



Policy Committee

Wednesday January 10, 2024

EC-340D & Virtual Meeting

AGENDA: 6:00 p.m.

1. Call to Order/Roll Call
2. Land Acknowledgment
3. Approval of the Agenda

Policy Review:

4. [Use of Board Facilities](#)
5. [Fraud Prevention & Management](#)

Discussion:

6. [Policy Development Process](#) – review Draft Policy Development & Stakeholder Consultation ([Link](#) to document on website)
7. Adjournment



Land Acknowledgement

We acknowledge our presence on ancestral Anishinaabe and Haudenosaunee Confederacy land as determined by the Dish with One Spoon treaty.

The intent of this agreement is for all nations sharing this territory to do so responsibly, respectfully and sustainably in perpetuity.

We respect the longstanding relationships with the local Indigenous communities, the Mississaugas of the Credit First Nation and the Six Nations of the Grand River.

Subject:

2.6 Use of Board Facilities

Executive Council Member Responsible:

Matthew Gerard
Associate Director of Business Services &
Board Treasurer



BACKGROUND

The Use of Board Facilities Policy has been reviewed by staff as part of the four-year cycle review. Staff have made minor updates to language throughout the policy. To determine the next steps in the review process, Trustees may refer to RESOLUTION #23-84 (June 12, 2023) where the Finance & Facilities Committee Report – June 8, 2023 was approved, including that the Board conduct a review of Board Policy No. 2.6 Use of Board Facilities.

RECOMMENDATION(S)

That the Policy Committee review the Use of Board Facilities Policy and determine next steps in its approval.

Use of Board Facilities

Date Approved: XXXX

Projected Review Date: XXXX

Page 1 of 2

PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) is committed to fostering co-operative and collaborative relationships with the broader community, using applicable Ministry of Education funds and at a minimum, no additional cost to HWDSB, to maximize the use of Board facilities.

GUIDING PRINCIPLES:

- Promote equity of opportunity and access to board facilities, including schools, for students and the school community.
- Strengthen relationships between HWDSB, community partners and the broader community.
- Ensure that subsidies align with Ministry of Education funding.
- Strive to offset and/or reduce operating costs where possible, through the pursuit of new or existing initiatives.

INTENDED OUTCOMES:

- Maximize the use of HWDSB facilities, at no additional cost to the Board beyond applicable Ministry funds, while creating and sustaining a continued relationship with the broader community.
- Ensure that Ministry funding for Community Use of Schools is fully utilized.

RESPONSIBILITY:

Director of Education
Members of Executive Council

TERMINOLOGY:

No Additional Cost: Refers to the fact that any costs above and beyond the regular cost recovery amounts, minus applicable Ministry funds, will also be applied to the users. This includes, but is not limited to, staffing, maintenance and operational costs.

ACTION REQUIRED:

Ensure that a set of procedures are developed and maintained for the following specific areas:

- Facility Partnerships, which consists of:
 - Facility Partnerships (Appendix A)

Use of Board Facilities

Date Approved: XXXX

Projected Review Date: XXXX

Page 2 of 2

- Childcare Licence Agreements (Appendix B)
- Community Use of Board Facilities, which consists of:
 - Childcare Licence Agreements (Appendix C)
 - Community Use of Board Facilities (Appendix D)
 - Municipal Reciprocal Agreement (Appendix E)

Community Use of Board Facilities requires a rental fee. Rental rates are set annually by the Board of Trustees through the Finance and Facilities Committee. The current rates can be viewed at www.hwdsb.on.ca/rentals.

PROGRESS INDICATORS:

Intended Outcome	Assessment
Maximize the use of HWDSB facilities, at no additional cost to the Board, while creating and sustaining a continued relationship with the broader community.	<p>Bi-annual survey of the broader community and community partners to assess the level of satisfaction with availability, cost and general feedback.</p> <p>Shared with Board through Finance and Facilities Committee report presentation</p> <p>Evaluated through an audit of the number of hours used within available facilities.</p>
Ensure that Ministry funding for <i>Community Use of Schools</i> is fully utilized.	Evaluated through the board's annual budget process.

