



# Kawartha Pine Ridge District School Board

## Administrative Regulation

**Regulation Name:** Purchase of Real Estate  
**Section:** Business and Administrative Services

**Regulation Code:** BA-6.5.3  
**Policy Code Reference:** BA-6.5

**Established:** February 18, 2025

**Revised or**

**Reviewed:**

### 1. Objective

The Kawartha Pine Ridge District School Board has the authority to purchase/acquire or expropriate a school site. This administrative regulation will outline the process for purchasing/acquiring 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.

#### Expropriate

The action by a prescribed authority of taking property from its owner for public use or benefit, which is governed by the Expropriations Act, Revised Statutes of Ontario, 1990.

#### Option Agreement

An option agreement is an agreement to purchase a site at a date in the future with terms and conditions set out at the time of entering into the agreement.

#### Phase 1 Environmental Site Assessment

An assessment of property conducted in accordance with the Ontario Regulation 153/04 by or under the supervision of a qualified person to determine the likelihood that one or more contaminants have affected any land or water on, in or under 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 purchase/acquisition of real estate/property.

**4. Responsibility**

The Board of Trustees is responsible for reviewing reports brought forward by senior administration and to approve the purchase/acquisition 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.
- Seeking funding from the Ministry of Education, or by other means, where sites are not funded through Education Development Charges By-laws.

Manager, Planning Services is responsible to:

- ensure that the Long Term Accommodation Plan includes forecasted school site needs,
- facilitate the review of Education Development Charges By-law,
- work collaboratively with municipalities, developers, and coterminous school boards with respect to identifying new school sites during the secondary planning process and/or draft plan of subdivision reviews,
- secure options for future sites on a timely basis.

**5. Procedure**

The administrative regulation will guide the planning for and acquiring of school sites which will meet the needs of the board in the accommodation of students in a cost effective and efficient manner.

**5.1 Steps in the Acquisition of School Sites**

5.1.1

The selection of school sites will be guided by the requirements of new development as determined by the Education Development Charges Background Study, if applicable, and/or the Long Term Accommodation Plan.

**5.1.2**

The need for a school site(s) will be identified by the board, where possible, when a secondary plan is being developed by a municipality.

**5.1.3**

The size, shape, and location of a school site(s) will be confirmed when a draft plan of subdivision is circulated by the municipality.

**5.1.4**

The school site shall be secured by entering into an Option Agreement with the vendor upon final approval of the Plan of Subdivision. In accordance with Board Policy B-1.4, Signing Officers of the Board, the signing officers of the board shall be authorized to sign and seal all necessary legal documents to complete the execution and registration of the Option Agreement. In the alternative, where a property which may be suitable to be developed as a school site is identified outside of the approval process for a Plan of Subdivision, the site may be secured by a conditional Purchase and Sale agreement. The agreement will contain such conditions as are necessary to conduct investigations to confirm that the site is suitable to be developed for the board's purposes and shall be conditional upon approval of the terms by the Board of Trustees as well as the Ministry, where required.

**5.1.5**

The purchase/acquisition of the school site will be at fair market value. The process for determining fair market value will be outlined in the Option Agreement and would include obtaining an appraisal from an Accredited Member of the Appraisal Institute of Canada (AACI). Where the site is secured by a conditional Purchase and Sale agreement, an appraisal from an Accredited Member of the Appraisal Institute of Canada (AACI) will be obtained prior to entering into the agreement.

**5.1.6**

The Board of Trustees will by resolution approve the purchase/acquisition of a school site at the purchase price determined by the process noted in item 5.1.5.

**5.1.7**

The board will give notice to the Minister of its intent to acquire or expropriate a school site in accordance with Section 12 of Ontario Regulation 374/23. The following documentation is to be provided to the Ministry of Education in support of the request:

**5.1.7.1**

A completed copy of the Ministry of Education's Notification of Site Acquisition form which can be requested from the Ministry of Education capital analyst for the board.

**5.1.7.2**

A business case including 15-year enrolment numbers to support the need for a new site (for projects that have not been previously approved through the Ministry of Education's Capital Priorities Program).

## 5.1.7.3

A copy of the Agreement of Purchase and Sale or the Option Agreement.

## 5.1.7.4

An appraisal completed by a Certified Appraiser.

## 5.1.7.5

Copy of a Phase 1 Environmental Site Assessment Report.

