



Ministry of Education
Capital Management Branch

Disposal of Land or Improvements Order (M193/08)

Mandatory Documents for Ministerial Approval

1. For schools, verification of the Board of Education decision to permanently close a school in compliance with the current or former School Opening and Closure Order.
2. Exceptional circumstances compelling the Board of Education to request ministerial approval for the disposal of the property.
3. Confirmation that the property will not be required for future educational purposes of the Board of Education.
4. Statement regarding the broad consultation undertaken with respect to the proposed disposition of the property.
5. Description of how the property was first acquired for educational purposes by the Board of Education and the availability of corroborating records.
6. Confirmation that the property is owned by the Board of Education and is not the subject of a Crown Land grant, as evidenced by the following documents obtained from the Land Title Office:
 - i. State of Title Certificate (certified copy of title); or
 - ii. Title Search Print (computer-generated printout of a comprehensive title search, which must include a Parcel Identifier number).
7. Address and full legal description of the property.
8. Site plan showing the subject property clearly outlined in bold or in colour.
9. Property appraisal by two licensed property appraisers. In situations where it is not practical to obtain two comprehensive appraisals, the latest property assessment notice may be acceptable as one of the appraisals.
10. Statement of expected purchase price.