

School District #62 (Sooke)

SCHOOL SITE ACQUISITION	No.: F-221
	Effective: Mar. 27/01 Revised:

ADMINISTRATIVE REGULATIONS

1. The Board will identify the need for a school site in a general area through its Capital Plan.
2. The Board will issue a request of interest from potential agents before selecting an agent to aid the Board in purchasing the school site. Acceptable agents must have the following knowledge and skills:
 - a. Demonstrated ability to work confidentially with public bodies and others.
 - b. Demonstrated ability to work with property owners to accumulate land for large projects.
 - c. Signed statement confirming no financial interest in properties under consideration or obligations or relationships with owners or developers.
3. The Secretary-Treasurer will prepare a shortlist of applicants for the Board.
4. The Board will convene an in camera meeting to hear presentations from shortlisted applicants and to make a final decision regarding the successful candidate.
5. Upon receiving Ministry of Education permission to proceed with the acquisition of a new school site, the Board will instruct the Secretary-Treasurer to engage the agent to acquire the necessary land without identifying the School Board as the interested buyer. The Secretary-Treasurer will work with the Ministry of Education in identifying the appropriate site size to guide the agent.
6. Once the agent has identified land available for purchase by the Board, he or she will present the options at an in camera meeting for the Board's approval.
7. Only after the purchase is complete will the Board make its decision public.

Definition:

An *agent* will be an individual or company with the requisite knowledge and skills to enable the effective completion of a site acquisition for the Board. The agent must have no personal or corporate interest in the land considered for purchase.