



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, including the official date of school closure.
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 by the Board of Education.
4. Statement regarding the broad consultation, including local government consultation, undertaken with respect to the proposed disposition of the property in compliance with the Ministry's School Building Closure and Disposal Policy.
5. Description of how the property was first acquired for educational purposes by the Board of Education and the availability of corroborating records to establish the allocation of any disposal proceeds in compliance with s. 100(2) of the *School Act*.
6. Confirmation that the property is owned by the Board of Education, and not the subject of a Crown Land grant.
7. Civic address for the property.
8. Parcel Identifier (PID) number and legal description of the property, by providing a copy of the following documents obtained from Land Title Office:
 - State of Title Certificate (certified copy of title); or
 - Title Search Print (computer-generated printout of a comprehensive title search).
9. Site plan showing the subject property clearly outlined in bold or in colour.
10. Property appraisal by a licensed property appraiser; in situations where it is not practical to obtain a property appraisal, the latest property BC Assessment notice may be provided.
11. Statement of the expected purchase price and how any proceeds will be allocated between restricted capital and local capital, in accordance with the Ministry's Allocation of Proceeds from the Disposition of Capital Assets Policy.