

AGENDA: 6:15 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 13, 2024](#)

Reports from Trustee Special Committees:

7. [Policy – May 1, 2024](#)
8. [Finance & Facilities – May 9, 2024](#)
9. [Governance – May 14, 2024](#)
10. Representative Appointment to OPSBA – Board of Directors, Voting Delegate (and Alternate*for voting purposes)
11. Report from:
 - A. [Standing Committee – May 13, 2024](#)
 - B. Committee of the Whole (Private) – May 27, 2024
12. Oral Reports from:
 - A. Student Trustees' Report – Local Activities & Ontario Student Trustees' Association (OSTA) Report
 - B. Director's Report
 - C. Chair's Report
13. Adjournment

Trustees: Kathy Archer (Electronically), Becky Buck, Amanda Fehrman, Maria Felix Miller, Graeme Noble (Electronically), Paul Tut, Todd White and Elizabeth Wong. Student Trustees Thomas Lin and Harry Wang.

Regrets: Trustees Sabriena Dahab, Dawn Danko, and Ray Mulholland.

1. Call to Order and Land Acknowledgement

Maria Felix Miller, Chair of the Board called the meeting to order at 6:32 pm and recited the land acknowledgement.

2. Approval of the Agenda

RESOLUTION #24-65: Trustees Fehrman/Wong moved that the agenda be approved.

CARRIED UNANIMOUSLY

Student Trustees Lin and Wang voted in favour.

3. Declarations of Conflict of Interest – None

4. Confirmation of the Minutes: April 29, 2024

RESOLUTION #24-66: Trustees Wong/Fehrman moved that the minutes from April 29, 2024 be approved.

CARRIED UNANIMOUSLY

Student Trustees Lin and Wang voted in favour.

5. Correspondence: E. Biro

RESOLUTION #24-67: Trustees Fehrman/Tut moved that the correspondence from E. Biro be received.

CARRIED UNANIMOUSLY

Student Trustees Lin and Wang voted in favour.

Reports from Trustee Special Committees:

6. Program – April 25, 2024

RESOLUTION # 24-68: Trustees Fehrman/Buck moved that the Program Committee report from April 25, 2024 be received.

CARRIED UNANIMOUSLY

Student Trustees Lin and Wang voted in favour

7. Finance & Facilities – April 30, 2024

The Board of Trustees requested that the references in GP #5 be to the HWDSB Transportation Policy and the term vehicle (not bus) and language be added to GP #7 regarding facilities partnerships.

RESOLUTION #24-69: Trustees Tut/Wong moved that the Finance & Facilities Committee report from April 30, 2024 be approved as amended including the Long-Term Facilities Plan Guiding Principles:

Guiding Principle #1

Support quality and accessible learning, working, and teaching environments by maximizing opportunities to invest in new and improved sustainable school facilities.

Guiding Principle #2

Maximize student accommodation within permanent purpose-built learning spaces. Ensure schools are constructed to meet the sustainable long-term accommodation needs of a neighbourhood (optimal utilization rates of school facilities are in the range of 90%-110%) while recognizing the use of temporary accommodations are required to accommodate peak neighbourhood enrolment.

Guiding Principle #3

Minimize transitions and impacts on students when implementing accommodation strategies.

Guiding Principle #4

Provide innovative facility design which maximize students' access to equitable, quality and collaborative educational learning spaces to support the elementary and secondary program strategies.

Guiding Principle #5

Promote active and sustainable forms of transportation through planning, boundary creation and school site design while adhering to the HWDSB Transportation policy on maximum travel time one way on a vehicle.

Guiding Principle #6

Improve accessibility within our built environments as per the Multi-Year Accessibility Plan; providing environments that build independence, dignity, respect for students, families, the community, and staff and maximizes participation. Apply inclusive design principles by emphasizing dignity, inclusion, accessibility, barrier-free environments and meaningful participation of individuals and groups with diverse identities and varying levels of ability.

Guiding Principle #7

Support the shared use of facilities by promoting opportunity of access for students and the broader community and seek opportunities for facility partnerships.

Guiding Principle #8

Support collaboration through meaningful student, family, and community engagement.

