



Real Property Disposal - Required Information Checklist

The [Disposal of Land or Improvements Order](#) requires that a board of education must obtain ministerial approval prior to pursuing the disposal of board-owned real property, either by sale or long-term lease.

To enable an appropriate consideration of whether ministerial approval may be recommended, the Ministry of Education requires the submission of particular information in support of a board of education's request for approval.

A letter requesting ministerial approval and the required documentation addressing the following checklist items may be emailed to John Woycheshin, Regional Director, Capital Programs Unit, at: John.Woycheshin@gov.bc.ca.

The Regional Director and Planning Officer, Capital Management Branch, responsible for the school district should also be copied on the email.

PROPERTY BACKGROUND:

- 1. Confirmation that the property is surplus to the current needs of the school district and will not be required by the board of education for a future purpose.
- 2. For **schools**: verification of the board of education's decision to permanently close a school in compliance with the [School Opening and Closure Order](#), including a copy of the board-adopted School Closure Bylaw and/or a copy of the written notification of the school closure decision provided to the Ministry.
- 3. Description of how the property was first acquired by the board of education and the availability of corroborating property acquisition records, as may be required to establish the allocation of disposition proceeds between restricted capital funds and local capital funds to be held by the board.

PROPERTY DESCRIPTION:

- 4. Provision of the primary civic address for the property, including the name of the local government in which the property is located.
- 5. Provision of a site plan that:
 - shows the property outlined in bold or in colour;
 - identifies all parcels comprising the property; and
 - notes the total area of the property, in both acres and hectares.

LAND TITLE INFORMATION:

- 6. Provision of the Title Search print-out, and Parcel Information and Miscellaneous Notes print-out for each parcel comprising the property, as may be obtained from a Land Title Office, Land Title and Survey Authority of British Columbia.
- 7. Confirmation that the property is not the subject of a Crown land grant. (Note: Any parcels comprising the property that are the subject of a Crown land grant must be individually identified. However, these parcels will not be considered as part of the request for ministerial approval to pursue disposal of the property, as grants of Crown land granted under the *School Act* or any of its predecessors are exempted under section 2 of the [Disposal of Land or Improvements Order](#).)

PROPERTY DISPOSAL INFORMATION:

- 8. Description of the circumstances leading the board of education to make a request for ministerial approval to allow it to pursue disposal of the property.
- 9. Description of the broad public consultation undertaken by the board of education to seek input from the education community, general public, local government, community organizations, the Conseil scolaire francophone (CSF), local independent school authorities, and local First Nations regarding the potential disposal of the property.

Boards of education must address the following matters regarding the potential disposal of the property:

- Disposing of the property by sale or long-term lease to another board (including the Conseil scolaire francophone) or independent school for educational purposes, potentially at less than fair market value;
- Disposing of the property by sale or long-term lease to a local government, community agency or community organization for alternate community uses, potentially at less than fair market value; and
- Disposing of the property to a private interest at fair market value.

Any specific sensitivities or objections raised during the public consultation process must be identified.

- 10. Copy of the board of education's bylaw relating to the proposed disposal of property, as required under section 65 (5) of the [School Act](#). In accordance with section 7 of the [Disposal of Land or Improvements Order](#), the bylaw must include:
 - a confirmation that the board of education will not require the land or improvements for future educational purposes;
 - the name and the facility number, if any; and
 - the address and legal description.

PROPERTY EVALUATION INFORMATION:

- 11. Copy of the latest annual BC Assessment Property Assessment Notice.
- 12. Submission of a comprehensive property appraisal completed by a licensed commercial land appraiser at least 12 months prior to the board of education's request for ministerial approval to allow it to pursue disposal of the property.
- 13. Statement of net proceeds expected from the disposition of the property.
- 14. Statement of expected amounts and percentages of net disposition proceeds to be allocated as restricted capital funds and local capital funds, in accordance with the [Allocation of Proceeds from the Disposition of Capital Assets Policy](#).
- 15. Statement of the estimated Net Book Value of the property.