

2016: SB29

MEMORANDUM TO: Senior Business Officials
Managers of Planning
Secretaries/Treasurers of School Authorities

FROM: Grant Osborn
Director
Capital Policy and Programs Branch

DATE: **September 19, 2016**

SUBJECT: **Process Improvements to Surplus Property
Circulation for School Boards**

I am writing to inform you of two items associated with recent amendments to Ontario Regulation 444/98 - Disposition of Surplus Real Property (O. Reg. 444/98), namely:

- A property circulation address look-up tool to assist school boards to identify contact information for most of the listed entities to which notifications of surplus property disposition should be circulated under O. Reg. 444/98.
- A joint initiative with the Ministry of Infrastructure to improve the efficiency of surplus property information sharing between school boards and listed entities.

This memorandum is further to memorandum **2016: SB16** Amendments to Ontario Regulation 444/98 – Disposition of Surplus Real Property (May 19, 2016), in which amendments to O. Reg. 444/98 were announced.

Address Look-up Tool

Starting September 1, 2016, school boards are required to circulate notification of surplus property disposition simultaneously to the list of entities provided in Appendix 1 before the property can be disposed of on the open market. To support school boards in the implementation of this amendment to O. Reg. 444/98, the ministry has developed a Geographic Information System (GIS) based address look-up tool. School boards will be able to generate mailing addresses for most of the listed entities to which notifications of surplus property disposition should be circulated by identifying the location of the property to be disposed of in the address look-up tool.

Note that the address look-up tool does not generate addresses for every listed entity. School boards will not be able to generate addresses for the following entities using the address look-up tool; rather school boards will be responsible for notifying the following entities themselves:

- Coterminous school boards;
- Agencies providing accommodation for section 23 programming;
- Colleges; and
- Local Service Boards.

School boards will be able to generate addresses for the following entities using the address look-up tool:

- Service System Managers;
- Universities;
- Lead Agencies for Child and Youth Mental Health;
- Local Health Integration Networks;
- Public Health Boards;
- The Crown in Right of Ontario;
- Lower or single tier municipalities;
- Upper tier municipalities;
- Indigenous Organizations; and
- The Crown in Right of Canada.

While the address look-up tool is intended to assist school boards to identify listed entities, school boards continue to be responsible for the correct identification of listed entities under O. Reg. 444/98. School boards are advised to check each list of entities generated from the address look-up tool before issuing surplus property disposition notifications. If school boards prefer to use another option to contact a listed entity they may do so. For example, most school boards contact Infrastructure Ontario by email rather than by mail.

Please refer to the attachment *Property Circulation Address Look-up Function for GIS: User Guide for Broader Public Sector Users* for instructions on how to access and use the address look-up tool.

Joint Initiative with the Ministry of Infrastructure

The ministry is currently working with the Ministry of Infrastructure to review options to assist school boards to issue surplus property disposition notifications to listed entities. Subject to government approvals, and direction from the Minister of Infrastructure, it is expected these changes would result in improvements in the efficiency and transparency of information sharing between school boards and listed entities, consistent with recommendations from *Community Hubs in Ontario: A Strategic Framework and Action Plan (2015)*.

Ministry Contact

If school boards have questions about this memorandum please contact Yvonne Rollins, Senior Policy Analyst, Capital Policy and Programs Branch, at (416) 326-9932 or Yvonne.Rollins@ontario.ca.

Original signed by:

Grant Osborn
Director
Capital Policy and Programs Branch

Appendix 1: O. Reg. 444/98 Listed Entities

Attachment: Property Circulation Address Look-up Function for GIS: User Guide for Broader Public Sector Users

Appendix 1 - O. Reg. 444/98 Listed Entities

Effective September 1, 2016 boards are required to circulate notification of surplus property disposition simultaneously to the following prioritized list of entities before the property can be disposed of on the open market.

1. Coterminous School Boards
2. Agencies providing accommodation for Section 23 programs
3. Service System Managers:
 - a) District Social Services Administration Boards (DSSABs); or
 - b) Consolidated Municipal Service Managers (CMSMs)
4. Colleges
5. Universities
6. Lead Agencies for Child and Youth Mental Health
7. Local Health Integration Networks
8. Public Health Boards
9. The Crown in right of Ontario (Provincial Government)
10. Lower- or single tier municipalities that are not CMSMs
11. Upper-tier municipalities that are not CMSMs
12. Local service boards
13. Indigenous organizations:
 - a) Métis Nation of Ontario Secretariat (MNO)
 - b) Chiefs of Ontario (COO)
 - c) Ontario Federation of Ontario Indigenous Friendship Centres (OFIFC)
 - d) Association Of Iroquois And Allied Indians
 - e) Nishnawbe Aski Nation
 - f) Grand Council Treaty #3
 - g) Union of Ontario Indians
14. The Crown in right of Canada (Federal Government)