

AGENDA: 6:30 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: September 23, 2024](#)

Reports from Trustee Special Committees:

7. [Audit – September 17, 2024](#)
8. [Finance & Facilities – September 24, 2024](#)

Reports from Staff:

9. [New Nash Elementary School Update](#)

10. Report from Committee of the Whole (Private) – October 7, 2024

11. Oral Reports from Liaison Committees:

- A. City/School Board Liaison Committee
- B. Hamilton-Wentworth Council of Home & School Associations
- C. Hamilton Foundation for Student Success
- D. Ontario Public School Boards' Association (OPSBA)

12. Adjournment

Trustees: Kathy Archer*, Becky Buck, Sabreina Dahab, Dawn Danko, Amanda Fehrman, Maria Felix Miller, Graeme Noble*, Paul Tut, Todd White, Elizabeth Wong*.

Student Trustees: Oluwafikunayomi (Fikun) Alabi and Victoria Li. **Shakowennakara:tats:** Daunte Hillen.

*electronic participation, (R) denotes regrets

1. Call to Order

Chair Miller called the meeting to order at 6:02 p.m.

2. Approval of the Agenda

Trustees Danko/Fehrman moved that the agenda be approved.

CARRIED

3. Confirmation of the Minutes

RESOLUTION 24-121: Trustees Danko/Tut moved that the Minutes from September 9, 2024, be confirmed.

CARRIED

4. Correspondence Toronto Catholic DSB re: Bill 98

RESOLUTION #24-122: Trustees Danko/White moved that the correspondence from Toronto Catholic DSB re: Bill 98 be received and referred to the Governance Committee for discussion on future committee agendas.

CARRIED

5. Parent Involvement Committee

RESOLUTION #24-123: Trustees Fehrman/Buck moved that the Parent Involvement Committee report from September 10, 2024, be received.

CARRIED

6. Trustee Vacancy – Ward 4

Staff provided an overview of the options available to the Board to fill the Trustee vacancy in Ward 4. Staff noted that the Board could decide to fill the vacancy through a By-Election (where the City would be responsible for similarly conducting the by-election as the regular election) or through an appointment process. Within the appointment process, the Board could select one of the following options:

- Appointing the candidate who came in second in the 2022 Municipal Election
- Offering the Appointment to a member of the community
- Invite interested persons to apply for the position

RESOLUTION #24-124: Trustees Buck/White moved the following:

- That the City of Hamilton be authorized to initiate a by-election under the Municipal Elections Act to fill the public school board trustee vacancy in accordance with Section 221(2), Optional Election, of the Education Act, and

- That staff be authorized to promptly notify the Clerk of the City of Hamilton of the Board's decision as outline in Section 221(3) of the *Education Act*.

The motion **CARRIED** on the following division:

In Favour (8): Trustees Buck, Dahab, Danko, Miller, Noble, Tut, White, Wong.

Opposed (2): Trustees Archer, Fehrman.

7. Student Trustees' and Shakowennakara:tats Report

Student Trustees and Shakowennakara:tats shared their gratitude for being sworn in on September 9th and thanked everyone for the warm welcome and guidance given as they integrated into their roles.

Student Trustees Lin and Alabi noted their attendance at the OSTA AGM Conference last May where they gained further insight into the role of being a student trustee. Student Trustees Alabi and Lin are looking forward to their initial Student Senate meeting taking place at the end of October, as schools are currently seeking Student Senators for both elementary and secondary schools.

Shakowennakara:tats Hillen shared that CC:Rose (a student group for self-identifying Indigenous students in grades 7-12) is working on events focused on education, cultural revitalization and building connections in fun and meaningful events. He also noted that he will participate in HearNowON with School Mental Health Ontario by leading a focus group in November.

8. Director's Report

Director Sheryl Robinson Petrazzini brought forward the Director's Report via [video presentation](#) and highlighted the following:

- School start-up
- Systems Leaders' 2024-25 School Year Kick-Off with Dr. Robyne Hanley-Dafoe
- Orange Shirt Day is September 30 – We are embarking on a new initiative called Walking Together. Staff and Trustees are encouraged to walk or run 17 kilometres between September 30th, the National Day for Truth and Reconciliation to November 9, 2024.

9. Chair's Report

Chair Miller shared her report and welcomed back families and staff, specifically thanking caretakers who worked all summer long to ensure our schools were ready to welcome students in September. She noted that school communities could expect the first Trustees Newsletter of the 2024-25 school year in the coming weeks and thanked staff in Communications for their support of this initiative. Finally, MPP Sarah Jama was recognized in the gallery.