Guiding Principle #9

Specific principles related to elementary and secondary panels:

Elementary

- a. School Capacity – optimal school capacity would be 450 to 650 students, which creates two to three classes for each grade.
- b. School Grade / Organization – Kindergarten to Grade 8 facilities.
- c. School Site Size – Optimal elementary school site includes play fields, parking lot and building. For new site acquisition, optimal size approximately 6-8 acres and for existing schools, site size is based on local neighbourhood characteristics.
- d. In dual track schools, enrolment between French Immersion and English track should ensure that the balance supports ideal program delivery. i.e. There should be balance of French and English program enrolments to foster a successful learning experience for every student based upon HWDS's elementary program strategy.

Secondary

- a. School Capacity – Optimal school capacity would be 1,000 to 1,400 students.
- b. School Site Size – Optional secondary school site includes a sports field, parking lot and building. For new site acquisition, optimal size is approximately 13-16 acres for the existing schools, site size based on local neighbourhood characteristics.

NOTE: The principles are intended to be guides. Local parameters may influence the thresholds above (in #9).

CARRIED UNANIMOUSLY
Student Trustees Lin and Wang voted in favour

Trustee Fehrman left the meeting for the remainder of the evening.

Reports from Legislated Committees:

8. Special Education Advisory Committee – April 30, 2024

Resolution #24-70: Trustees Tut/Wong moved that the Special Education Advisory Committee report from April 30, 2024 be received.

CARRIED UNANIMOUSLY

Student Trustees Lin and Wang voted in favour

Reports from Community Advisory Committee:

9. Faith Community Advisory Committee – April 17, 2024

Resolution #24-71: Trustees Buck/Tut moved that the Faith Community Advisory Committee report from April 17, 2024 be received.

CARRIED UNANIMOUSLY

Student Trustees Lin and Wang voted in favour

10. Trustee Special Committee: Governance – Membership – up to 2 additional members

Resolution #24-72: Trustee Buck be appointed to the Governance Committee.

CARRIED UNANIMOUSLY

Student Trustees Lin and Wang voted in favour

11. Report from Committee of the Whole (Private) – May 13, 2024

RESOLUTION #24-73: Trustees Tut/Buck moved that the Committee of the Whole report be approved including that the Finance & Facilities Committee report from April 30, 2024 be received.

CARRIED UNANIMOUSLY

Student Trustees Lin and Wang voted in favour.

12. Oral Reports from Liaison Committees:

A. City/School Board Liaison Committee

Trustee Miller noted that the next meeting would be held on May 27, 2024 at City Hall.

B. Hamilton Foundation for Student Success

Trustee Archer shared that Prom Project was a success and thanked everyone who was involved.

C. Ontario Public School Boards' Association (OPSBA)

Trustee Buck provided updates on the following:

- Board of Directors meeting held April 26 and 27/24 noting that there are changes for all member boards with OPSBA to consider in terms of their elected representatives to comply with the Ontario Not For Profit Corporations Act (ONCA).
- The next OPSBA's Board of Directors meeting and AGM is taking place July 2-4, 2024
- Take Your MPP to School Week is taking place May 21-24, 2024.

Meeting adjourned at 7:53 pm

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

COMMITTEE REPORT

Presented to: Board

Date of Meeting: May 27, 2024

From: Policy Committee

Date of Meeting: May 1, 2024

The committee held a meeting from 6:36 pm to 9:04 p.m. on May 1, 2024, at 20 Education Court, Room EC-340D with Trustee Todd White presiding.

Members present: Trustees Kathy Archer (Electronically), Becky Buck (Electronically), Sabreina Dahab, and Todd White.

Regrets: Trustee Graeme Noble

ACTION ITEMS:

A. Fundraising – post consultation

Associate Director Gerard provided an update on the Fundraising Policy following the consultation and outlined changes made based on the feedback received. Based on the consultation, staff provided clarity within the policy for what would be considered a fundraising event and what would not, depending on who is organizing the event.

