

HWDSB

Policy Committee

Wednesday January 6, 2021
Virtual Meeting – will be posted the following day
Hamilton-Wentworth District School Board
20 Education Court, P.O. Box 2558
Hamilton, ON L8N 3L1

AGENDA: 5:30 p.m.

1. Call to Order
2. Approval of the Agenda
3. [Consent item: updates to procedures under the Human Resources policies](#)

Policy Reviews:

Facilities

4. [Property Disposition](#)
5. Adjournment

Subject: Human Resources Procedures

Executive Council Member Responsible: Jamie Nunn
Superintendent, Human Resources



The following chart updates Trustees on the changes made to the procedures attached to the policies, under the Human Resources Pillar policy.

The policies and procedures under this pillar include:

- 4.1 Accommodation of Staff**
 - Accommodation of Staff Procedure
 - Employee Medical Records Management – Employee Support and Wellness Procedure
- 4.2 Employee Attendance Management**
 - Employee Support and Attendance Management Procedure
- 4.3 Occupational Health and Safety**
 - Promoting Safety Through Student Behaviour Management Procedure
- 4.4 Performance Appraisal**
- 4.5 Professional Learning**
- 4.6 Recruitment and Selection**
 - Recruitment and Selection Procedure
- 4.7 Staff Engagement**
- 4.8 Staff Progressive Discipline**
- 4.9 Workplace Violence and Harassment Prevention**
 - Workplace Harassment Prevention Procedure
 - Workplace Violence Prevention Procedure

Consent Agenda: A consent agenda groups the routine, procedural, informational and self-explanatory non-controversial items typically found in an agenda. These items are then presented to the committee allowing anyone to request that a specific item be pulled out for discussion.

Listed below is a summary of the changes to all procedures under the Human Resources Pillar.

4.1 Accommodation of Staff (policy review date: 2022)

Last reviewed in 2018

Procedure Name	Changes Made
Accommodation of Staff Procedure	Minor changes made to reflect updates made to policy
Employee Medical Records Management – Employee Support and Wellness Procedure	No changes

4.2 Employee Attendance Management (policy review date: 2023)

Last reviewed in 2019

Procedure Name	Changes Made
Employee Support and Attendance Management Procedure	No changes

4.3 Occupational Health and Safety (policy review date: 2021) *policy reviewed annually

Last reviewed in 2020

Procedure Name	Changes Made
Promoting Safety Through Behaviour Management Procedure	Updated to reflect minor updates in the policy

4.4 Performance Appraisal (policy review date: 2020)

Last reviewed in 2016

Procedure Name	Changes Made
*no procedure exists for this policy	N/A

4.5 Professional Learning (policy review date: 2020)

Last reviewed in 2016

Procedure Name	Changes Made
*no procedure exists for this policy	N/A

4.6 Recruitment and Selection (policy review date: 2024)

Last reviewed in 2020

Procedure Name	Changes Made
Recruitment and Selection Procedure	None

4.7 Staff Engagement (policy review date: 2019) *to be reviewed in September 2021*

Last reviewed in 2015

Procedure Name	Changes Made
*no procedure exists for this policy	N/A

4.8 Staff Progressive Discipline (policy review date: 2022)

Last reviewed in 2018

Procedure Name	Changes Made
*no procedure exists for this policy	N/A

4.9 Workplace Violence and Harassment Prevention (policy review date: 2021) *policy reviewed annually**Last reviewed in 2020**

Procedure Name	Changes Made
Workplace Harassment Prevention Procedure	None
Workplace Violence Prevention Procedure	None

Subject: Property Disposition

Executive Council Member Responsible: Stacey Zucker,
Associate Director, Support Services



ISSUE

The Property Disposition Policy is up for its cyclical review.

Staff have reviewed the policy and note that although the Regulation and Act no longer require public information sessions, staff are recommending that HWDSB continue to host these sessions as they have done in the past. There are no other changes made to date to the regulation or Act.

RECOMMENDATION(S)

That the Property Disposition Policy be recommended for approval.



