

Hamilton’s Skills Development Flagship (SDF) Committee

Established 2005

Terms of Reference

(updated April 2026)

Contacts	Co-Chair – Sara Gill – sara.gill@lchamilton.ca Co-Chair – Kevin Westwood – kevin.westwood@pathemployment.com
1.0 Goal	The Skills Development Flagship assists individuals to gain access to opportunities for meaningful employment. Our target audience are those that have been marginalized from the labour market. We work to ensure that the knowledge and skills of workers match the needs of Hamilton’s economy.
2.0 Objectives	The Skills Development Flagship Committee will <ul style="list-style-type: none">• ensure quality service across the employment and training services continuum for jobseeker and employer clients• share information about challenges and opportunities across the employment and training services network• identify practitioner training needs and develop shared training opportunities open to staff across the service continuum• identify other projects that may support service delivery for the employment and training system in Hamilton
3.0 Values	<ul style="list-style-type: none">• participant-centered• collaborative• accountable• responsive
4.0 Membership	Membership is voluntary. It is open to members of services/organizations with an investment and/or mandate to support people who are unemployed/underemployed. This can include members from service delivery agencies, educators and representatives from all 3 levels of government.

<p>4.1 Co-Chairs</p>	<p>The Flagship will be jointly chaired by 2 representatives from community partner organizations from the employment and training network.</p> <p>Co-chairs will be elected from the committee membership. The co-chairs will serve a minimum term of 1 year. This can be renewed at the discretion of the membership. A call for co-chair candidates will be announced annually at the spring meeting. Members will have the opportunity to offer their candidacy. Members will be informed of when the vote will occur by email or as an agenda item.</p> <p>The role of co-chair on the committee</p> <ul style="list-style-type: none"> • rotate as chair of the meetings • provide leadership • ensure effective functioning of the committee • regularly review membership to identify gaps - seek opportunities to ensure membership supports the committee goals and objectives • build consensus • act as a designated spokesperson for the committee at public or official functions and with the media • approve the agenda, meeting notes and meeting dates • provide feedback on any required reports and documentation • meet with new members as needed • assist in strategic planning • meet with co-chairs of other collaboratives/networks • respond to questions from the membership
<p>5.0 Linkages</p>	<p>The Skills Development Flagship (SDF) maintains linkages to other planning tables and networks that share intersecting responsibilities, goals and points of interest. (Review graphic below)</p>
<p>6.0 Meetings</p>	<p>There will be 4 meetings per year (or more as needed) as decided by the group. Meetings will typically be scheduled 9:00 – 11:00 am.</p>

	<p>Meetings will be booked at the spring meeting each year (typically in May). Meetings will be a combination of in-person and virtual meetings. For in-person meetings, we'll make every effort to provide a hybrid/virtual option as well.</p> <p>Typical meeting schedule – 2nd or 3rd Tuesday in October December February May</p>
7.0 Committee Communication	<p>Meeting invitations will be sent through the Co-Chairs by email. Meeting notices, agendas and minutes will be emailed to all members.</p> <p>Promotional information on employment and training educational events, articles, news releases, etc. will be shared via the Learning Connections Hamilton newsletter. This newsletter goes out the 3rd Wednesday of each month. Sign up here. Send updates to info@lchamilton.ca by the 3rd Monday of each month. Include subject line – Newsletter Update.</p>
8.0 Decision Making	Decisions of the committee will be by consensus of the members present.
9.0 Minutes	Minutes of all committee meetings will be distributed to the membership before the next meeting.
10.0 Confidentiality	Members will agree to confidentiality protocols if information of a personal and/or private nature is disclosed.
11.0 Committee Orientation	<ul style="list-style-type: none"> • copy of the Terms of Reference • copy of the last meeting minutes
12.0 Terms of Reference	To be reviewed annually.
Revised	December 15, 2005

	<p>April 11, 2011</p> <p>September 10, 2015</p> <p>April 4, 2016</p> <p>June 2019</p> <p>September 26, 2022</p> <p>February 13, 2024</p> <p>December 2, 2025</p> <p>April 20, 2026</p>
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Linkages - Committees/collaboratives which provide updates and consult with the Skills Development Flagship.

