


Decommissioning Schools and Disposal of Real Property

		Adopted: June 28, 2011 Amended: July 4, 2013
	External References: <ul style="list-style-type: none"> • Education Act: Sections 85, 87, 109, 110, 347 	Internal References: <ul style="list-style-type: none"> • AP 514 Inventory Management

Background

The Division exercises general supervision and management of schools and makes decisions it considers necessary for the effective and efficient operation.

Procedures

1. Decommissioning of Schools

- 1.1 If a classroom(s), or area of a school has not been used for instructional purposes for the period of one (1) school year, and if projected enrolments for the school indicate they will not be needed for instructional purposes in the future, it will be considered for decommissioning.
- 1.2 Area decommissioning will be determined through a comparative process involving the Saskatchewan Ministry of Education and Division guidelines and actual area usage as provided by the Principal. Consideration will be given to special programming needs as well as any areas that may be leased by a community organization.
- 1.3 Principals will, upon request of the Facilities Supervisor, supply a floor plan of the school indicating the usage of the various parts of the building.

2. Disposal of Real Property

- 2.1 Real property of the Division will be disposed of as per Section 347 of The Education Act.

3. Designated Heritage Property

- 3.1 A Division owned facility, or part of a Division owned facility, that is currently designated as a heritage structure will not be demolished by the Division unless the heritage designation is repealed.