The meeting adjourned at 7:10 p.m.

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

COMMITTEE REPORT

Presented to: Board

Date of Meeting: October 7, 2024

From: Audit Committee

Date of Meeting: September 17, 2024

The committee held a hybrid meeting from 6:01pm to 6:23pm on September 17, 2024, with Trustee Dawn Danko presiding.

Participating Members were Trustees Dawn Danko and Todd White. External Members participating were Divya Iyengar and Angela Zehr.

Regrets received from Trustee Paul Tut.

Election of the Chair

On the motion of External Member Divya Iyengar, the Audit Committee appoints Trustee Dawn Danko as Chair of the Audit Committee for 2024-2025.

CARRIED

ACTION ITEMS:**A. Annual Reports to the Board of Trustees and Ministry for 2023-24**

Staff presented the two annual reports that are required under Regulation 361/10.

On motion of Trustee Todd White, the Audit Committee **RECOMMENDS** that the “Annual Report to the Board of Trustees for the year ended August 31, 2024” be forwarded to the Board of Trustees for information.

CARRIED

On motion of Trustee Todd White, the Audit Committee **RECOMMENDS** that the “Annual Report to the Board of Trustees and Forwarded to the Ministry of Education for the year ended August 31, 2024” be sent to the Ministry.

CARRIED

MONITORING ITEMS:**B. Review of Audit Committee Work Plan and Audit Committee Terms of Reference**

Committee members reviewed both items. Staff will revise both documents as needed to reflect any changes because of the upcoming release of the Public Sector Accounting Standards (PSAS).

C. Update on School Board Sector Issues

Staff advised the committee of the appointment of Jill Dunlop to the role of Minister of Education effective August 16, 2024.

Staff advised the committee of the Board’s submission to the Ministry’s launch of the 2024-25 Capital Priorities Program.

An update was provided on:

- the resignation of Trustee Ray Mulholland after 52 years of services to HWDSB. The Board is exploring options to fill the Ward 4 vacancy.
- the work being finalized to update the Code of Conduct for Trustees.

- the clarification being requested on the format of attendance for Board meetings.

D. Update from External Audit Team

Rodrigo Ruezga Gutierrez from KPMG advised that the background procedures and set-up have commenced for the upcoming year-end audit.

E. Update from Regional Internal Audit Team

Andrea Eltherington provided an update on the continued professional development completed by the Regional Internal Audit Team.

Respectfully submitted,
Dawn Danko, Chair of the Committee

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

Annual Report to the Board of Trustees For the year ended August 31, 2024

This report summarizes the audit committee's actions for the year ending August 31, 2024.

Audit Committee Members

The audit committee consisted of 5 members listed below:

- Trustee Paul Tut- Chair
- Trustee Dawn Danko
- Trustee Todd White
- Divya Iyengar - External representative
- Angela Zehr - External representative

In addition, regular attendees at the Committee meetings were:

- Andrea Eltherington – Regional Internal Audit Manager
- David Marks – Partner, Audit, KPMG LLP
- Rodrigo Ruezga Gutierrez, KPMG LLP
- Sheryl Robinson-Petrazzini – Director of Education HWDSB
- Matthew Gerard – Associate Director, Business Services HWDSB
- Denise Dawson – Senior Manager, Financial Services HWDSB

Administrative Tasks

At the beginning of the year and in accordance with recommended good practice various administrative tasks were completed. These included:

- Annual review of the Audit Committee's Terms of Reference
- Developing a work plan
- Developing a meeting schedule and agenda for the year
- Signing off on the Declaration of Conflicts of Interest form

Meetings

It was agreed to hold three meetings throughout the year with a fourth meeting, from September to June, if necessary. All meetings have been held as planned.

The members in attendance at each meeting were as follows:

| <i>Member's Name</i> | <i>Sept 26, 2023</i> | <i>Nov 7, 2023</i> | <i>April 4, 2024</i> | <i>June 18, 2024</i> |
|----------------------|--------------------------|------------------------|--------------------------|--------------------------|
| <i>Paul Tut</i> | <i>Absent</i> | <i>X</i> | <i>X</i> | <i>X</i> |
| <i>Dawn Danko</i> | <i>X</i> | <i>X</i> | <i>X</i> | <i>X</i> |
| <i>Todd White</i> | <i>X</i> | <i>X</i> | <i>X</i> | <i>X</i> |
| <i>Divya Iyengar</i> | <i>X</i> | <i>X</i> | <i>Absent</i> | <i>X</i> |
| <i>Angela Zehr</i> | <i>Absent</i> | <i>X</i> | <i>X</i> | <i>Absent</i> |

Governance

The audit committee operated throughout the fiscal year ending August 31, 2024. All of the members satisfied the eligibility requirements in accordance with Ontario Regulation 361/10.

