

Policy 20 – Disposal of Real Property

The Board has the responsibility for the disposal of its real property, which includes lands, buildings and other improvements, leases, right-of-way, easements and land dedications. In accordance with the [School Act](#), the Board may, subject to the Orders of the Minister of Education (the “Minister”), dispose of land, improvements or both (a “Facility”).

When selling or leasing a Board facility, the Board will follow an open and fair process. In order to determine whether a School Board facility may be offered for lease and/or for sale, the following guidelines shall be used:

1. Each School Board facility shall be considered on its own merit.
2. No part of a Board facility shall be made available for rent or lease during regular school hours if it is felt that to do so would interfere with the District’s educational program being offered in the Board facility.
3. No consideration shall be given to the lease and/or sale of any Board facility or other property until staff has had an opportunity to review, with the Board, the current and future educational needs of the District and possible alternate uses. Community use of a facility shall also be considered, being mindful of Item 2 above.
4. When the Board has decided that a facility or other property is no longer required to serve the needs of the District, and will not be required for future educational purposes, the Board shall, through a public process:
 - 4.1 offer the facility for sale and/or lease,
 - 4.2 announce its intentions at a Regular Public Meeting,
 - 4.3 post a “for sale” or “for lease” sign on the site, visible from a public street, and
 - 4.4 place an advertisement in a local newspaper, for at least two (2) consecutive weeks.
5. Any purchaser or lessee must satisfy the Board that it has the ability to meet the financial obligation to the Board, and the Board must be satisfied that the disposition of the facility or other property is at fair market value.
6. The Facilities Booking Department shall be advised when the Board is proceeding with the lease or sale of any Board facility in order that an external user of the facility may make suitable arrangements should alternate space be required for their program.
7. The consent of the School District may be available for prospective purchasers for the purposes of text amendments or rezoning applications.