



**POLICY SECTION:** BUILDINGS/PLANT/GROUNDS  
**SUB-SECTION:** RENTALS/PERMITS  
**POLICY NAME:** RENTAL OF SURPLUS SCHOOL SPACE  
**& PROPERTIES**  
**POLICY NO:** B.R. 01

<b>Date Approved:</b>	<b>Date of Next Review:</b>	<b>Dates of Amendments:</b>
June 1986	January 2023	January 25, 2018

**Cross References:**

**Ontario Regulation 444/98 – Disposition of Surplus Real Property**

**Child Care Centre policy (B.R.02)**

*Amending Rental of Surplus School Space (B.R.01)*

*Rescinding Rental of Properties (B.R.03) and Rental of School Accommodation (B.R.04)*

**Purpose:**

**This policy sets out parameters for rental of surplus school space and other board properties.**

**Scope and Responsibility:**

**This policy applies to all Board properties and rental agreements. The Director is responsible for this policy with the support of the Development Services Department.**

**Alignment with MYSP:**

**Living Our Catholic Values**

**Strengthening Public Confidence**

**Providing Stewardship of Resources**



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### Policy:

The Toronto Catholic District School Board (TCDSB) may lease, license or otherwise make available surplus school space which has been declared surplus to the educational needs of the Board. ~~Residential properties acquired for a new school site or the expansion of an existing school site which cannot be demolished immediately may be rented on a month-to-month basis. When the TCDSB is unable to conduct an approved educational program within its present plant, suitable accommodation may be rented.~~

### Regulations:

#### *Rental of Surplus School Space*

1. Surplus school space **and properties** available for lease shall be circulated first to the coterminous school boards and preferred agencies in accordance with *Ontario Regulation 444/98; Disposition of Surplus Real Property*.
2. The TCDSB reserves the right to reject any applications and applicants whose goals or activities are incompatible with the teachings of the Catholic Church.
3. For greater certainty the TCDSB reserves the right to reject any applications, for any reason whatsoever, without limiting the generality of the foregoing, including any applications the Board considers incompatible with the educational and fiscal objectives of the Board.
4. Outside agencies leasing surplus space in a TCDSB facility shall pay a rental fee.
5. TCDSB facilities shall be leased, where feasible, at fair market value with the exception of the following categories of outside agencies which shall be charged **an occupancy cost recovery** rental rate ~~equivalent to the Board's last fiscal period average PAG~~ which includes operating and renewal costs per square foot,



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including custodial, maintenance, utilities, **deferred maintenance**, administration and insurance, which may be reviewed and adjusted annually:

- Catholic Church
- Non-Profit Child Care
- Non-Profit Charitable Organization

6. Non-Profit Before and After School programs shall operate under a 10 month, self-renewing Licence Agreement. The Licence Fee may be reviewed and adjusted annually.
7. All Lease and Licence Agreements are subject to ~~Toronto Catholic District School Board~~ approval.

#### **Evaluation and Metrics:**

The effectiveness of the policy will be determined by measuring the following:

**Staff to report back annually in January as to percentage of surplus space rented and/or leased out.**