



Policy Manual – Real Property

R.01 – Real Property Portfolio

The mission of Catholic Education in Hamilton-Wentworth, in union with our Bishop, is to enable all learners to realize the fullness of humanity of which Our Lord Jesus Christ is the model.

POLICY STATEMENT

The Hamilton-Wentworth Catholic District School Board (HWCDSD) is committed to ensure that current and future properties and facilities owned and operated by the Board are managed in the most effective and efficient manner.

To achieve this policy, the following apply:

Board

- i) All issues relating to the acquisition, disposal, sale and or lease of Board property and facilities shall be the responsibility of the Board through the Committee of the Whole.
- ii) When deemed necessary, the Chairperson of the Board shall appoint a Committee of three Trustees to deal with specific real estate matters.

Administration

The Planning and **Accommodation** Department shall:

- l) Coordinate and be responsible for the overall administration of the Board's real property, including the development and implementation of policies, procedures and studies to ensure that current and future properties and facilities owned and operated by the Board are utilized in an efficient manner;

Purpose

To ensure that the management of Board properties, including the acquisition, sale and/or lease of its properties and facilities, is facilitated in the most effective and efficient manner and that provides the Board with the greatest overall flexibility in the location of its schools.

As it relates to the sale of its properties, the Board will endeavor to ensure that market value is obtained, while leases will be established on a cost recovery basis.

Responsibility:

The **Associate Director of Corporate Services, Manager of Real Estate, Community Partnerships and Transportation** and the Manager of Planning and **Accommodation** will be responsible to support the implementation of this policy.

Regulations:

Education Act, R.S.O. 1990, s. 192-196.

Education Development Charges, Division E, Education Act, R.S.O. 1990.

Ontario Regulation 444/98 – Disposition of Surplus Real Property

Ministry of Education, Pupil Accommodation Review Guideline (March 2015)

Alternative Arrangements for Accommodation of Students (R.03)

Community Planning and Facility Partnerships Policy (B.F.01)

Pupil Accommodation Review (S.09)
School Sites –Operating Budget Surplus (R.04)

Related Board Committee: Committee of the Whole

Policy Review Date

BM Original Policy Approved March 8, 1983.

Revisions: 01 November 1988, 28 June 1994, 01 October 2002, 05 June 2007, 4 June 2012,
20 June 2017, 01 February 2022

To be reviewed every **five** years.