



Kawartha Pine Ridge District School Board

Policy Statement

Policy Name: Purchase and Sale/Disposal of Real Estate

Policy Code: BA-6.5

Section: Business and Administrative Services

Established: February 17, 2020

Revised or

Reviewed: November 25, 2004, October 29, 2009, February 27, 2014,
February 25, 2020, February 26, 2025

1. Policy Statement

The Kawartha Pine Ridge District School Board is committed to selecting and acquiring school sites for future accommodation needs. Further, the Board is entrusted to determine whether real estate/property is to be retained for future use, leased or sold. The acquisition and/or disposition of real estate/property shall be completed in accordance with provincial legislation and regulations together with the applicable Board policies and administrative regulations, and in alignment with the board's Long-Term Accommodation Plan and Education Development Charges Background Study (if applicable).

2. Objective

This policy establishes the board's procedures related to the purchase/acquisition and sale/disposal of real property in accordance with provincial legislation and regulations.

3. Definitions

Board

The corporate board which maintains the daily operation of the system; Kawartha Pine Ridge District School Board; a reference specifically pertaining to Kawartha Pine Ridge District School Board as a legal entity; also referred to as KPR or KPRDSB.

Board of Trustees

The elected governance branch of the board.

Policy

A statement of intent, governing principle or end result, adopted by the Board of Trustees in open public session; it is intended to articulate what must be done, the rationale for it and a framework for the system.

Real Property

Real property refers to any land, any structures attached to that land (i.e., buildings), and the rights associated with the land and its structures. Real property will also be referred to throughout the policy and administrative regulation documents as real estate.

4. Application

This policy applies to all staff, trustees, and consultants involved in the purchase/acquisition and/or sale/disposition of real estate/property.

5. Responsibility

The Board of Trustees is responsible for establishing and approving Board policies. The Board of Trustees is responsible for reviewing reports brought forward by senior administration and to approve the purchase/acquisition of school sites or sale/disposition of real estate/property.

The Director of Education is responsible to allocate staff and resources to support this policy and associated administrative regulations.

Superintendent, Business and Corporate Services, or designate, is responsible for the implementation of this policy and related administrative regulations.

Manager, Planning Services, is responsible to complete an annual review of real estate/property owned by the board to determine if a school site or other property owned by the board that is not currently being used, is needed to meet current pupil accommodation needs or pupil accommodation needs for the next 10 years. Further, the Manager, Planning Services is responsible to work collaboratively with municipalities, developers, and coterminous school boards with respect to identifying new school sites.

6. Policy

It is the policy of the board to consider:

- the sale/disposition of surplus real estate/property, and
- the purchase/acquisition of property for the purposes of new school sites, or the expansion of existing school sites.

6.1 Disposition of Real Estate**6.1.1**

Prior to disposing of surplus real estate/property, the Board of Trustees, by resolution, shall:

- Close the facility, where applicable; and/or
- Declare the property surplus to the boards' needs, and
- Approve the sale/disposition of the surplus property.

6.1.2**Disposition process**

- The board will dispose of surplus real estate/property in accordance with the Education Act and Ontario Regulation 374/23, Acquisition and Disposition of Real Property.
- Administrative Regulation, BA-6.5.1, Sale/Disposal of Real Estate applies where the board decides to sell/dispose of real estate/property.
- Administrative Regulation No. BA-6.5.2, Lease of Real Estate applies where the board chooses to retain surplus real property/estate for future use and leases.

6.2 Purchase/Acquisition of Real Estate/Property for School Sites**6.2.1****Prior to the purchase/acquisition of property:**

- The requirement for a school site will be identified by the board through the board's Long Term Accommodation Plan and Education Development Charges Background Study, if applicable.
- The board will work collaboratively with municipalities, developers, and coterminous school boards with respect to identifying potential school sites through the land use development process (i.e., secondary plans, draft plan of a subdivision).

6.2.2**Purchase/Acquisition Process**

- The board will acquire property in accordance with Ontario Regulation 374/23, Acquisition and Disposition of Real Property.
- Administrative Regulation, BA-6.5.3, Purchase of Real Estate applies where the board decides to acquire real estate/property.

7. Related Policies, Administrative Regulations or Procedural Documents**Board Policies:**

[BA-5.1, Procurement Procedures](#)

[BA-7.1, Student Accommodation Planning](#)

Administrative Regulations:

[BA-6.5.1, Sale/Disposal of Real Estate](#)

[BA-6.5.2, Lease of Real Estate](#)

[BA-6.5.3, Purchase of Real Estate](#)

[BA-5.1.1, Procurement Procedures](#)

8. Reference Documents

Legislation:

[Education Act](#), Sections 194(3), 195

[Ontario Regulation 20/98, Education Development Charges](#)

[Ontario Regulation 374/23, Acquisition and Disposition of Real Property](#)

Other Documents:

[Kawartha Pine Ridge District School Board Education Development Charges](#)

[Background Study - City and County of Peterborough](#)

[Kawartha Pine Ridge District School Board Education Development Charges - Municipality of Clarington](#)

[Kawartha Pine Ridge District School Board Long Term Accommodation Plan](#)

[Ministry of Education, Education Capital Policies and Programs Manual, April 2024](#)

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