



APPENDIX B
Approved Operating Procedures

Name: Single Inventory System

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Scope: This procedure addresses the mandatory steps, processes and approvals necessary for updating data within the Single Inventory System (SIS).

Purpose: The purpose of the Single Inventory System is to have a consolidated inventory of Ministry and Broader Public Sector owned properties. This inventory aligns with the Inventory Policy for Real Property, which identifies the requirements and timelines for updating data. The Single Inventory System is used to identify opportunities for redeployment of assets to other Ministries or Broader Public Sector Entities prior to disposal on the open market. The data within the system can also be analyzed to identify opportunities through a strategic real estate lens.

Links: Core Policy

Inventory Policy for Real Property

Procedures:

Table with 3 columns: Step, Activity, Responsibility. Row 1: Step 1, Activity (Per Inventory Policy Section 6.1: Requirement to Report, the Consolidated Revenue Fund (CRF) and Broader Public Sector (BPS) Entities will submit an updated inventory of real property to the Real Property Division, at least annually, and throughout the year as the Classification Status of a property changes to Surplus Active. To initiate this process, Strategic Real Estate Services (SRES) will send a spreadsheet containing the current inventory to each individual Ministry Lead and BPS Lead via the Single Inventory System (SIS) email: SingleInventorySystem@gov.bc.ca.), Responsibility SRES.

2	<p>SRES will provide the latest data recorded in the SIS on the appropriate template which is to be updated by the Ministries and BPS Entities. When updating the template, please follow the guidelines identified in the comments section within the template. Please <b>do not</b> format the template or copy and paste any data into the template that has previously been formatted.</p> <p>An annual request for data will be sent mid-April with a deadline to have updates returned early June.</p>	SRES
3	<p>Ministries and BPS Entities return the data in the established template to SRES via SIS email: <a href="mailto:SingleInventorySystem@gov.bc.ca">SingleInventorySystem@gov.bc.ca</a>.</p>	Ministries and BPS Entities
4	<p>SRES to receive confirmation from the Ministry Lead that the updates provided by the BPS Entities are approved for uploading into the Single Inventory System.</p>	SRES / Ministry Lead
5	<p>SRES uploads data into the Single Inventory System.</p>	SRES
6	<p>Once all the data is received, SRES exports the data and places it into the "Reports" section within the Single Inventory System to make available to all Ministries and BPS Entities.</p>	SRES
7	<p>SRES provides notification, via SIS email, to Ministries and BPS Entities who provided updates that their data has been uploaded into the SIS and is now reflected in the "Reports" section.</p>	SRES
8	<p>SRES will provide notification, via the SIS email, to each individual Ministry's Executive Director copying their ADM, the SIS Ministry Lead and BPS Leads, advising of the recent changes in status of properties to the classification of Surplus Active. Properties will be set at this status for a minimum of 3 months, without marketing/selling, per Section 6.4 of the Inventory Policy. Interested Ministries and BPS Entities will have 3 months to submit a <b>Business Case</b> outlining any proposed program use for the property. A Business Case template will be attached to the notification email and must be submitted to SRES via the SIS email within the 3 month period from the notification of the status change to Surplus Active. SRES to collect all Business Cases.</p> <p>If a surplus property does not generate any interest from other Ministries and/or BPS Entities then the property owner will receive a Clearance Letter for Disposal to either dispose of the property following their own procedures (under \$1M) or where appropriate,</p>	SRES

	request as an addition to the SRES Surplus Properties List (\$1M and greater).	
9	SRES to track the 3 month timeline on all Surplus Active properties.	SRES
10	If changes are required to the current data throughout the year, such as classification updates, Ministries and BPS Entities can request changes/updates be made via the SIS email: <a href="mailto:SingleInventorySystem@gov.bc.ca">SingleInventorySystem@gov.bc.ca</a> . See steps 3 – 8.	Ministries and BPS Entities

**Enclosures:**

- Definitions for Data Template Fields
- Classification of Real Property / Surplus Properties