External Auditors

The relationship with the external auditors has been satisfactory and private meetings were held during the year. The external auditors *KPMG* presented the scope and extent of their work to the committee. The external auditors confirmed their independence in the letter dated November 20, 2023. The audit committee reviewed and recommended the approval of the annual audited financial statements on November 7, 2023. The audit committee supported the reappointment of the external auditors for the next fiscal year as per the result of a competitive process completed with a term of May 1, 2023, to August 31, 2026.

Internal Auditors

The relationship with the internal auditors has been satisfactory and private meetings were held during the year. The Committee reviewed the results of the risk assessment, as well as the annual audit plan for the 2023-24 fiscal year.

The internal auditors performed the following work during the year:

PLANNED AUDITS:

- Strategic Risk Assessment

FOLLOW UP AUDITS:

- Sparkrock O365 Logical Security Review (on hold)
- BAS 2000 Data Analytics
- IT Vulnerability
- Health and Safety
- Back-up, Disaster and Recovery

- Capital Projects
- Privacy Audit
- Records Management
- Staff Utilization

For all completed audits, the following is a summary of risks and findings made by the internal auditor:

| <i>Audit</i> | <i>Risks</i> | <i>Findings</i> |
|-----------------------------|--|---|
| BAS 2000 Data Analytics | <ul style="list-style-type: none"> • <i>Zero high risk items open</i> | <ul style="list-style-type: none"> • <i>Three remaining open action items</i> |
| IT Vulnerability | <ul style="list-style-type: none"> • <i>Five high risk items open</i> | <ul style="list-style-type: none"> • <i>Eight remaining open action items</i> |
| Health and Safety | <ul style="list-style-type: none"> • <i>One high risk item open</i> | <ul style="list-style-type: none"> • <i>Four remaining open action items</i> |
| Back-up & Disaster Recovery | <ul style="list-style-type: none"> • <i>No rating provided</i> | <ul style="list-style-type: none"> • <i>Three remaining open action items</i> |
| Capital Projects | <ul style="list-style-type: none"> • <i>Zero high risk items open</i> | <ul style="list-style-type: none"> • <i>One remaining open action items</i> |
| Privacy Audit | <ul style="list-style-type: none"> • <i>Four high risk items open</i> | <ul style="list-style-type: none"> • <i>Twelve remaining open action items</i> |
| Records Management | <ul style="list-style-type: none"> • <i>Three high risk items</i> | <ul style="list-style-type: none"> • <i>Thirteen remaining open action items</i> |

The audit committee endorsed each report, including management's action plan, and advised the board of trustees to accept it. Presentation of all audit reports were discussed in-camera.

The audit committee received reports from internal audit that assessed the progress toward management's implementation of action plans developed in response to previous audit findings. This enabled the audit committee to engage management in a discussion regarding findings not satisfactorily actioned, as well as encouraging renewed efforts on overdue action plans.

Summary of the work performed

In addition to the items noted above, the following outlines further work performed by the audit committee in the last 12 months:

- Received a report from the internal auditors on their review of the effectiveness of controls across the school board;
- Confirmed that the external and internal auditors did not encounter any difficulties in the course of their work;
- Undertook a review of the external auditors' performance;
- Obtained confirmation from the Director of Education that the school board was compliant with all current federal and provincial Acts, Regulations and Statutes.
- Undertook an evaluation of the effectiveness of the internal audit function, including the performance of the regional internal audit manager and her team;
- Queried management on their approach to risk management as well as their strategy to manage such risks; and

By the signature noted below, we attest that we have discharged our duties and responsibilities under Ontario Regulation 361/10.

On behalf of the audit committee,

Audit Committee Chair

**Annual Report to the Board of Trustees and Forwarded
To the Ministry of Education
For the year ended August 31, 2024**

District School Board Name: Hamilton-Wentworth District School Board

Fiscal Year: 2023-2024

Re: Annual audit committee report to the Ministry of Education as per Ontario Regulation 361/10

During the 2023-2024 fiscal year, the following internal audits or other engagements were started by the regional internal audit team but not completed by August 31st:

- *Strategic Risk Assessment*

In addition to those listed above, the following audits were completed in the 2023-2024 fiscal year:

- *Nil*

AND

Based on the internal audit plan, we are not expecting any enrolment audits to be performed.

| | | |
|-------|-----------|------------------------------|
| _____ | _____ | <u>Audit Committee Chair</u> |
| Date | Signature | Title |

COMMITTEE REPORT

Presented to: Board

Date of Meeting: October 7, 2024

From: Finance and Facilities Committee

Date of Meeting: September 24, 2024

The committee held a hybrid meeting from 6:03pm to 6:33pm on September 24, 2024, with Trustee Paul Tut presiding as Chair.