On the motion of Trustee Archer, the Policy Committee recommends that: **the Fundraising Policy be recommended for approval as amended.**

CARRIED

B. Student Registration & Admission Policy

Associate Director Nunn shared that the Student Registration & Admission policy has not been reviewed in over five years and that the changes made to the policy include the removal of operational steps staff take to register students at school. These operational steps will be reviewed and included in the procedure.

On the motion of Trustee Dahab, the Policy Committee recommends that: **the Student Registration & Admission Policy be recommended for approval as amended.**

CARRIED

C. Occupational Health & Safety Policy

The Committee considered the Occupational Health & Safety policy, which comes to the committee on an annual basis following a detailed review at the Central Joint Health and Safety Committee meeting. Staff have reviewed and are not recommending any changes at this time.

On the motion of Trustee Buck, the Policy Committee recommends that: **the Occupational Health & Safety Policy be recommended for approval.**

CARRIED

D. Workplace Violence & Harassment Prevention Policy

The Committee considered the Workplace Violence & Harassment Prevention policy, which comes to the committee on an annual basis following a detailed review at the Central Joint Health and Safety Committee meeting. Staff have reviewed and are not recommending any changes at this time.

On the motion of Trustee Buck, the Policy Committee recommends that: **the Workplace Violence & Harassment Prevention Policy be recommended for approval.**

CARRIED

MONITORING ITEMS:

E. Policy Development Process: Ministry-Mandated Policy

Associate Director Nunn presented to the committee minor revisions to the process used when policy is ministry-mandated.

F. Policy Development Process: Revoking a Policy

Associate Director Nunn presented the Revoking a Policy section to the committee and noted there were no recommendations to edit the current process as outlined.

G. Human Rights Impact Assessment

Associate Director Nunn and Yohana Otite, Human Rights and Equity Advisor spoke to the development of the Human Rights Impact Assessment. It was noted for the committee that the Human Rights Impact Assessment (HRIA) is a process for identifying and assessing potential unintended, adverse, and disproportional impacts (positive or negative) of a policy, program, procedure or initiative on the human rights enjoyment and/or educational access for students, staff, families and communities. Staff are currently using the HRIA to review the policies forthcoming to committee this month.

Associate Director Nunn noted that the final document for the Policy Development Process will be presented to the committee with the recommended changes made throughout the year at the next policy meeting.

H. Delegation

Sandra Huculiak, President of Hamilton-Wentworth Council & Home Associations (HWCHSA) was in attendance and presented a [delegation](#) on the Fundraising Policy. The delegation requested changes to the policy that would reflect a collaboration between school staff and existing Home and School Associations in schools and clarification that fundraising organized by the Ontario Home and School Associations would not be considered part of the annual fundraising plan for schools.

I. Policy Committee Workplan

Staff provided an update of the committee workplan for the remainder of the school year which includes:

- May 29, 2024 meeting
 - Indigenous Education
 - Code of Conduct

Respectfully submitted,
Todd White, Chair of the Committee

Reference: [Committee package](#) and [Meeting Recording](#).



Fundraising

Date Approved: XXXX

Projected Review Date: XXXX

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PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) recognizes that parents, guardians, caregivers, schools, and communities may choose to engage in fundraising activities to support students, schools, the Board, and the wider community. The Board supports fundraising activities that are complementary to public education, voluntary, safe, accountable, and transparent. Further, the Board supports fundraising activities that increase student and community engagement, support a healthy learning environment, and build strong partnerships.

GUIDING PRINCIPLES:

- Fundraising may be used to support humanitarian or charitable causes that can increase student understanding, empathy, and activism in helping to address local, national, and international issues.
- Funds raised will not be used to replace items that are publicly funded, such as classroom learning materials, textbooks, facility repairs, maintenance, and upgrades or for capital projects that significantly increase operating costs.
- Fundraising activities will result in no personal gain for any staff member or volunteer. Individuals or organizations in receipt of HWDSB fundraising proceeds must engage in legal and ethical practices that respect the privacy and personal information of staff, students, or other individuals.
- Participation in fundraising activities is voluntary. Students' fundraising efforts will not be tied to any measure of student achievement or be subjected to any other negative consequences should they choose not to participate.
- Schools with greater resources are encouraged to consider assisting other schools or the Hamilton Foundation for Student Success (HFSS) whenever possible and as deemed appropriate by the school community. Transfers between schools should be included as part of the Annual School Fundraising Plan. Not all schools have the same capacity to conduct fundraising activities.
- Staff are encouraged to work collaboratively, inclusively, and respectfully with their Home and School Association, should one exist at their school.

