



5 STEPS



FOR DISPOSAL OF
SURPLUS PROPERTIES

1. SEEK BOARD APPROVAL



The Secretary-Treasurer presents information to the Board of Education along with a recommendation to seek permission from the Ministry for disposal of surplus property.

2. PUBLIC CONSULTATION



Consultation will be held with local government, community organizations/partners and the public prior to disposal

3. OBTAIN MINISTRY APPROVAL

Once the Board has completed the Real Property Disposal Checklist it is submitted to the Ministry. Before any Ministry can dispose of surplus properties, a mandatory 90-Day Enhanced Referral Process (ERP) must be completed with the Ministry of Citizen Services. Click [here](#) to view the Ministry's updated procedures for the disposal of school district real property.



4. PUBLIC TENDER PROCESS

Surplus property disposed of to an entity for use other than an education or alternate community use must be sold through public tender or other competitive bidding process to ensure fair public access and market value is obtained.



5. SALE OF PROPERTY



Once a District property is sold the revenue is allocated to Restricted by Ministry or Local Capital Reserves, which will be used for future capital purposes.