



APPENDIX G
Approved Operating Procedures

Name: **Additions and Deletions**

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 document addresses the mandatory steps, processes and approvals necessary for adding or deleting properties from the current SRES Surplus Properties List (formerly the “RAEG” List) administered by Strategic Real Estate Services. The Additions and Deletions Process is in accordance with the Inventory Policy for Real Property, Section 6.4 Disposal. Prior to disposing of surplus real property on the open market, properties must be identified and listed in the inventory for a minimum of 3 months. Once the 3-month period is over, ministries can submit a formal request to add properties to the approved list of surplus properties for sale.

Purpose: To establish a consistent approach when adding or deleting surplus properties to the SRES Surplus Properties List.

Links: [Inventory Policy](#)

Procedures:

Step	Activity	Responsibility
1	<p>The Ministry with accountability for the asset submits a memo requesting changes to the Approved Surplus Properties List, as follows:</p> <ul style="list-style-type: none"> • All Additions: Executive Director to Executive Director of SRES; • Deletions up to \$10M: Executive Director to Executive Director of SRES; and • Deletions over \$10M: ADM to ADM of Real Property Division. <p>The request must include the following, for:</p> <p>Additions:</p> <ul style="list-style-type: none"> • Minimum value threshold for additions to be \$1M (however, surplus properties at any value can be requested for addition to the inventory); 	Ministry

	<ul style="list-style-type: none"> • Clear property description, including property type and size, zoning, PID and legal description, etc.; • Civic address; • Fiscal Year the property is expected to sell; • A Cost Benefit Analysis and Readiness Checklist (formal Surplus Declaration) for each property which includes the estimated market value, estimated sales costs and net proceeds, and • Appraised Value. <p>Deletions:</p> <ul style="list-style-type: none"> • RAEG Number; • Rationale for deletion; • Clear property description, including property type, zoning, etc.; • Civic address; • Fiscal Year the property was expected to sell, and • Estimated net proceeds. <p>Please note: It is no longer a requirement to replace deleted items with new additions; however, any properties valued at \$1M or greater must be added back to the SRES Surplus Properties List prior to disposal.</p>	
2	Once the request is received by the Executive Director of SRES, it is forwarded to the Performance Measures and Reporting Lead (PMRL) for action.	SRES
3	The PMRL will create a new “Adds/Deletes Checklist” to be used as a tracking tool throughout the process.	SRES
4	The PMRL will create a Decision Note for the ADM, Real Property Division containing all requested Additions and Deletions to the SRES Surplus Properties List.	SRES
5	DN will be sent on for approval through eApprovals system.	SRES
6	Once the DN comes back signed, the Executive Assistant for the ADM will provide a copy to SRES’ ED and PMRL.	ADMO

7	On behalf of the ADM of RPD, the PMRL will draft a memo to the requesting Ministry advising the requested additions and/or deletions have been approved. This memo will be sent for approvals and distribution via eApprovals: PMRL > ED > ADM.	SRES
8	The PMRL will make changes to the Approved Surplus Properties within SharePoint (system of record) and all changes will be reflected within the monthly reporting to the ADM and DM of Finance.	SRES

Attachments:

- [Triple Bottom Line Cost Benefit Analysis Template](#)
- [Surplus Declaration and Readiness Checklist](#)
- [Valuation Procedures](#)