

**MOOSE FACTORY ISLAND
DISTRICT SCHOOL AREA BOARD**

ADMINISTRATIVE PROCEDURE NO. 550	
Effective	
Revision Date	

DISPOSAL OF OBSOLETE AND SURPLUS ASSETS

PURPOSE

This administrative procedure describes the approved process for disposing of Board assets.

PROCEDURES

Disposal of Assets

The Moose Factory Island District School Area Board shall sell or dispose of assets that have been declared surplus or have become obsolete.

1. Sites and Buildings

- 1.1. The Board shall declare a site or building surplus to its needs by specific Board motion.
- 1.2. The site or building shall be sold in accordance with Ministry of Education Regulations.

2. Furniture and Equipment

2.1. Obsolete Furniture and Equipment

- a) All furniture and equipment considered obsolete will be turned over to the Maintenance Department for disposal.
- b) The Maintenance Supervisor, in consultation with the Business Administrator, will determine the best method to dispose of the obsolete items (i.e. recycling, dump, etc.)

2.2. Surplus to the School or Department

Furniture or equipment will be declared surplus in the following way:

- a) The Principal, Business Administrator and/or Maintenance Supervisor will declare the item surplus in his/her own department.
- b) If the item is required in another department (for example, a Board Office filing cabinet to the school), it will be transferred.

- c) If the item is not required elsewhere, it will be declared surplus to the Board.

2.3. Surplus to the Board

The Board Office shall be responsible for the disposal of all assets which have been declared surplus to the Board, except sites and buildings covered under section 1 above, using one or more of the following procedures.

a) Public Sale

- i. The sale shall be advertised on the local community channel if the item(s) have an estimated sale of value of under \$1,000.
- ii. Where the estimated sale value of an item is greater than \$1,000, the Board Office shall ask for sealed bids on the day of the sale. These bids shall be opened by the Board Office staff in the presence of two witnesses at the end of the public sale. When two or more bids are received for the same amount, preference will be given to the bid received first.

b) Private Sale

- i. If an item has been offered for sale at the public sale and remains unsold, it may be sold privately at a later date to non-profit organizations such as churches, local service clubs, etc.

c) Final Disposition

- i. If an item has been offered for sale at a public and then private sale and remains unsold, the Board Office will determine the best method to dispose of the surplus item (i.e. recycling, dump, etc.)

Legal References:

Education Act, section 194 (3) Board Lease or Sale of Site or Property

Ontario Regulation 444/98 Disposition of Surplus Real Property

Education Act, section 265 Duties of Principal: Care of Property

Education Act, section 286 Duties of Supervisory Officers: Supervise Use and Maintenance of Buildings and Property

Board References:

Board Policy GOV-10 Environmental Stewardship