REFERENCES:

Government Documents

Ministry of Education Memorandum 2006: B13 – Community Use of Schools Program

Ministry of Education Community Planning and Partnership Guidelines

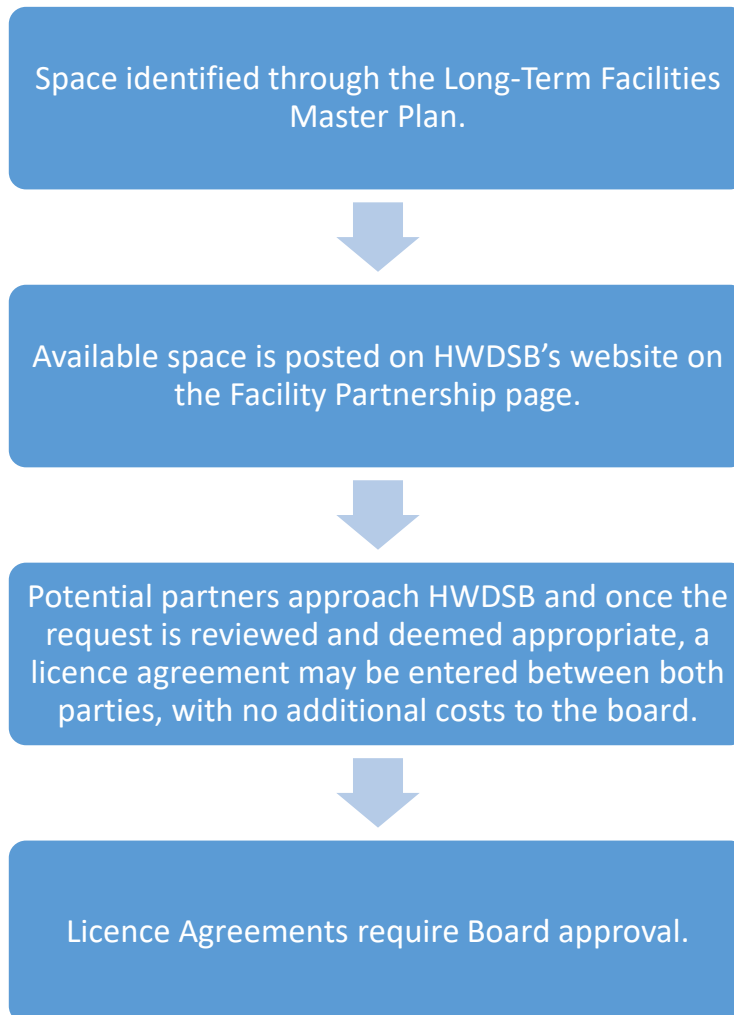
Ministry of Education Pupil Accommodation Review Guidelines

HWDSB

Facility Partnerships (Licence Agreements)

Facility Partnerships and Community Planning

- A Ministry initiative to encourage shared facilities, at no additional cost to the Board, with community partners using strict guidelines.



HWDSB

Child care Licence Agreements (Birth to Kindergarten) Facility Partnerships and Community Planning

- Identification of potential vacant space, or new builds, for purpose built child care space.
- Potential to acquire Ministry capital grants to construct purpose built child care space.

The City of Hamilton Consolidated Municipal Service Manager (CMSM), along with HWDSB, identify potential opportunities for childcare spaces based on community need.



HWDSB and CMSM apply to Ministry of Education for capital grant funding to construct additional licensed child care spaces.



HWDSB enters into agreement, at no additional cost to the Board, with licensed child care operator for the space.

