REPORT 09-001

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

June 18, 2009
1:30 p.m.
HWDSB Office

Present: Mayor Fred Eisenberger, Co-Chair
          Judith Bishop, Co-Chair
          Jessica Brennan, Wes Hicks

Absent with Regrets: Councillor Margaret McCarthy, T. Whitehead – City Business

Also present: Darryl Sage (HWDSB), Connie Wheeler, Paul Mallard, Eddie Lee, Mary Gallagher (City of Hamilton)

THE JOINT CITY OF HAMILTON AND HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD PRESENTS REPORT 07-001 AND RESPECTFULLY RECOMMENDS:

1. **Terms of Reference**

   That the Terms of Reference attached as Appendix “A” hereto, be approved.

2. **Memorandum of Agreement**

   That the Memorandum of Agreement between the City of Hamilton and the Hamilton-Wentworth District School Board attached as Appendix “B”, hereto, be approved.
Respectfully submitted,

Co-Chair Mayor F. Eisenberger
Co-Chair Judith Bishop

M. Gallagher
Co-ordinator,
Council, Committee of the Whole
June 18, 2009
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 and two members of Council)

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.

ELECTION OF CO-CHAIR

The Co-Chair of each meeting will alternate between the City and the HWDSB for a one-year term selected each December.

MANDATE

(1) To strengthen the relationship between the City and HWDSB
(2) To assist in addressing issues affecting 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 with Hamilton being the “Best Place to Raise a Child”.

(9) To develop ongoing collaborative and timely public communication strategies reflective of common purpose, work in progress and outcomes

(10) To monitor the work plan developed by staff from the Memorandum of Understanding 2009

REPORTING MECHANISM

The members of the Liaison Committee will be responsible to report back to their respective Committee of the Whole

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. Meeting will be held at the 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 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.
Memorandum of Understanding
Between
The City of Hamilton
And
The Hamilton-Wentworth District School Board

Purpose:

- This MOU between staff of the City of Hamilton (City) and staff of the Hamilton-Wentworth District School Board (HWDSB) articulates principles, a general approach and areas of focus for the two organizations to work together in a collaborative fashion. Joint initiatives and outcomes will align with Hamilton being the “Best Place to Raise a Child”.

Objectives:

- To develop an operational framework for the enhancement of working relationships between City and HWDSB staff.
- To identify and expand areas of shared interests and opportunities.
- To leverage limited resources to maximize benefits.
- To develop work plans and assign resources to achieve cost effective, efficient, and measurable outcomes.
- To formulate recommendations necessary to achieve desired outcomes.
- To be accountable to the City/Public Board Relations Committee.
- To develop ongoing collaborative and timely public communication strategies reflective of common purpose, work in progress and results.
- To review and evaluate existing policies, procedures, protocols and the like that whereby mutual interest impact on each respective organization.

Principles:

- Priority commitment to success.
- A collaborative and timely approach in areas of mutual interest.
- Understand and respect the unique contribution that each organization contributes to the community.
- Joint initiatives and outcomes are publically viewed as integrated and collaborative.
Potential Areas of Focus:

- **Strategic planning e.g.**:
  - Capital planning/development of facilities
  - Short, Medium and Long term planning

- **Accommodation Review Committees (A.R.C.’s)**
  - Elementary and Secondary schools reviews
  - Potential closures

- **Risk Management e.g.**:
  - Property and Liability
  - Risk mitigation

- **Property e.g.**:
  - Property disposition
    - including existing policies, procedures and protocols
  - Inventory property
    - Identify on-site amenities such as baseball diamonds, soccer pitches, parks, play equipment, tennis courts, bocce ball courts etc
    - clarify legal property lines ownership
    - indentify maintenance routines and schedules

- **Planning e.g.**:
  - Land usages
  - Secondary Plans, zonings, by-laws
  - New Schools and site
  - fees

- **Schools as community hubs**
  - Cultural and Recreation programming
  - Joint Use contracts/agreements
  - Fees and charges between organizations and to the community

- **Service planning and co-ordination e.g.**:
  - (transportation HRS, school bussing)
  - social programs
  - Environmental, waste management

- **Leveraging opportunities e.g.**:
  - Departmental resources
  - Exchange of services
  - Optimize use/management of facilities and grounds  i.e. grass cutting, snow removal

- **Coordination of public communications and community relations**

- **Other Areas to be identified**.
Workplan:
A detailed workplan will be developed as a schedule to this MOU based on the general areas of focus above. The work plan will identify specific issues/projects, roles, assigned resources timelines and accountabilities. The work plan will be reviewed and updated on a regular basis.

Roles:
The City Manager or his designate will act as primary staff contact for the City responsible for the implementation of this MOU. The Director of Education or designate the Manager of Accommodations & Planning will act as primary contact for the HWDSB responsible for the implementation of this MOU. These primary contacts have the authority and are responsible for ensuring that appropriate staffs are available to address the areas of focus and specific issues/projects identified in the work plan.