INTENDED OUTCOMES:

- The Annual School Fundraising Plan will monitor, communicate, and document a school's fundraising initiatives. The school principal is responsible for the school's Annual Fundraising Plan which includes all school sanctioned fundraising that the school staff and students participate in.
- Each school's final fundraising reports will include transparent financial reporting practices to the school community.

RESPONSIBILITY:

Director of Education

Members of Executive Council

Fundraising

Date Approved: XXXX

Projected Review Date: XXXX

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TERMINOLOGY:

Capital Projects: Capital projects supported by fundraising should enhance the facilities that already exist in the school or school yard and do not include school renewal, maintenance or upgrades to the facilities such as structural or emergency repairs or replacement of flooring, tiles, etc. Examples of supported capital projects include playground equipment, shade structures, and scoreboards with approval.

Fundraising: Any activity, permitted under HWDSB's policies, to raise money or other resources, as approved by the school principal, in consultation with, and upon the advice of the school council, and/or a school fundraising organization operating in the name of the school, and for which the school provides the administrative processes for collection. Such activities may take place on or off school property.

School Community: Students, parents, guardians and caregivers, school councils, trustees, school principal and vice-principals, employees, members of the broader community and partners, as well as others who support HWDSB and student achievement.

School-Generated Funds: Funds that are raised and collected in the school or broader community in the name of the school, by school councils or other school or parent administered groups (except for funds raised by the Ontario Home and School Associations).

- School generated funds are administered by the school principal and are raised or collected from sources other than HWDSB's operating and capital budgets. These sources include proceeds from fundraising activities, fees for supplementary learning materials and activities, athletics/clubs, educational excursions, and donations for initiatives such as a school nutrition program.
- School generated funds is a broad category which includes not only fundraising for school purposes but also all funds that are collected and paid out through school accounts to support a variety of programs such as payments to charities or other third parties.

Ontario Home and School Associations: Refers to entities separate from District School Boards when they are constituted under the umbrella of the Ontario Federation of Home and School Associations. They may engage in fundraising activities to support the goals and objectives of their organization.

- The proceeds from these activities are not considered School Generated Funds.
- When Home and School Associations are purchasing equipment for a school, all purchases must follow procurement and facility policies and procedures.

ACTION REQUIRED:

- Maintain procedures to implement this policy including a method to resolve conflict.
- Ensure fundraising initiatives follow the requirements of legislation and board policy and procedure, to meet the needs of students, educators, the community, and staff while ensuring accountability and transparency.
- Fundraising activities must comply with statutory and Ministry of Education requirements, Ministry and Board policies and procedures, the Board's mission, vision and values, and the



Fundraising

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principles of public education, including diversity, equity, accessibility, and inclusivity.

- Funds raised by School Councils (and any assets purchased with those funds) legally belong to the Board.
- Fundraising activities will be coordinated at the school level to ensure proper handling and management of funds raised and any expenditures incurred during the fundraising event while also ensuring administrative expenses are minimized.
- The safety of students will be a primary consideration in all fundraising activities.
- When a Home & School Association fundraiser involves the participation of school staff, the principal is responsible for ensuring that all applicable HWDSB fundraising and other procedures are followed.
- When a Home & School Association is operating a fundraiser without the involvement of HWDSB staff and independent of the school, this is not considered a fundraiser associated with the school or HWDSB.

PROGRESS INDICATORS:

Intended Outcome	Assessment
The Annual School Fundraising Plan will monitor, communicate, and document a school's fundraising initiatives. The school principal is responsible for the school's Annual Fundraising Plan which includes all school sanctioned fundraising that the school staff and students participate in.	Audit of Annual School Fundraising Plans. Annual plans will be accountable and transparent on the intended use and actual use of the proceeds of fundraising activities.
Each school's final fundraising reports will include transparent financial reporting practices to the school community.	Year-end annual financial summary report for school-generated funds. Annual audits of sample schools.