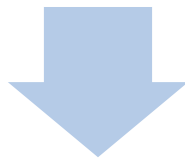
HWDSB

Child care Licence Agreements (Before and After School Care)

Community Use of Board Facilities
(Licence Agreement & Rental Fee applies)

- A requirement of the Ministry of Education to provide before and after school care in all elementary school that offer Kindergarten (where demand exists).

Survey school community to determine if there is enough interest to start before and after school care.



If interest exists, HWDSB enters into a licence agreement with the childcare operator to offer the program, in community use spaces of the school.

HWDSB

Community Use of Schools

Community Use of Board Facilities (Rental Fee applies)

- HWDSB facilities, specifically, classrooms, gyms and other spaces rented throughout the school year (Sept. – June), when they are not being used for school activities.
- Permits are approved depending on the availability of space and resources.
- Fees are charged according to an established fee schedule.

Community groups apply through an online application on HWDSB's website.



Community Use of School staff determine if the space is available and if the use is appropriate.

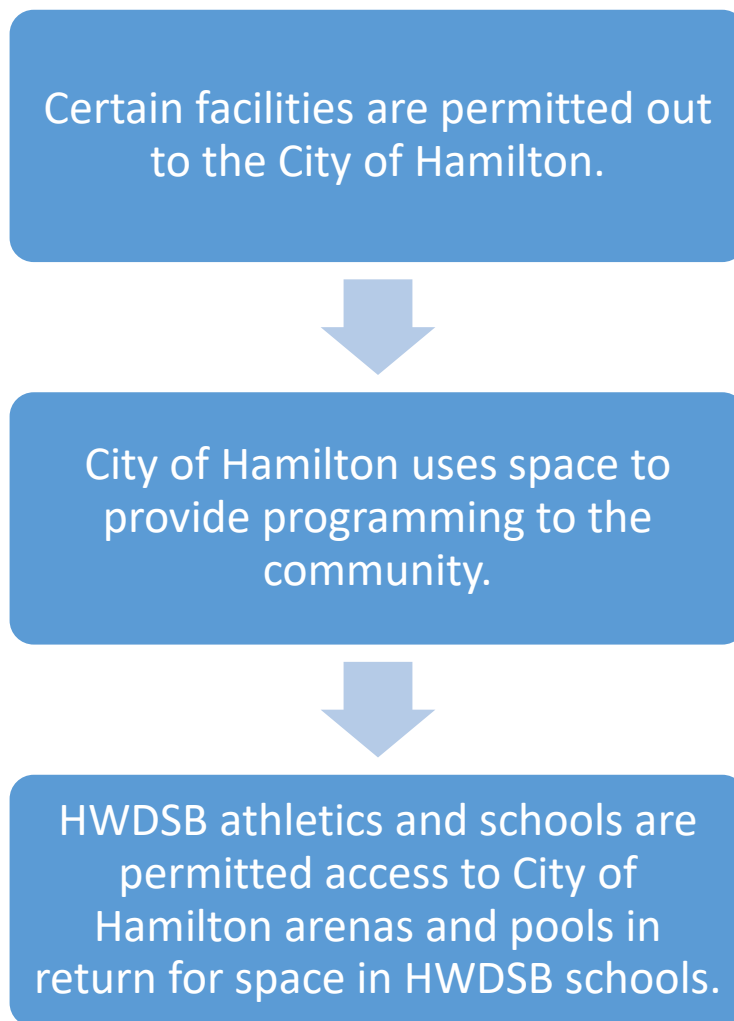


Permit is provided upon receipt of funds, based on the *rental rates*.

HWDSB

Municipal Reciprocal Agreement Community Use of Board Facilities (Rental Fee applies)

- A long-standing agreement with the City of Hamilton where the City allows students access and use of its facilities and in return is able to have access and use of HWDSB facilities for City programming.



Subject:

3.6 Fraud Prevention and Management

Executive Council Member Responsible:

Matthew Gerard
Associate Director of Business Services &
Board Treasurer



BACKGROUND

The Fraud Prevention and Management Policy has been reviewed by staff as part of the four-year cycle review. Staff have made minor updates to language throughout the policy.

