
PROCEDURE PR.613.PLG

TITLE: DECLARATION AND DISPOSAL OF SURPLUS BOARD PROPERTY

Date issued: 18 February 2000
Last Revised: 13 October 2010
Authorization: Senior Staff: 03 November 1999

1.0 OBJECTIVE

To outline the process for the declaration and disposal of Ottawa-Carleton District School Board (OCDSB) facilities which are to be considered for closure or to be declared surplus or have been already closed and declared surplus by the Board.

2.0 DEFINITIONS

In this procedure,

- 2.1 **OCDSB Facilities:** For the purposes 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 notice to community associations within the ward of the subject site. Notice shall be in accordance with Policy P.095.PLG, as amended.
- 3.2 Public Notice of the intent to consider the declaration of an OCDSB facility shall be posted on the OCDSB Website. Information shall include, but is not limited to the following: name of facility, address, legal description, date, time and location of the proposed meeting where the facility will be considered.
- 3.3 The Website notice will outline the opportunity for public participation at the proposed meeting and include a method by which submissions can be made.

- 3.4 The Website notice shall be posted a minimum 30 days prior to the meeting of consideration.
- 3.5 Additionally, a minimum of one sign shall be placed on the subject property for a minimum of 30 days prior to the meeting and in accordance with the following specifications: Signage shall include the OCDSB logo, name and/or address and legal description of the property, notice of action and the date and location of the proposed meeting. It shall include direction to the Board website for further information.
- 3.6 The sign shall consist of a weather resistant corrugated medium, be approximately 40cm x 55cm (16" x 22") in size and be mounted in a readily visible area and in accordance with the provisions of the Temporary Sign By-law of the City of Ottawa.
- 3.7 Staff will prepare a notice for information purposes to school councils and community associations within the ward advising of the intent to consider a Facility surplus.
- 3.8 Staff will prepare an information package for the area Trustee. The dissemination of the package would be at the discretion of the Trustee.
- 3.9 Where a school or other facility has been closed and declared surplus, planning staff will bring forward a report recommending whether the property should be disposed of or retained in the Board's property portfolio. Included in the report will be estimates of value, which will normally be based on appraisals from certified appraisers.
- 3.10 Where staff recommends the retention of a property, the recommendation will address how long the property should be retained, and alternate uses for the property.
- 3.11 Where staff recommends the disposition of a property, the manner in which the property should be offered will be included in the recommendation. If the site has pupil places attached, staff will recommend the conditions upon which it will be offered to the other Boards in accordance with Regulation 444/98. The recommendation may also address next steps should no offers be received under the proposal process. Depending 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.
- 3.12 Negotiations will normally be the responsibility of the Superintendent of Facilities and Physical Planning and his/her designate. He/she will ensure the appropriate professional resources are used during the process.
- 3.13 Acceptance of any offer is subject to the approval of the Board.
- 3.14 Upon approval by the Board, planning staff will co-ordinate the disposal process and ensure that the Board complies with timelines established in Reg.444/98.

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 Policy P.095.PLG: Declaring, Decommissioning and Disposal of Surplus Board Property.