REFERENCES:

Government Documents

Education Act

Ministry of Education Fundraising Guideline

Municipal Freedom of Information and Protection of Privacy Act Broader

Public Sector Procurement Directive



Student Registration and Admission

Date Approved: XXXX

Projected Review Date: XXXX

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PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) recognizes that every student has the right to attend a school where they are a qualified resident pupil *as defined in the Education Act*.

GUIDING PRINCIPLES:

The admission process should:

- Maximize the number of students able to attend their in-catchment school.
- Enable school and board staff to effectively plan the allocation of resources through balanced enrolment.
- Allow for out-of-catchment enrolment or extraordinary circumstance requests, where there is available space and at no additional cost to the board.
- Support stability and continuity for students and families.

INTENDED OUTCOMES:

- Ensure compliance with all Ministry of Education Legislation governing enrolment.
- Maintain and retain digital and paper student enrolment and attendance records in accordance with Ministry of Education regulations and HWDSB administrative procedures.
- Maximize grant opportunities by ensuring accurate and timely Ontario School Information System (OnSIS) reporting.

RESPONSIBILITY:

Director of Education
Executive Council

TERMINOLOGY:

Admission: Process of reviewing the registration and documentation to determine if the proper requirements are met to be admitted into a school.

In-Catchment School: The school that students are eligible to attend based on the geographic area in which they reside.

Out-of-Catchment: The request to enrol at a school that is not the designated school within the geographic area in which a student resides.



Student Registration and Admission

Date Approved: XXXX

Projected Review Date: XXXX

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Out-of-Catchment Process: The board allows for out-of-catchment requests on an annual basis. The criteria for determining schools open to out-of-catchment requests includes:

- If there is space available within a school, as determined by the Board's Planning and Accommodation Department. However, some schools may also have unique accommodation pressures.
- If the school is not experiencing significant new development pressures.
- If the school is not undergoing a boundary review in the upcoming year.
- If the school is not currently holding students for a new school.
- If the school does not offer a French Immersion program.
- If the school is not involved in a pupil accommodation review during the upcoming school year.

Qualified Resident Pupil: Where the parent(s)/guardian(s)/Caregiver(s) of a student reside in the boundary of the school board.

Registration: Process of filling out a form and providing your school with the necessary documentation.

ACTION REQUIRED:

HWDSB staff shall, in accordance with the provisions of the Education Act, establish and maintain procedures to address the registration, placement, or transfer of students.

PROGRESS INDICATORS:

Intended Outcome	Assessment
Ensure compliance with all Ministry of Education Legislation governing enrolment.	Measured through the Average Class Size Report and enrolment updates.
Maintain and retain digital and paper student enrolment and attendance records in accordance with Ministry of Education regulations and HWDSB administrative procedures.	Measured through the Ontario School Information System (OnSIS) and HWDSB's Student Information System.
Maximize grant opportunities by ensuring accurate and timely Ontario School Information System (OnSIS) reporting.	Measured through the Average Class Size Report, as well as enrolment projections and updates.

REFERENCES:

Government Documents

Education Act, 2003, ss. 33, 36, 42, 43, 46, 49



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.

GUIDING PRINCIPLES:

- Promote and encourage a safe and healthy workplace, in accordance with industry 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.



Occupational Health and Safety

Date Approved: XXXX

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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: 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.

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



Occupational Health and Safety

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	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 trustful 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 be intentional or unintentional, and it may take obvious forms (direct), or occur in very



Workplace Violence and Harassment Prevention

Date Approved: XXXX

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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 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 Violence and Harassment Prevention

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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 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 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.



Workplace Violence and Harassment Prevention

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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

COMMITTEE REPORT

Presented to: Board

Date of Meeting: May 27, 2024

From: Finance and Facilities Committee

Date of Meeting: May 9, 2024

The committee held a hybrid meeting from 6:02pm to 7:33pm on May 9, 2024, with Trustee Maria Felix Miller presiding as Chair for the meeting.

