



## **Updated Procedures for the Disposal of School District Real Property**

Under its Surplus Property Program (SPP), the Province continues to promote the re-purposing of surplus public property in support of high-priority social infrastructure needs, such as education, housing, health, and childcare. The SPP applies to all Ministries and Broader Public Sector entities (BPS entities) that own real property and are involved with the disposal of surplus properties. Boards of education are included as BPS entities under the SPP and represented by the Ministry of Education.

One key component of the SPP is the Enhanced Referral Process (ERP), which is managed by Real Property Division, Ministry of Citizens' Services. The ERP is a mandatory 90-day procedure that provides for the matching of ministry/BPS entity real property demands with available surplus public properties. The ERP must be undertaken prior to a property being approved for sale by an owning ministry or BPS entity on the open real estate market.

For boards of education, the Disposal of Land or Improvements Order continues to require that the Minister of Education, or designate, approve the proposed disposal of any board-owned property, either through a sale, exchange, or lease of greater than 10 years. School districts must provide certain documentation to the Ministry in support of a request for ministerial approval. The checklist for required information is located at:

[https://www2.gov.bc.ca/assets/gov/education/administration/resource-management/capital-planning/real\\_property\\_disposal\\_information\\_checklist\\_-\\_march\\_2020.pdf](https://www2.gov.bc.ca/assets/gov/education/administration/resource-management/capital-planning/real_property_disposal_information_checklist_-_march_2020.pdf)

In consideration of Government's SPP, ministerial approval may now be granted either:

- when another ministry or BPS Entity has been identified through the ERP to acquire a surplus school district property; or
- after no interest is expressed by another ministry or BPS Entity through the ERP.

In the latter case, the granting of ministerial approval will allow a board of education to then undertake a disposal process for its surplus property. This process would follow the school district policies and procedures in place with respect to the disposal of land or improvements.

Please contact Travis Tormala at: [Travis.Tormala@gov.bc.ca](mailto:Travis.Tormala@gov.bc.ca) or 778 678-7516 with any questions on how the Surplus Property Program (SPP); Enhanced Referral Process (ERP); or Disposal of Land or Improvements Order may apply to a surplus school district property being considered for disposal.