

**School District #62 (Sooke)**

<b>DISPOSAL OF LAND OR IMPROVEMENTS, LEASES, RIGHTS OF WAY AND EASEMENTS</b>	No.: F-223
	Effective: Mar. 11/08 Revised:

**ADMINISTRATIVE REGULATIONS**

1. After a final decision is made by the Board to close a school pursuant to Policy F-205 or upon determining that classroom space or other School District facilities or sites are identified as surplus to School District operations, the Secretary-Treasurer shall report to the Board regarding:
  - a. the nature and location of available classrooms, portions of facilities and portions of sites;
  - b. the reason that the classrooms, portions of facilities or portions of sites are no longer required by School District purposes; and
  - c. the potential of the classrooms, portions of facilities or portions of sites being required for School District purposes in the future.
2. After receiving the report the Board may, upon motion:
  - a. elect to lease the surplus classrooms, portions of facilities, or portions of sites and set the terms and duration of the lease;
  - b. elect to lease an entire facility or site and set the terms and duration of the lease; or
  - c. elect to dispose of the facility or site by sale or long-term lease (greater than 50 years).
3. When the Board has decided that surplus classrooms, an entire facility or other property is no longer required to serve the needs of the School District, and will not be required for future educational purposes, the Board shall, through an open process (e.g. through public tender), offer the classrooms for lease or the facility for lease or sale. For surplus classrooms or whole school sites to be considered for leasing, it is not necessary that they never be required for future educational purposes, only that they not be required for a period of time that makes leasing financially viable for the School District.
4. The list of surplus classrooms with commercial lease potential will be made available to each school Principal and PAC chair prior to being finalized for advertisement. The school will receive 20% of the net proceeds (after accounting for custodial services, utilities, and other incidental costs) of commercial lease revenues. The PAC, school staff, administrators, CUPE and STA will be consulted as to potential lease tenants prior to the Board making a final decision. It is anticipated this consultation process would be completed prior to June 30 for leases commencing on September 1 and by October 31 for leases commencing January 1.

5. The Board may engage the services of a qualified agent or broker to assist with the public tender process.
6. Any purchaser or lessee must satisfy the Board that it has the ability to meet the financial obligations to the Board.
7. The Board may place any operational restrictions on appropriate property usage on all leases. These restrictions will be specified in the lease agreement.
8. The Board may offer the surplus land or facilities for sale or long-term lease to the municipality for fair market value.
9. The Board shall not be bound to accept any proposal for the facilities, regardless of the amount of any bid.
10. The Board may apply to the municipality for rezoning of surplus land prior to the sale or long-term leasing of land.
11. The Board will consult with local residents and community groups regarding land or facilities disposition plans and opportunities.