Members present: Trustees Becky Buck, Maria Felix Miller, Todd White and Trustee Amanda Fehrman.

Regrets: Trustee Paul Tut.

MONITORING ITEMS

A. Education Development Charges Status Update

Education Development Charges (EDC) are the board’s primary source of funding for growth related site acquisition needs. Staff were asked to investigate and report back on the financial impact of the following three scenarios:

- 1. Complete EDC exemption for affordable housing partners.
- 2. Differential rate of City of Hamilton defined low, medium, and high-density housing options.
- 3. Differential rate on only two categories, affordable housing, and remaining residential projects.

Staff advised that they are gathering information in order to answer each of the three options requested above. Staff are working to find an appropriate definition of affordable housing. Trustees noted the City of Hamilton had identified a definition a day or two prior to the meeting.

Staff advised that HWDSB does not currently have access to a funding source to fund non-statutory exemptions from EDCs. When there is a shortfall in the EDC revenue created by a non-statutory exemption, this shortfall may need to be supplemented by the Board’s operating budget. It is difficult to project, with a high degree of confidence, the total financial impact of non-statutory exception over the term of the by-law.

Trustees will have an opportunity to review additional information through another update at a subsequent meeting.

B. 2024-2025 Non-School Based Staffing Report

Staff provided an overview of the preliminary non-school based staffing based on information provided by the Ministry of Education. The impact of this funding announcement is currently being calculated. Current non-school based staffing shows a total of 634.50 full-time equivalent (FTE) positions, which is a reduction of 59.50 positions from the 2023-2024 revised budget. All staffing changes are in compliance with collective agreements. Of the 59.50 non-school based staffing positions, 30.5 of these positions have been repurposed into school-based staffing. The remaining 29 positions are attributable primarily to the reduction of the De-Streaming Responsive Education Program Fund representing 23 FTE.

C. 2024-2025 Budget Update

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. 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,
Maria Felix Miller, Chair of the Meeting

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

COMMITTEE REPORT

Presented to: Board

Date of Meeting: May 27, 2024

From: Governance Committee

Date of Meeting: May 14, 2024

The committee held a meeting from 6:00 p.m. to 7:30 p.m. on May 14, 2024, at 20 Education Court, Hamilton, ON, in person and through MS Teams.

Members present were: Trustees Becky Buck (Electronically), Amanda Fehrman, Maria Felix Miller (Electronically), Paul Tut (Electronically) and Todd White. Regrets: Trustee Dawn Danko.

ACTION ITEM:

A. Board Meeting Dates – 2024-2025

Staff presented the meeting dates for the Governance Committee to review for the next school year. After reviewing the Religious and Creed Observances and Days of Significance on HWDSB’s website from this school year and researching those same days for the following school year, staff did not uncover any conflicts with the proposed dates for board meetings. The Committee requested that November 11th be changed to November 18th as the date for the Organizational Board meeting.

On motion by Trustee White, the Governance Committee recommends that the Board Meeting Dates for 2024-2025 be approved.

2024	2025
September 9, 23	January 13, 27
October 7, 28	February 10, 24
November 18 (Organizational Board), 25	March 3, 24
December 16	April 7, 28
December 9 (Tentative Board Meeting Date)	May 12, 26
	June 9, 16
	June 23 (Tentative Board Meeting Date)

Consent

B. Trustee Professional Development (PD) 2024-2025

Staff presented the Trustee Professional Development Plan to the committee. Based on feedback received from Trustees about the scheduling of sessions this past year as well as on topics, staff have proposed two 2-hour Learning Sessions and five 50-minute Information Sessions for the upcoming school year. The Learning Sessions will focus on Human Rights & Equity Fundamentals and Indigenous Education. The five Information sessions will focus on media training, governance (motions), Human Rights and Early Intervention (policy-related) and learning about the work of departments at HWDSB: Program and Specialized Services.

On the motion by Trustee Buck, the Governance Committee recommends that the Trustee PD Plan for 2024-2025 be approved.

