



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)