



APPENDIX C
Approved Operating Procedures

Name: Business Case

Issue Date: August 28, 2018

Version Number: 01

Written By:

Approved By:

Name: Tricia Gestwa

Name: Yvonne Deibert

Title: Performance Measures & Reporting Lead

Title: A/ Executive Director

Scope: This procedure addresses the mandatory steps, processes and approvals necessary for completion of a Business Case expressing interest in a property that has been deemed “Surplus Active” in the Single Inventory System.

Purpose: To transfer a Ministry or Broader Public Sector property that has been deemed “Surplus Active” to another Ministry or Broader Public Sector Entity, which aligns with the Inventory Policy for Real Property.

Links: [Core Policy](#)

[Inventory Policy for Real Property](#)

Procedures:

Step	Activity	Responsibility
1	If a Ministry or BPS Entity feels they have a use for a property that has been declared Surplus Active in the Single Inventory System by another Ministry or BPS Entity, a Business Case is required to be submitted to SRES via the SIS email within the 3 month period from the notification of the status change to Surplus Active: Day 1 - Notification of status change by SRES. Day 30 - 1 month reminder issued by SRES. Day 60 - 2 month reminder issued by SRES. Day 90 - deadline for submission of Business Case.	Interested Ministry / SRES
2	SRES will receive all Business Cases submitted via the SIS email and distribute to the internal SRES review committee.	SRES

3	<p>If INTEREST in a property is identified:</p> <p>SRES will notify the land owning Ministry that there has been interest shown in their property by way of a Business Case submission from another Ministry or BPS Entity. The property will be placed on HOLD, until a recommendation or decision is made about the property.</p> <p>SRES will update the Classification in the SIS to HOLD.</p>	SRES
4	SRES Review Committee will review Business Case(s) and provide recommendations to the owning Ministry.	SRES
5	<p>If more than one Business Case is received, SRES will facilitate a meeting between those who submitted Business Cases and the Ministry or BPS Entity who owns the property. If a decision is made at this level, the land owner, the two or more interested parties, and SRES, will work together on the transfer of property per Section 8.1 of Core Policy.</p>	ALL
6	If an agreement cannot be reached between the involved Ministries or BPS Entities, SRES will create a Treasury Board Submission for decision.	SRES