Consent

MONITORING ITEMS:

C. Election of Committee Chair

Staff indicated that in order to be compliant with recently passed legislation related to the Director’s Performance Appraisal and the Board of Trustees passing a resolution in which the Governance Committee will continue with the mandate of conducting the performance appraisal, the position of Committee Chair needs to be elected by a majority of the governance committee members.

Trustee Todd White self-nominated for the position of Governance Committee Chair and there was consent from the committee.

D. Board of Trustee Self-Assessment – Initiatives

Staff provided an update to the committee about the implementation of suggestions made by the committee this past March related to the Board of Trustee Self-Assessment and identified areas of opportunities. Staff will work with the Chair of the Board to develop communication to Union Presidents to seek their interest in a collaborative meeting with Trustees in the fall of 2024. Trustees expressed interest in more engagement opportunities at schools and supporting student voice – staff will connect with their schools and trustees to identify times and events to support this initiative. Staff have identified an information session for Trustees to learn more about the different departments at HWDSB and the support they provide to staff and students across HWDSB in support of

building relationships with Executive Council. Finally, Trustee Committee Workplans will be shared three times a year (fall/winter/spring) at Trustee Special Committees to highlight for all Trustees the work that each committee will be engaging throughout the school year.

E. Human Resources Committee – Discussion

Staff noted for the committee that this topic was initially brought forward in the fall to committee members to inquire about the possibility of merging the Human Resources Committee with the Finance & Facilities Committee to realize efficiencies in both Trustee and staff time and minimize duplication of reports often seen by both committees. Feedback received in the fall indicated that there is a need for the committee to exist on their own. The Human Resources Committee Chair and staff will work to review the meeting schedule (frequency) and reports to avoid duplication between the two different committees.

F. Future Meetings related to O. Reg. 83/24

The Committee Chair and Staff will work to find meeting dates to complete the actions required within the regulation.

Respectfully submitted,
Todd White, Chair of the Committee

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

COMMITTEE REPORT

Presented to: Board

Date of Meeting: May 27, 2024

From: Standing Committee

Date of Meeting: May 13, 2024

The committee held a meeting following regular board from 7:54pm to 8:55 p.m. on May 13, 2024, with Chair Paul Tut presiding.

Members present: Trustees Kathy Archer (electronically), Becky Buck, Maria Felix Miller, Graeme Noble (electronically), Paul Tut, Todd White, and Elizabeth Wong. Student Trustees Thomas Lin and Harry Wang.

Regrets: Trustees Sabreina Dahab, Dawn Danko, Amanda Fehrman and Ray Mulholland.

1. Call to Order

Vice Chair Tut called the meeting to order at 7:54pm.

2. Approval of Agenda

On the motion of Trustee Wong, the Standing Committee **RECOMMENDS** that the agenda be approved.

CONSENT

Student Trustees Lin and Wang also in consent.

3. Declarations of Conflict of Interest

None.

Reports from Staff**4. Days of Significance, Religious Accommodation, and the School Year Calendar Consultation**

Simon Goodacre, Superintendent of Student Achievement brought forward an update regarding the school year calendar, days of observances and religious accommodations based on the motion passed by the Board on October 2, 2023. Trustees approved a motion asking staff to engage in a consultation related to days of significance, religious accommodations and the school year calendar. The approved framework involved a two-stage process: stage one was a consultation with existing HWDSB advisory bodies, and stage two would include a broader consultation using the feedback received in stage one. The feedback received from the first consultation with HWDSB advisory committees noted that no changes to the calendar would be able to address the diverse faith communities of all students and families. The focus of the Advisory group feedback was for staff to focus efforts on improving the implementation of the Religious Accommodation Procedure.

On the motion of Trustee Buck, the Standing Committee **RECOMMENDS** that staff discontinue the creation of the **School Year Calendar Holiday framework** and that the findings from the **Update on the Days of Significance, Religious Accommodation, and the School Year Calendar report (May 13, 2024)** be referred back to staff to inform a variety of operational processes.

CARRIED

Student Trustees Lin and Wang voted in favour.

Respectfully submitted,
Paul Tut, Chair of the Committee

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