



# CITY POLICY

**POLICY NUMBER:** C454

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**REFERENCE:**

City Council 1989 06 06  
Comm. Ref 16792, 1977 12 07  
Joint Use Agreement – City Council 1976 06 26  
Bylaw 5769

**ADOPTED BY:**

City Council

**SUPERSEDES:**

1046

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**PREPARED BY:** Parks and Recreation

**DATE:** 1989 03 28

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**TITLE:** Creation and Transfer of School Sites to School Boards

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**Policy Statement:**

The City of Edmonton shall transfer to the Edmonton Public and Catholic School Boards those lands to be used for school buildings and association sports fields upon approval from the provincial government for school construction.

All outstanding land acquisition costs, municipal improvements costs, and associated carrying charges (being the responsibility of the school boards), will be invoiced to the school boards in compliance with the joint use agreement with the school boards.

The costs for subdivision and redistricting of school and park sites will be shared with the school boards.

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**The purpose of this policy is to:**

Establish a procedure for subdivision of school and park sites in accordance with the Joint-Use Agreement between the School Boards and the City of Edmonton.

Establish a procedure for transferring school building sites and associated athletic fields to the School Boards.

Establish a procedure to recover from both school boards, subdivision, land acquisition, and municipal improvement costs, and associated carrying charges incurred by the City of Edmonton, for school sites.

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**This policy is subject to any specific provisions of the Municipal Government Act or other relevant legislation or Union Agreement.**



# CITY PROCEDURE

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**PAGE:** 1 of 3

1. DEFINITION:

- 1.01 Municipal Improvement Costs - Expenses paid by the City of Edmonton for the installation of services to school sites as described by the Joint-Use Agreement.
- 1.02 Land Acquisition Costs - Expenses paid by the City of Edmonton to acquire additional land necessary for school purposes as defined by the Joint-Use Agreement.
- 1.03 Carrying Charges - Interest expenses on municipal improvement costs being the responsibility of the School Boards as described in the Joint-Use Agreement.
- 1.04 Subdivision Costs - Expenses for subdivision and redistricting cost shared by the School Boards and the City of Edmonton.

2. RESPONSIBILITIES

2.01 Edmonton Parks and Recreation to:

- (a) Designate an officer who will be responsible for the initiation and coordination of all land transfers to the School Boards.
- (b) Inform the Planning and Development Department of all land transfers as requested by the School Boards.
- (c) Inform the School Boards and affected City Departments of all estimated land costs and municipal improvement costs which the School Boards will be responsible.
- (d) Be responsible for all land acquisition costs and municipal improvement costs on behalf of both School Boards as invoiced by the Planning and Development Department.
- (e) Be responsible to carry out the resubdivision and redistricting of school and park sites in compliance with the Joint-Use Agreement.
- (f) When notified by an officer of each School Board that a school building has approved construction funding from the Provincial Government:
  - i) hire an Alberta Land Surveyor to subdivide the land in accordance with school requirements.
  - ii) request the Planning and Development Department to transfer the respective lands to the School Boards;



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---

**PAGE:** 2 of 3

- iii) prepare an invoice to the respective School Boards for municipal improvement costs plus carrying charges.
- iv) prepare an invoice to the respective School Boards(s) for land acquisition costs plus carrying charges previously paid on their behalf.
- (g) Establish and maintain a record of all subdivision, redistricting land acquisition and municipal improvement costs paid on behalf of the School Boards as a result of land transfer.
- (h) Provide a "Letter of Intent to Transfer" to the School Boards(s) when outstanding circumstances prevent the land transfer from taking place when requested.
- (i) Provide Planning and Development Department with a land summary for each school and park site being resubdivided, indicating the number of acres obtained by:
  - i) reserve dedication
  - ii) excess circulation dedication
  - iii) land purchase
- (j) Establish and maintain a record of all land transferred to the School Boards to balance the distribution of reserve land in accordance with the Joint-Use Agreement.

## 2.02 Planning and Development Department to:

- (a) Invoice Edmonton Parks and Recreation for outstanding land acquisition costs on school and park sites being re-subdivided.
- (b) At the request of Edmonton Parks and Recreation, transfer the school building site and associated athletic fields to the respective School Boards, in accordance with the Joint-Use Agreement.
- (c) Hold the transfer of land to the School Board(s) until the Parks and Recreation Department has paid for outstanding land acquisition costs.
- (d) Invoice the Parks and Recreation Department for any outstanding municipal improvement costs on school and park sites.

## 2.03 Edmonton Public and Catholic School Boards to:

- (a) Designate an officer who will inform the Parks and Recreation Department of the schools which have received provincial funding and require transfer of title.



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**PAGE:** 3 of 3

- (b) Pay all municipal improvement costs, land acquisition costs, and carrying charges for school sites as invoiced by the Parks and Recreation Department.
- (c) Provide a purchase order for subdivision and redistricting costs as requested by the Parks and Recreation Department.

3. PROCEDURES:

The detailed instructions to their staff and the specifications required to properly implement this policy are the responsibility of the Department Heads concerned. (Parks and Recreation, Planning and Development).

## Steps in Creation and Transfer of School Sites to School Boards

### RESPONSIBILITY

### ACTION

Edmonton Public/Separate School Board(s)	1. Requests transfer of School Site upon recognition in principle of need from the Provincial Government.
Parks and Recreation	2. Researches site assembly. 3. Researches site transfer costs. 4. Prepares subdivision proposal.
School Board(s)	5. Notifies Board(s) of transfer costs and subdivision (split) proposal. 6. Agree to costs and subdivision plan.
Parks and Recreation	7. Tenders survey work and prepares subdivision proposal. 8. Requests subdivision approval from Planning and Development.
Planning and Development	9. Approves and endorses subdivision proposal.
Land Titles Office	10. Registers Plan.
Parks and Recreation	11. Forwards invoices to School Boards for associated transfer costs.
School Board(s)	12. Pays Parks and Recreation's the outstanding costs.
Parks and Recreation	13. Requests Planning and Development to transfer land to Board(s).
Planning and Development	14. Transfers land to School Board(s) as directed by Parks and Recreation.