RECOMMENDATION(S)

That the Fraud Prevention and Management Policy be recommended for approval.

Fraud Prevention and Management

Date Approved: XXXX

Projected Review Date: XXXX

Page 1 of 3

PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) is committed to protecting its assets and maintaining public trust through a system of internal controls designed to prevent, detect, investigate, and report instances of fraud.

GUIDING PRINCIPLES:

- This policy applies to trustees, employees, volunteers, and third-party contractors/consultants.
- The Board is committed to preventing fraud, protecting its revenue, property, proprietary information and other assets.
- If fraud is found to have occurred, the Board shall make every reasonable effort to seek restitution and obtain recovery of any and all losses from the offender(s), or other appropriate sources, including the Board's insurers. In the event of criminal misconduct, the police shall be notified, as determined by the Director or their designate and/or the Chair of the Board.
- This policy prohibits reprisals against individuals, acting in good faith, who report incidents of suspected fraud, or who are witnesses in any subsequent investigation.

INTENDED OUTCOMES:

- Increase awareness of key fraud indicators, the diverse types of fraud and fraud schemes that may exist and the roles/responsibilities of all staff in fraud prevention, deterrence, and detection.
- Establish and maintain a system of internal control to ensure, to the fullest extent possible, the prevention and detection of fraud.
- Ensure that there is no reprisal against an individual reporting a wrongdoing under this policy.

RESPONSIBILITY:

Director of Education
Members of Executive Council

TERMINOLOGY:

Fraud: A deliberate act of deception, manipulation, or trickery, with the specific intent of gaining an unfair or dishonest personal gain or advantage. It may be perpetrated by one individual or done in collusion with others. It involves wilful misrepresentation or deliberate concealment of material facts.

Fraud Prevention and Management

Date Approved: XXXX

Projected Review Date: XXXX

Page 2 of 3

Types of fraud could include, but are not limited to, the following:

- a) forgery or alteration of cheques or other banking documents and records;
- b) theft, embezzlement or misappropriation of funds, supplies and services, resources, other assets or time;
- c) any irregularity in the handling or reporting of money transactions, including the falsification, destruction or removal of corporate records;
- d) any computer related activity involving the alteration, destruction, forgery, manipulation of data or unauthorized access for fraudulent purposes;
- e) any claim for reimbursement of business expenses that is either intentionally inflated or not a legitimate business expense of the Board;
- f) any claim for compensation/pay (inflated timesheet);
- g) any claim for reimbursement of benefit expenses under the Board benefit plans provided to employees that is either intentionally inflated or falsified;
- h) the unauthorized use of Board money, property, resources, or authority for personal gain or other non-Board related purposes;
- i) misuse or abuse of authority in the context of purchasing goods or services;
- j) false claims for grants, contributions or any program/service payments, including refunds and rebates;
- k) seeking or accepting anything of material value from vendors of the Board (bribes, commissions) in violation of the conflict of interest;
- l) making personal purchases on Board Purchasing/Credit Cards.

ACTION REQUIRED:

- Staff will implement and maintain procedures to operationalize this policy to create a system of internal controls designed to prevent, detect, investigate, and report instances of fraud.
- The Director of Education, or representative, will provide an annual report to the Audit Committee on the implementation of this policy and any findings.
- The Board will provide the necessary information and training to ensure that staff is familiar with fraud, its prevention and its detection.
- Address and remedy all instances of fraud as defined by the policy, appropriately and in an independent, transparent, fair and timely manner
- Ensure that a person who, in good faith, reports suspected wrongdoing or fraud and anyone associated with the investigation, including witnesses, are protected from reprisal, including harassment, retaliation or adverse employment consequences.

