

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

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

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**Acquisition of Land/Buildings:**

The Secretary-Treasurer or Designate is responsible for identifying the requirement for new school sites.

1. Obtain an appraisal of the subject property prior to entering into negotiations.
2. Ensure all requirements of the Ministry of Education are met.
3. Discuss with City of Chilliwack, Fraser Valley 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:**

The Board must obtain ministerial approval prior to the disposal of board-owned real property, either by sale or long-term lease. This is done by way of a bylaw and in accordance with Ministerial Order M193/08 Disposal of Land or Improvements Order and the School Act.

1. Acquire a Title Search of the subject property and confirmation that the property is not the subject of a Crown land grant.
2. Obtain a comprehensive property appraisal completed by a licensed commercial land appraiser prior to requesting ministerial approval to pursue disposal of the subject property.
3. Public consultation is undertaken by the Board to seed input from the education community, general public, local government, community organizations, the Conseil scolaire francophone (CSF), local independent

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Cross Refs: Sections 65, 96, 100, 114 of the *School Act*, School Act Ministerial Order M193/08

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Reviewed:  
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school authorities, and local First Nations regarding the potential disposal of the property.

The Board may determine the type of community consultation that would be required for site-specific cases.

The Board must address the following matters regarding the potential disposal of the property:

- Disposing of the property by sale or long-term lease to another board (including the Conseil scolaire francophone) or independent school for educational purposes, potentially at less than fair market value;
- Disposing of the property by sale or long-term lease to a local government, community agency or community organization for alternate community uses, potentially at less than fair market value; and
- Disposing of the property to a private interest at fair market value.

Any specific sensitivities or objections raised during the public consultation process must be identified.

4. The Board must approve the disposal of the property by way of a bylaw confirming that the property is surplus to the current needs of the school district and will not be required by the Board of Education for a future purpose.
5. Upon adoption of the Real Property Disposal Bylaw by the Board, the Board will submit all required documentation to the Ministry for approval of the disposal.
6. Dispose of the property through a tender process, a request for proposals, or through a licensed realtor.