

Former OP07101

DFCC

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**PROCEDURES TO BE FOLLOWED
WHEN LEASING SCHOOL BUILDINGS &
SCHOOL SPACE**

The following are points to be adhered to when negotiations are being undertaken for leasing of school division buildings or school wings.

1. Prospective client shall be shown through the building, (Secretary-Treasurer/Chief Financial Officer). Prospective clients should be informed that their contact person in the division is the Secretary-Treasurer/Chief Financial Officer to lease space or buildings.
2. If the client is interested, an initial proposal should be obtained, in writing, from the client as to how the client plans to use the building. (Secretary-Treasurer/Chief Financial Officer)
3. City Development Officer should be consulted to see if present zoning meets the proposed requirements for the use of the space, and, if not, what changes would be required. This ruling should be obtained in writing. (Secretary-Treasurer/Chief Financial Officer)
4. Copy of zoning ruling should be forwarded to prospective client with a letter stating that should a lease proceed it will be the responsibility of the client to obtain any variances that may be necessary. (Secretary-Treasurer/Chief Financial Officer)
5.
 - a) An offer should be obtained, in writing, outlining conditions of proposed lease and also proposed renovations from the client for the leasing of the building. (Secretary-Treasurer/Chief Financial Officer)
 - b) Proposed renovations to be reviewed by the Manager of Facilities & Maintenance and a written report prepared.
6. The proposal to lease the building, the zoning ruling and renovations proposed with the Manager of Facilities & Maintenance's report should be taken to the Committee of the Whole of the Board for consideration and further direction.
7. Direction shall be given by the Board, through motion.
8. The terms of reference for the negotiations should be stated in the In Camera minutes of the Board.
9. Negotiations may then continue with the purpose of obtaining the best

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- possible lease, given the terms of reference. (Secretary-Treasurer/Chief Financial Officer)
10. At any time if there is a major departure from the terms of reference, the lease should be reviewed, and forwarded for discussion to the Committee of the Whole of the Board.
 11. At all times the administration is to make sure when they are talking to a prospective lessee that they are talking without prejudice and they do not have any right to bind the Board. At no time is a key to a building or space to be issued until a written lease has been executed by both parties.
 12. The preliminary draft lease shall be tabled with the Board for their consideration.
 13. All other Management staff is instructed that their communications with any prospective lessees should be directed to the Secretary-Treasurer/Chief Financial Officer for approval. For example, if there are inquiries made to the Manager of Maintenance, those inquiries should be directed through the Secretary-Treasurer/Chief Financial Officer. There should only be one contact person with a prospective lessee, that person being the Secretary-Treasurer/Chief Financial Officer.
 14. For all prospective leases the Secretary-Treasurer/Chief Financial Officer is to create a file in it keep a record of all transactions, meetings, conferences, and telephone calls that have taken place. This file should be maintained in chronological order.
 15. Once a lease is signed and finalized then the Secretary-Treasurer/Chief Financial Officer shall convene a meeting of the Manager of Facilities & Maintenance, the Assistant Manager of Facilities & Maintenance Supervisor and any other staff members who have a direct role to play in administering a lease. The responsibility of each individual should be spelled out in writing so that no one undertakes actions or is presumed to have undertaken actions on behalf of the school division without prior notice.

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