

**TITLE: DECLARING, DECOMMISSIONING AND DISPOSAL OF SURPLUS
BOARD PROPERTY**

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1.0 OBJECTIVE

To provide a framework for declaring an Ottawa-Carleton District School Board (OCDSB) facility surplus and to entrench directives regarding the disposition of facilities that have been declared surplus.

2.0 DEFINITIONS

In this policy,

2.1 **OCDSB Facility** For the purpose of this policy, OCDSB Facility shall mean any school, former school or administrative facility and the property on which said facility is sited. A facility shall not include vacant parcels of land, nor shall it mean swaths of land that are to be disposed of for the purposes of title correction, expropriation, subject of consent for the purpose of lot line adjustment, easement, lease, license or another such technical conveyance.

3.0 SPECIFIC DIRECTIVES

3.1 The Board shall provide public notice of its intent to consider the declaration of an OCDSB facility surplus to its needs. This shall include notification being placed on the OCDSB Website, on-site signage at the Facility, notice to school councils and community associations within the ward of the subject site. Notice shall be in accordance with Procedure PR.613.PLG, as amended.

3.2 The Board shall dispose of real property within the parameters of Ministry guidelines, as set out from time to time in Ontario Regulation 444/98 as amended or revised/replaced.

3.3 Prior to disposing of a facility or a site, the Board shall consider a report from staff and approve the manner of disposition. The report shall include estimates of value, which will normally be based on appraisals from certified appraisers.

- 3.4 Reg. 444/98 provides that real property, in all instances, must be offered to the other local Boards and a list of designated agencies as part of the disposition process.
- 3.5 Where the facility has been assigned pupil spaces, the Board may choose to offer the property at no cost to the other local school boards and the Ontario Realty Corporation, and at fair market value to the other preferred agencies. Pupil places will be removed from the Board's inventory if one of these organizations accepts the offer, or if all decline the property.
- 3.6 The Board has the option of offering the property to other Boards at the lower of fair market value, or the value of the Grant for New Pupil Places represented by that number of pupil places. While the OCDSB will receive and retain the funds, any pupil places assigned to that facility will remain in the Board's total.
- 3.7 If no offers are received as a result of the proposed process outlined in 3.3 and 3.4 above, the Board may dispose of the property at fair market value.
- 3.8 Following offers to the preferred agencies as defined in Ministry regulation and in 3.3 and 3.4 above, all OCDSB properties slated for disposal will be marketed through a public tender process or through sale by an agent or broker.
- 3.9 Dependent on the features of each site, to ensure the Board receives maximum value from the sale, staff will recommend to the Board whether the disposition should take place by means of public tenders or by retaining a broker or agent to market the site.

4.0 REFERENCE DOCUMENTS

The Education Act, Regulation 444/98 (as amended) - Disposition of Surplus Real Property.
Ministry Memorandum, June 16 1998: *1998-99 Student Focused Funding*
Board Procedure PR.613.PLG: Declaration and Disposal of Surplus Board Property.