Members participating were: Trustees Becky Buck, Amanda Fehrman, Paul Tut and Todd White.

Regrets were received from: Trustee Maria Felix Miller

MONITORING ITEMS

A. Annual Work Plan Review

The committee reviewed the annual work plan for the 2024-2025 year.

B. Capital Projects Update

Staff provided an updated summary of all the capital projects, by category, in various phases. The summaries are categorized by each project’s general scope of work description and project initiative.

C. 2023-2024 Average Class Size - Secondary

Reporting Secondary Average Class size is an annual requirement of the Ministry of Education. Ministry Regulation 132/12 outlines class size limits and requirements by grade/panel. HWDSB is compliant with the Ministry’s secondary average class size requirements for both in-person classes and online classes for 2023-24.

Respectfully submitted,
Paul Tut, Chair of the Committee

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



BOARD REPORT

October 7, 2024

New Nash Elementary School Update

Submitted By: Sheryl Robinson Petrazzini, Director of Education

Prepared By: Matthew Gerard, Associate Director, Business Services & Treasurer
David Anderson, Senior Manager, Facility Services

Recommendation:

That the New Nash Elementary School Update report be received.

Background:

At the September 19, 2023, Finance and Facilities Committee meeting, staff provided a verbal update on the status of the new school location in Upper Stoney Creek. As a result, Trustees directed that staff pause the procurement of a General Contractor.

At the October 2, 2023, Board meeting, Trustees approved that:

The Board pause posting a competitive process for the new build; investigate the changing conditions due to activity at the GFL Stoney Creek Regional Facility with respect to the impacts to the health and well-being of students, staff, families and interested parties at the future school site over the expected lifespan of the school; to explore alternate options for accommodation of students; that the Chair of the Board and the Ward Trustee engage with City and Provincial officials as part of the investigation; and report back to Trustees prior to posting a competitive process for this project.

Since that time, staff have provided updates to the Committee and Trustees have discussed options and opportunities for an alternate site, as well as the current state of the GFL landfill and actions to address the odour event from summer 2023.

Status Update:

Since September 2023, staff have been working to collect information to respond to the motion. Operating as directed, staff responded to the content and intent of the motion while working to ensure the school is opened as intended for the school community as soon as possible. Furthermore, staff shared updates to minimize the risk of future funding erosion associated with

market conditions and potential funding claw backs with reduced project advancement. Under these conditions, staff shared updates to Trustees with the health and well-being of students, staff, families and interested parties being paramount.

Staff have met with representatives from the City, Public Health and the Ministry of the Environment, Conservation and Parks (MECP) to further understand the events from summer 2023 and any impacts to the surrounding area, inclusive of the property for the new build in the Nash neighbourhood. All indications from Public Health and MECP were that the odour event created a 'nuisance order'. Background information has been shared on the [public-facing school website](#)¹ as well as through [GFL's Stoney Creek Facility website](#)².

Staff also met with representatives from GFL (adjacent landfill operator) to discuss the status of operations and the odour event of summer 2023. GFL representatives shared that the problem has been addressed and the concern has not presented itself since October 2023. GFL also shared that the event of 2023 will not present itself again in the future.

At present, an alternative site is not readily available that would meet the needs of the school community. One area that was explored may be protected by the "Green Belt" and largely undevelopable.

Building on an alternate site could lead to a further 2-year delay, recognizing that Official Plan Amendments and re-zoning would likely be required. These potential delays could further erode 2021 funding dollars and add additional risk of funding claw back by the Ministry, given the lack of progress to date.

With the above in mind, staff are recommending that the new school be built on the land purchased in November 2020 with the intention of building a new school approved under the Capital Priorities grant in November 2021.

As a part of the construction project, staff will engage with existing Tapleystown school community, including those residing in the Nash Neighbourhood, as well as the general public in the immediate neighbourhood through information sharing including letters sent home to existing Tapleystown students and updates on the [new school website](#)¹. If by October 31, 2024, Trustees approve a site that is readily available for building on, staff will endeavour to open the new school for September 2027.

Footnote: 1.<https://www.hwdsb.on.ca/tapleystown/new-school/>
 2.<https://gflstoneycreek.com/>

Financial Implications:

There are no additional financial implications known at this time.

Strategic Directions:

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.