



**APPENDIX E**  
**Approved Operating Procedures**

**Name:** Clearance Letter for Disposal

**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 SRES to issue a clearance letter to the owning Ministry and Broader Public Sector (BPS) Entities who have properties classified as “Surplus Active” in the Single Inventory System, and no interest has been shown by other Ministries or BPS Entities.

**Purpose:** To provide the Ministry or BPS Entity land owner with confirmation that no other Ministries or BPS Entities have expressed interest in their surplus property for redeployment purposes. The land owning Ministry or Broader Public Service Entities are now free to dispose of their surplus properties.

**Links:** [Inventory Policy for Real Property](#)

1	<p>If NO INTEREST in a property has been identified:</p> <p>SRES will issue a clearance letter to the owning Ministry / BPS Entity for all properties where there has been no interest by other Ministries / BPS Entities identified within the 3 month period as outlined in the Inventory Policy for Real Property. At that time, Ministries / BPS Entities are free to dispose of their surplus properties, using one of the following methods:</p> <ol style="list-style-type: none"> <li>1. Surplus Properties valued at under \$1M – Properties sold by the holding Ministry / BPS Entity.</li> <li>2. Properties valued at \$1M or greater – Addition of the property to the SRES Surplus Properties List.</li> </ol> <p><b>PLEASE NOTE:</b> When Ministries and Broader Public Sector Entities are disposing of a property valued at \$1M or greater, all offers of significant value should be evaluated by the Strategic Real Estate Services Branch prior to the offer being accepted.</p>	SRES
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**Enclosure:**

- Sample Clearance Letter



Date

Name and Title  
Office/Organization  
Address Line 1  
City BC Postal Code

Dear :

**Re: Clearance to Dispose of Surplus Properties**

As per the Inventory Policy for Real Property, all properties which are surplus to government needs must be identified as “Surplus Active” within the Single Inventory System for a 3 month period prior to disposal. All Ministries and Broader Public Sector Entities which use the Single Inventory System were notified of your “Surplus Active” properties, and were given the opportunity to submit a Business Case expressing their interest in the properties.

I can confirm there has been no interest expressed in the following Surplus Active properties:

Property	Address

Your Ministry is now free to dispose of your Surplus Active properties using one of the following methods:

1. Surplus Properties under \$1M – Properties sold by the holding Ministry / BPS Entity.
2. Properties valued at \$1M or greater – Addition of the property to the SRES Surplus Properties List.

If you have any questions regarding this matter, please feel free to contact me at [Yvonne.Deibert@gov.bc.ca](mailto:Yvonne.Deibert@gov.bc.ca) or 250-387-6348.

Sincerely,

Yvonne Deibert  
A/Executive Director