## 5.1.8

Once permission has been obtained from the Board of Trustees and the Ministry of Education, the board will enter into a Purchase and Sale agreement or take such steps as are required to exercise the option contained in the Option Agreement on terms consistent with such permission. In accordance with Board Policy B-1.4, Signing Officers of the Board, the signing officers of the board shall be authorized to sign and seal all necessary legal documents to complete the transfer of real estate/property.

## 5.2 Characteristics of a School Site

### 5.2.1 Size of a School Site

#### 5.2.1.1

School site size is defined in the Ontario Regulation 20/98, Education Development Charges, and is as follows:

<b>Elementary Schools</b>	
Number of Pupils	Maximum Area
1 to 400	4 acres/1.62 hectares
401 to 500	5 acres/2.02 hectares
501 to 600	6 acres/2.43 hectares
601 to 700	7 acres/2.83 hectares
701 or more	8 acres/3.24 hectares
<b>Secondary Schools</b>	
Number of Pupils	Maximum Area
1 to 1,000	12 acres/4.86 hectares
1,001 to 1,100	13 acres/5.26 hectares
1,101 to 1,200	14 acres/6.67 hectares
1,201 to 1,300	15 acres/6.07 hectares
1,301 or 1,400	16 acres/6.47 hectares
1,401 to 1,500	17 acres/6.89 hectares
1,501 or more	18 acres/7.28 hectares

#### 5.2.1.2

Where campus sites (combined elementary and secondary) are considered, the site should reflect a combination of the pupil place requirements.

**5.2.1.3**

If a school site exceeds the maximum size requirements outlined above, justification to the need must be provided to the Ministry of Education, which may include, but not limited to:

- servicing requirements of the school site,
- legal requirements that may be imposed by the municipality,
- safety concerns,
- topography and drainage, and/or
- shared facilities.

**5.2.2 School Site Location**

In the selection of the location of a school site, the board shall consider the following:

**5.2.2.1**

Centrally located within the anticipated school attendance area.

**5.2.2.2**

Preferably located in the area of parks, libraries or community centres. The location of a school site adjacent to parks is encouraged so as to maximize the available activity area for future students.

**5.2.2.3**

Free from excessive noise such that is created by traffic on railway lines, collector roads, access through fares and airports.

**5.2.3 Site Servicing Considerations****5.2.3.1**

Sites capable of being serviced by public water supply, sanitary and stormwater disposal systems, utilities, garbage removal, snow clearance, and fire and police services, are preferred.

**5.2.3.2**

Services will be brought to the school site property line and capped during the installation of road services. These will include three phase power, storm and sanitary services, gas, water, cable/internet and telephone. All services and utilities are to meet the demands of the school.

**5.2.3.3**

Coordination with the board is essential to verify the appropriate sizing and configuration of these services before installation, therefore service sizing and locations are to be confirmed with the board during the planning and design phases to ensure alignment with site-specific needs.

5.2.3.4

Stormwater disposal will be accommodated offsite with no onsite storage facilities.

5.2.3.5

No stockpiling or temporary stormwater management infrastructure is to be placed on the school site

5.2.4 Other Site Considerations

5.2.4.1

Uniform rectangular or square sites are preferred.

5.2.4.2

Having a continuous road frontage of not less than 120 metres for elementary sites and 200 metres for secondary sites.

5.2.4.3

Maximum slope in any direction is not to exceed 2% and grading shall be integrated with neighbouring properties where possible.

5.2.4.4

Free from noxious gasses or fumes.

5.2.4.5

Free from dangers to students' safety, such as but not limited to, soil and ground contaminants, retention ponds and commercial areas.

**5.3 Funding**

The funding for the purchase/acquisition of school sites and costs for site preparations are supported by:

5.3.1

Education Development Charges for eligible school boards and sites.

5.3.2

School boards can request land priorities funding for properties or sites that are not eligible for Education Development Charges for:

- the purchase/acquisition of a site for new school construction, including child care centres.
- the purchase/acquisition of lots adjacent to existing schools for school expansion, including child care centres.

**6. Related Policies, Administrative Regulations or Procedural Documents**

Board Policies:

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

[B-1.4, Signing Officers of the Board](#)

Administrative Regulations:

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

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

**7. Reference Documents**

Legislation:

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

[Expropriations Act, R.S.O. 1990, c. E.26](#)

[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](#)