

**BOARD OF EDUCATION
School District #33 (Chilliwack)**

**803.1
ADMINISTRATIVE REGULATION
Acquisition and Disposal of Real Estate**

Administration are directed to follow the following procedures:

Acquisition of Land/Buildings:

1. Use and follow the attached checklist "Buying Land".
2. Obtain 2 appraisals of the subject property prior to entering into negotiations.
3. Ensure all requirements of the Ministry of Education are met.
4. Discuss with municipality, regional district and/or tribal council to ensure that Official Community Plan is followed and that all possibilities of joint school/park sites have been explored.

Disposal of Land/Buildings:

1. Use and follow the attached checklist "Selling Land".
2. Obtain 2 appraisals of the subject property prior to disposal.
3. Ensure all requirements of the Ministry of Education are met.
4. Discuss with municipality, regional district and/or tribal council to ensure that Official Community Plan is followed.
5. Dispose of land (except road allowances and easements) and buildings by tender only. The bidding process should be similar to that used for capital construction projects.
6. Disposal of interests in land (ie, road allowances and easements) must be in the name of the District of Chilliwack, or Fraser Cheam Regional District

Cross Refs: Section 114 of the *School Act*

Adopted: October 25, 1994
Reviewed:
Revised:

PROCESS WITH BOARD:

Acquisition of Land/Buildings:

1. Take matter to in-camera Board meeting for approval as per attached sample Resolution "A".
2. Once a price and conditions have been negotiated, take matter to in-camera Board meeting for approval as per attached sample Resolution "B", subject to approval of Ministry of Education (if required).
3. Once approved by the Ministry of Education and contract is complete, take matter to regular open Board meeting for approval as per attached sample Bylaw, Schedule "A".

Disposal of Land/Buildings:

1. Take matter to in-camera Board meeting for approval as per attached sample Resolution "C".
2. Once the tender has closed and the price and conditions have been confirmed, take matter to in-camera Board meeting for approval as per attached sample "Resolution "D", subject to Ministry of Education approval (if required).
3. Once approved by the Ministry of Education and the contract is complete, take matter to regular open Board meeting for approval as per attached sample Bylaw "B".