



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

### **TERMS OF REFERENCE (as of December 19, 2018)**

#### **MEMBERSHIP**

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

Total of two Members of Council (Mayor and one member of Council)

Total of two HWDSB Secondary Students (non-voting, rotating basis, invited by HWDSB)

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**

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

#### **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

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- (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.

## **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 either City Hall or the HWDSB Board Office.

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.