



Ministry of Education Capital Management Branch

Disposal of Land or Improvements Order (M193/08)

Information Required in Support of Requested Ministerial Approval

1. For vacant schools - verification of the Board of Education decision to permanently close a school in compliance with the current or former School Opening and Closure Order, including the date of school closure.
2. Confirmation that the property will not be required for future educational purposes by the Board of Education.
3. Statement regarding the public consultation undertaken by the Board of Education to inform the educational community, general public, community organizations, local government, First Nations, etc., of the proposed disposition of the property, in compliance with the Ministry's School Building Closure and Disposal Policy.
4. Description of how the property was acquired by the Board of Education and the availability of corroborating records to establish the allocation of disposal proceeds, in compliance with s. 100 (2) of the *School Act*.
5. Confirmation that the property is not the subject of a Crown land grant.
(**Note:** the Disposal of Land or Improvements Order does not apply to Crown land grants.)
6. Civic address for the property.
7. Parcel Identifier (PID) number and legal description of the property, by providing a copy of one of the following documents obtained from Land Title Office:
 - State of Title Certificate (certified copy of title); or
 - Title Search Print (computer-generated printout of a comprehensive title search).
8. Site plan showing the subject property clearly outlined in bold or in colour.
9. Copy of the latest property BC Assessment notice.
10. Statement of the expected sale price and how proceeds will be allocated between restricted capital and local capital, in accordance with the Ministry's Allocation of Proceeds from the Disposition of Capital Assets Policy.