

<b>BUSINESS AND BOARD ADMINISTRATION</b>	<b>3000</b>
<b>RECLAMATION OF PROPERTIES PROCEDURES</b>	<b>3061</b>

1. Procedures

To outline the process for the future use of Lakehead District School Board (LDSB) real properties, which have been closed, to ensure the maximum benefit to the Board and local community.

2. Definitions

2.1 Real property shall mean any designated school building and site, block of land, support/administration building and all other forms of real estate owned by LDSB.

2.2 Closed school shall mean a school which has been closed by LDSB in accordance with 9010 Pupil Accommodation Review Policy.

3. Process

3.1 Prior to a real property being declared surplus, administration will bring forward a report recommending whether the property should be disposed of or retained by LDSB. The report shall include property value appraisal obtained, as required from an independent appraiser, a plan for the disposal/removal of all assets from the building and an estimate of the ongoing operating costs.

3.2 Where administration recommends the retention of a real property, the recommendation will address how long the property should be retained and the alternate uses for the real property.

3.3 Where administration recommends the disposition of property, LDSB shall declare the real property surplus and dispose of the surplus property within the parameters of the Ministry of Education guidelines, as set out in Ontario Regulation Acquisition and Disposition of Real Property 374/23 as amended or revised/replaced.

The recommendation from administration will also address next steps should no offers be received under the Ministry of Education proposal process. Depending on the features of each real property, staff will recommend to LDSB whether the disposition should take place by means of public tenders or by retaining a broker or agent to market the real property.

3.3.1 Other options for the disposition of surplus real properties may include lease or demolition.

<b>BUSINESS AND BOARD ADMINISTRATION</b>	<b>3000</b>
<b>RECLAMATION OF PROPERTIES PROCEDURES</b>	<b>3061</b>

- 3.3.2 A prospectus shall be prepared on each real property offered for sale. The prospectus shall be available to all interested persons. The prospectus shall contain:
  - 3.3.2.1 location and description of the real property concerned;
  - 3.3.2.2 an area map and site plan of the real property concerned;
  - 3.3.2.3 instructions to potential purchasers on the procedures to be followed;
  - 3.3.2.4 terms and conditions which may be acceptable to LDSB; and
  - 3.3.2.5 current zoning.
- 3.3.3 Negotiations will be the responsibility of the appropriate superintendent or their designate. They will ensure the appropriate professional resources are used during the process.
- 3.3.4 A final recommendation to sell or otherwise dispose of a real property will be submitted to LDSB for approval. The report will include the terms of the sale and financial aspects pertaining to the surplus site.
- 3.4 Proceeds from the disposition of surplus real properties will be deposited in a Proceeds of Dispositions Reserve Fund.
- 3.5 An annual surplus real properties report with recommendations will be brought to the Board. This report will outline the status of each surplus real property and will include the ongoing costs of each site.
- 3.6 Once a real property has been closed, the site shall be decommissioned to minimize the operational costs and ensure the integrity of the building. The decommissioning process is outlined in Appendix A.
- 3.7 Once a real property has been closed and declared surplus, LDSB and community use will be restricted to reduce operational costs, liability and to ensure the overall integrity of the facility.

<b>BUSINESS AND BOARD ADMINISTRATION</b>	<b>3000</b>
<b>RECLAMATION OF PROPERTIES PROCEDURES</b>	<b>3061</b>

4. Review

These procedures shall be reviewed in accordance with 2010 Policy Development and Review Policy.

<u>Cross Reference</u>	<u>Date Received</u>	<u>Legal Reference</u>
9010 Pupil Accommodation Review Policy	June 27, 2006  <u>Date Revised</u> January 26, 2016 May 28, 2024	Regulation 374/23