



Kawartha Pine Ridge District School Board

Administrative Regulation

Regulation Name: Lease of Real Estate

Regulation Code: BA-6.5.2

Section: Business and Administrative
Services

Policy Code Reference: BA-6.5

Established: November 12, 2001

Revised or

Reviewed: October 29, 2009, February 27, 2014, February 25, 2020,
February 18, 2025

1. Objective

The Kawartha Pine Ridge District School Board has the authority to sell, lease or otherwise dispose of any of its school sites or parts of a school site. This administrative regulation will outline the process for lease of surplus real estate/property.

2. 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.

Discretionary Disposition

The board may sell, lease or otherwise dispose of a school site, part of a school site or other property of the KPRDSB if the Board adopts a resolution that the property is not required for the purposes of the KPRDSB or that the disposition is a reasonable step in a plan to provide accommodation for pupils.

Mandatory Disposition

If KPRDSB has identified, through the reports and information required under Section 193.1 of the Education Act, that a school site or other property of a board is not currently being used and the site or property is not needed to meet current pupil accommodation needs or pupil accommodation needs for the next 10 years, the Minister of Education may direct KPRDSB to dispose of the property.

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.

3. Application

This administrative regulation applies to all staff, trustees, and consultants involved in the lease of real estate/property.

4. Responsibility

The Board of Trustees is responsible for reviewing reports brought forward by senior administration and to approve the lease of real estate/property.

The Director of Education is responsible to allocate staff and resources to support this administrative regulation.

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

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 of a board that is not currently being used is needed to meet current pupil accommodation needs.

5. Procedure**5.1**

The discretionary and mandatory disposition of real property, including the granting of easements, will be completed in accordance with Ontario Regulation 374/23.

When board real property is no longer needed for school or related purposes, but may have a future use for which the board would like to retain it, the board may lease the site. A standard form of lease, developed by administration, will be used for rentals and the terms of the lease are to be approved by the Superintendent, Business and Corporate Services, or designate.

5.2

Rental of surplus real estate should be compatible with the board's Strategic Plan and with the values of the board, are in the best interests of the students and the board's educational programs and are not to be used for profit.

5.3

Fair market value will be considered; however rentals will not be subsidized by the board's annual budget and fees charged must, at least, cover the board's costs.

5.4

Real estate designated for lease shall be advertised in the local media. Should more than one party be interested in the real estate, the party shall be given equal opportunity to offer rental terms and conditions based on administration's fair market value and board costs so that the board obtains the most advantageous lease agreement.

5.5

A standard form of lease, developed by administration, shall be used. Rental agreements shall normally be for a minimum of one year and a maximum of two years renewable by mutual agreement of administration and the lessee.

5.6

The agreement shall provide that the lessee will not modify the building(s) without Board approval. If such approval is given, the cost of reasonable modifications will be borne by the lessee.

5.7

Such real estate will not be available for nightly or daily rentals to groups.

5.8

Caretaking, utilities, and cost of alterations shall be the responsibility of the lessee.

5.9

Buildings available for leasing shall be reviewed annually.

6. Related Policies, Administrative Regulations or Procedural Documents

Board Policies:

[BA-6.5, Purchase and Sale/Disposal of Real Estate](#)

Administrative Regulations:

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

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

7. Reference Documents

Legislation:

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

[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](#)