Property Disposition

Date Approved: XXXX

Projected Review Date: XXXX

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PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) recognizes that under section 194(3) of the Education Act, a board that has adopted a resolution that real property is not required for the purposes of the board, may sell, lease or dispose of the surplus property as governed by Ontario Regulation 444/98.

GUIDING PRINCIPLES:

HWDSB recognizes the need to demonstrate:

- Trustee fiduciary responsibility
- Effective public-sector governance
- Transparent and timely communication

INTENDED OUTCOMES:

When HWDSB is disposing of entrusted property assets, the board will:

- Be in full compliance with all legislative and regulatory requirements;
- Clearly articulate directions and decisions in a timely fashion to the Preferred Agents as identified in Ontario Regulation 444/98 and the community at large;
- Adhere to the two phases of the property disposition process.

RESPONSIBILITY:

Director of Education
Members of Executive Council

TERMINOLOGY:

Disposition of Property: relates to an entire school and property; an administrative property; excess land on a piece of school property (on which a school will continue to operate); vacant land; and exchange of lands.

Preferred Agents as identified in Ontario Regulation 444/98: Prescribed Preferred Agents receiving proposals from HWDSB are listed in priority sequence.

- Any school board that holds or has held in the last fiscal year a leasehold interest in the property being sold/leased;



Property Disposition

Date Approved: XXXX

Projected Review Date: XXXX

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- French Public District School Board;
- English Separate District School Board;
- French Separate District School Board;
- Facilities that have an agreement with HWDSB to provide a qualifying education program for which ministry grants under section 23 are available;
- City of Hamilton as service system manager for the City (Consolidated Municipal Service Manager “CMSM”);
- Mohawk College of Applied Arts & Science;
- College Boreal d’arts appliques et de technologic;
- McMaster University;
- Lynwood Charlton Centre;
- Hamilton Niagara Haldimand Brant LIHN (Local Health Integration Networks);
- Hamilton Public Health;
- The Crown in right of Ontario;
- City of Hamilton;
- Indigenous Organizations
 - a. Metis Nation of Ontario Secretariat
 - b. Chiefs of Ontario
 - c. Ontario Federation of Indigenous Friendship Centres
 - d. Association of Iroquois and Allied Indians
 - e. Nishnawbe Aski Nation
 - f. Grand Council Treaty #3
 - g. Union of Ontario Indians
- Crown in right of Canada

ACTION REQUIRED:

When proceeding with the disposition of entrusted property assets the Board will adhere to the two phases of property disposition. The initiation of each phase requires separate Board approval:

Phase 1 – Circulation to Preferred Agencies – Ontario Regulation 444/98 (180-day period)

- Following the adoption of a Board resolution declaring property surplus to the Board’s needs and subject to Board of Trustee approval, Ontario Regulation 444/98 can be engaged, where the Board shall issue a proposal to the Preferred Agencies to sell, lease or dispose of real property.
- HWDSB administration will provide a public information session to the local community within the first 60 days of the circulation period.



Property Disposition

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Phase 2 – Sale of Property on the Open Market (three-year window from 180-day circulation expiry date)

- HWDSB may dispose of surplus property on the open market at “fair market value” after first providing evidence to the Minister of Education that due process has been followed, that is, if:
 - No expression of interest was received during the initial 90-day period; or
 - No offers were received during the second 90-day period; or
 - No offers could be agreed upon.

The processes in these phases are defined in the Property Disposition Procedure and Ontario Regulation 444/98.

PROGRESS INDICATORS:

Intended Outcome	Assessment
Be in full compliance with all legislative and regulatory requirements	Measured through the procedures as outlined within all legislative and regulatory requirements.
Clearly articulate directions and decisions in a timely fashion to the Preferred Agents as identified in Ontario Regulation 444/98 and the community at large.	Measured through method and date of notification.
Adhere to the two phases of the property disposition process.	Measured by the documentation required for each phase of the process.

REFERENCES:

Government Documents

Education Act

Ontario Regulation 444/98

HWDSB Policies

Pupil Accommodation Review

HWDSB Documents

Long-Term Facilities Master Plan