## **Definitions for Data Template Fields**

Status:	Active or Disposed
Property Type:	Indicate type of record: - Land for a parcel of land - Building for one building on the parcel The land record must be entered first so the building(s) can be associated with it.
Parcel ID:	Required. Enter unique value for each Land record. Use the Parcel ID from already entered Lands for each Building on the parcel. Format is: 123-456-789
Local ID:	Required for Buildings. Used to identify multiple buildings on a single Parcel of Land. It must be unique within a Parcel of land. Optional for Land. Can cross-reference with client Databases. This is a free form entry to 15 Characters. Do not enter any personal information.
Description:	Optional. A short narrative describing the land or building and its prominent features. Free format to 255 Characters. Do not enter any personal information.
Assessed Value:	Required. BC Assessment Authority provided value of the Land or Building respectively. For multiple buildings on a parcel, floor space can be used to divide the assessment. Use the assessment aligning to the larger portion of the fiscal. (e.g. Fiscal 14/15 use 2014) Format is currency to 9 digits.
Classification:	Required. Enter one of the following: - Surplus Active - Surplus Encumbered - Core Strategic - Core Operational The definition of each is in policy <a href="http://www2.gov.bc.ca/gov/topic.page?id=11057A6C036E4B92B494A6C1F97B2BBB">http://www2.gov.bc.ca/gov/topic.page?id=11057A6C036E4B92B494A6C1F97B2BBB</a>
Civic Address:	Required. Enter the address number and Street or Highway name. Use the Description column to describe the location of remote properties. Free format text to 50 Characters. Do not enter any personal information.
City:	Required. Entry the nearest City or town. The entered Cities are restricted to values on a city list. Add the city and the validation step performed when load the data will confirm the city, town or place is on the list. The list is accessible during validation.
Postal Code:	Required. The format for the Postal Code is V1B 2C4. Space required. The alphabets in the postal code should be entered in upper case.

Latitude:	Optional. Latitude value in decimal degrees. Use the South west corner of the property or an existing value. Format is DD.DDDDD Public applications can be used to determine Lat. & Long.
Longitude:	Optional. Longitude value in decimal degrees. Use the South west corner of the property or an existing value. Format DDD.DDDDD (negative for western hemisphere). Public applications can be used to determine Lat. & Long.
Land Area:	Required for Land. Size of the land area in <b>hectares</b> . Format NNN.NNNN
Land Legal Description:	Required for Land. This is a Legal Description as supplied by the Land Title and Survey Authority for all titled properties in BC. Copy the official legal description. Format is free form very long text.
Building Type of Construction:	Required for Buildings. The main type of construction used for the building. Use one of the following values: - Concrete - Masonry - Mixed - Steel - Wood
Building Floors:	Required for Buildings. Count all floors with occupiable space, including storage space and basements. This value <b>MUST</b> be 1 or more. Format is NNN
Building Predominant Use:	Required for Buildings. The entered values are restricted to values on a long list. For buildings with multiple uses, enter one value that best describes how the building is used. The list of acceptable values is accessible during validation.
Building Rentable Area:	Required for Buildings. A measure of the rentable area in <b>square metres</b> . Format is NNNNNN.NN
Building Tenancy:	Required for Buildings. Enter the percentage use of each of occupant type in the building Including vacancy. (e.g. 10% Vacant 90%, Ministry Operations). Free form text to 50 characters. Do not enter any personal information.
Building Net Book Value:	Required for Buildings. The formula is Gross Asset Value (Acquisition Cost + Capital Additions) less Accumulated Depreciation = Net Book Value Format is currency to nearest dollar. NNN,NNN,NNN

## **Classification of Real Property / Surplus Properties**

As per the Inventory Policy for Real Property:

### 4.7 Classification of Real Property

CRF Entities will assign a strategic classification to each real property asset, based on the following four choices.

- **Core Operational** – real property assets that are functionally and financially effective and continue to provide substantial support to ongoing program needs but are not uniquely strategic (i.e. alternatives exist).
- **Core Strategic** – real property assets that are uniquely integral to a larger long term service delivery strategy AND/OR are functionally and financially effective relative to critical service delivery needs that could NOT reasonably be met by available alternatives. This may include vacant or underutilized assets in appropriate circumstances.
- **Surplus Active**- real property assets that are surplus and are reasonably capable of alternate deployment or disposal.
- **Surplus Encumbered** – real property assets that are surplus and cannot readily be redeployed or disposed of due to one or more major obstacles such as significant First Nations interests, environmental contamination, restrictions on title such as reversionary clauses, adverse market conditions or similar consequential encumbrances.

Real property will be **identified as surplus** when:

- The quantity and/or nature of demand is not sufficient to support substantial use and/or
- The property is functionally ineffective relative to current or projected requirements and/or
- The property is financially inefficient relative to available alternatives and/or
- The property's condition has deteriorated, and repair is uneconomical and/or
- The property is not in alignment with the CRF Entity's Service Plan, enabling legislation or supporting mandate of the organization.

The classification of each real property asset will be reviewed on an annual basis and maintained as part of the minimum inventory data requirements.