

5110 Disposal of Assets

Policy 5110

STATUS: ADOPTED

DISPOSAL OF ASSETS

Board Approved and Codified: April 28, 1986

Last Revised: July 19, 2013

Description:

In keeping with the Board's expressed goal of transparency, and of exercising responsible stewardship of its resources, the Board of Education requires that the disposal of assets, including properties, facilities and equipment, be conducted in accordance with the Board's regulations and the requirements of the Ministry of Education.

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Description:

Disposal of Equipment:

All assets in a state of disrepair, obsolete or no longer currently useful to the School District may be declared surplus, and may be disposed of. At times, items declared surplus by one school, may be of use to another school. Assets may be disposed of to another District school. On such occasions, the asset will be removed from the inventory of the one school and included in the inventory list of the receiving school.

Declaring an Asset to be Surplus:

School based assets may be only be declared surplus by the principal/vice principal of the school, or by the Facilities Manager, Transportation Manager, Secretary Treasurer or Superintendent.

In all cases when a school based or District asset is declared surplus, the declaration is to be approved by the Secretary Treasurer.

Disposal Options and Procedures:

1. All assets that are declared surplus may be sold, exchanged or transferred to another school within the district without tender or auction. In this case a fair price will be established in writing, between school principals, and the Secretary Treasurer will be informed of the transaction.
2. When a surplus asset is not disposed of within the organization, the Secretary Treasurer will select the most efficient means of disposal based on the value and nature of the asset. The Secretary Treasurer is not required to dispose of any surplus asset. If his/her decision is to dispose of the asset, the following methods of disposal will be utilized at his/her discretion:
 - Trade-in for a new item;
 - Sale by public sealed tender;
 - Auction-general or consignment;
 - Fixed or variable public sale;
 - Internal lottery;
 - Private sale;
 - Donation to non-profit organizations;
 - Scrapping or recycling.
3. Any dispute arising as a result of the valuation, or designation of an asset to be surplus shall be decided by the Secretary Treasurer. His/her decision shall be final.

4. There shall be no implied warranty or returns regardless of the method of disposal. All assets are received on a where is-as is basis.
5. Notification for items to be disposed of to the general public will be published in the newspaper and/or by electronic means.
6. When items are donated to another non-profit organization, assets will be provided on a first come first served basis.

Disposal of Property and/or Facility:

1. The Board of School Trustees (the Board) will consider whether or not the property/facility will meet any future educational needs of the School District. If consideration is being given to the disposal of the asset, a search will first be conducted to determine how the land was acquired for educational purposes, to ensure a disposal can proceed. (Disposal of Crown granted land cannot occur through the processes described in these regulations.)
2. If the Board determines that the property/facility is not required for future educational purposes, the Board will table a motion to proceed with the disposal of such property/facility.
3. The Secretary Treasurer will make application to the Ministry of Education, as required, seeking permission to dispose of the property/facility.
4. If permission is required and granted from the MOE, the Secretary Treasurer will obtain an appraisal of the property/facility by an independent professional appraiser to determine the market value of the property.
5. After appraisal, the property/facility will be listed with a licensed realtor. The listing will include any additional information or particular criteria for prospective purchaser.
6. Upon receipt of the offer(s), the Board will consider those offers and will have the discretion to accept or reject any of those offers based on the criteria established. The Board will not be obligated to accept the highest offer and reserves the right to reject any/all offers it receives.
7. Once the Board has determined the successful bidder, a Board by-law authorizing the disposal will be made pursuant to Section 65(5) of the School Act and Ministerial Order 16/03 (M16/03). Such notification to the Minister of Education will be made pursuant to Ministerial order 16/03.