Fraud Prevention and Management

Date Approved: XXXX

Projected Review Date: XXXX

Page 3 of 3

PROGRESS INDICATORS:

Intended Outcome	Assessment
Increase awareness of key fraud indicators, the diverse types of fraud and fraud schemes that may exist and the roles/responsibilities of all staff in fraud prevention, deterrence, and detection.	Develop and implement internal awareness of all techniques aimed at staff to reveal specific information or perform a specific action for illegitimate reasons. Highlighting fraud prevention into regular training of staff.
Establish and maintain a system of internal control to ensure, to the fullest extent possible, the prevention and detection of fraud.	The Director or Education or designate will provide updates to the Audit Committee.
Ensure that there is no reprisal against an individual reporting a wrongdoing under this policy.	The Director of Education or designate will review the process regularly to ensure no reprisals have occurred through feedback received and the complaint process.

REFERENCES:

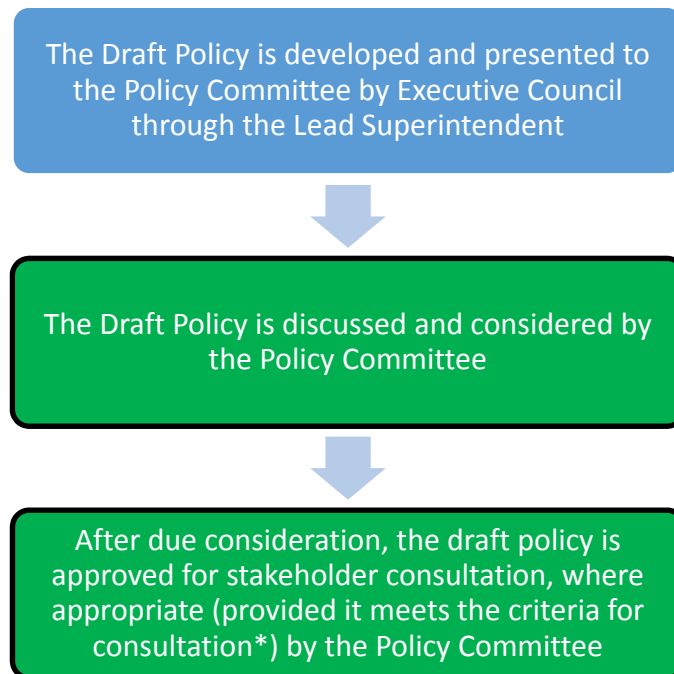
Government Documents

- The Education Act
- Ontario Regulation 361/10: Audit Committees
- The Criminal Code of Canada (RS., 1985, c. C-46)

HWDSB

DRAFT POLICY DEVELOPMENT:

The Scoping Report helps guide the development of the Policy. Using the *Policy Template*, a Draft Policy is written.



*criteria for stakeholder consultation is listed under “Stakeholder Consultation”

HWDSB

STAKEHOLDER CONSULTATION:

The appropriate size, scope and duration of consultation is recommended by the Policy Committee based on:

- a) Importance of the issue;
- b) Time available for consultation;
- c) Number of stakeholder groups affected; and
- d) Significance of the impact or implications of the Policy

The process used for the consultation will be determined by the nature of the Policy but will always include consultation with School Councils, the Parent Involvement Committee and a survey on the website allowing feedback within 30 days. The process may include, but is not limited to:

- a) Public delegations/presentations to the Policy Committee;
- b) Public meetings;
- c) Facilitated focus groups;
- d) Advisory committees; and
- e) Web surveys or opinion polls.

A consultation plan is developed and is presented in conjunction with the Draft Policy, to the Policy Committee by Executive Council, through the Lead Superintendent



The appropriate process, size, scope and duration of consultation is considered and discussed by the Policy Committee



After due consideration, the consultation plan is approved for stakeholder consultation by the Policy Committee



Stakeholder Consultation Process is implemented by Corporate Communications



The Stakeholder Consultation data is collected, collated and analyzed by the Evidence-Based Education and Services Team (E-BEST)