reciprocal relationships among Indigenous Peoples and Treaty Partners, and by cultivating intergenerational healing and wellness in a restorative education system.



JOINT CITY OF HAMILTON AND HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD (HWDSB) LIAISON COMMITTEE

TERMS OF REFERENCE

MEMBERSHIP

Total of three Trustees (Chair of the Board and two Trustees)

Total of three Members of Council (Mayor, ***or designate from Council***, and two members of Council)

Total of three HWDSB Secondary Students (non-voting)

City and Board Staff will be invited to attend meetings as required.

The term of membership on each committee shall be consistent with the practices of each of the respective bodies.

CO-CHAIR / CO-VICE CHAIR

The Co-Chair of each meeting will alternate between the Mayor of the City of Hamilton and the Chair of HWDSB.

The Liaison Committee will select two Co-Vice Chairs, one from the City of Hamilton and One from HWDSB.

In the absence of the Mayor or HWDSB Chair, the respective Co-Vice Chair will Chair the meeting.

MANDATE

- (1) To strengthen the relationship between the City and HWDSB;
- (2) To assist in addressing issues affecting the governing bodies;
- (3) To promote increased co-operation, synergies and efficiencies between City Council and HWDSB;
- (4) To explore common interests;

- (5) To better understand and co-ordinate services;
- (6) To increase and maintain regular communication;
- (7) To work in a spirit of co-operation to further the mission of the City and HWDSB;
- (8) Joint initiatives and outcomes will align;
- (9) To develop ongoing collaborative and timely public communication strategies reflective of common purpose, work in progress and outcomes;
- (10) To monitor the work developed by staff on the Joint Property Asset Committee (JPAC) as outlined in the Terms of Reference of JPAC and attached as Appendix 'A'; and
- (11) To promote the health and wellbeing of children and their families.

REPORTING MECHANISM

The members of the Liaison Committee will be responsible to report back to their respective reporting structures.

DECISION MAKING PROCESS

Decisions will be arrived at through consensus and if a vote is required a majority from each participating body's approval is required.

MEETING FORMAT

1. Four business days written notice will be given of meetings. Meetings will be held at regularly scheduled dates agreed to by members. The City and HWDSB can request a meeting outside these times. ***Meetings will be held at City Hall and streamed live in accordance with the City's Procedural By-law. Legislative support will be provided by the Office of the City Clerk.***
2. Agenda

The agenda will be mutually developed and agreed upon by the City and HWDSB with items that fall within the mandate of the Liaison Committee.
3. Resources

The Committee will be clerked by the City of Hamilton.
4. Quorum

Quorum will be four (4) made up of two trustees and two councillors.

5. Meeting Dates

Committee shall meet quarterly or at the call of the Chair.

Amended by Council on July 8, 2022 by AF&A Report 22-013 and GIC Report 22-014

Revised December 19, 2018 (Council 18-021)