

Administrative Procedure 8041 R1

Disposal of Assets

1. Land and Buildings

- a) The board will only dispose of land and buildings in accordance with the *School Act* and *Ministerial Order M193/08 – Disposal of Land and Improvements Order*.
- b) The board may, without ministry approval, dispose of land and buildings for educational purposes to another board of education, including the francophone education authority or an independent school.
- c) The board may, without ministry approval, dispose of land or improvements by way of lease for a period of under ten years if such disposition is to an agency or organization for an alternative community use.
- d) Should the board determine that there may be an alternative community use for surplus land and/or buildings, the board will consult with local government, community organizations and the public on possible alternative community uses.
- e) The alternative community use consultation process will include:
 - i) consideration of future enrolment growth in the district, including Kindergarten to Grade 12, adult programs, and early learning;
 - ii) consideration of alternative community use of surplus space in school buildings and other facilities; and
 - iii) a fair consideration of the community’s input and adequate opportunity for the community to respond to the board’s plans for the school.
- f) If the board intends to dispose of land and buildings by sale and transfer or by a lease of ten years or more to anyone other than a board of education for educational purposes (including the francophone education authority or an independent school), the board shall first seek the approval of the minister of education.

- g) The board shall only dispose of land and buildings by bylaw in accordance with the process set out in the School Act and Ministerial Order 193/08 and shall include:
 - i.) confirmation that the board will not require the land or improvements for future educational purposes;
 - ii.) the name and the facility number, if any, and
 - iii.) the address and legal description of the property under consideration.
- h) When the board disposes of land or buildings, the board must, without delay, provide the minister of education with a copy of the bylaw and written notification of the disposition and allocation of the proceeds.
- i) Prior to disposing of any land and/or buildings, the board shall obtain an appraisal of the property and buildings by at least one independent professional appraiser to obtain an estimate of the fair market value of the land and/or building.
- j) Should the board not dispose of surplus property or buildings for educational purposes to another board of education or an independent school, or in connection with an alternative community use, then the board may advertise for sale, at its fair market value, or be advertised by the board through the “request for proposal” (RFP) process. Acceptance or rejection of any offers or proposals shall be subject to board ratification.
- k) If there is no disposition from the RFP process, the board will list the property for sale. Acceptance or rejection of any offers or proposals will be subject to board ratification.

2. **Equipment and Furniture**

- a) Disposal of equipment and furniture no longer required for schools or district services shall be offered for sale to the public, with the sale being suitably advertised in the local media.
- b) When appropriate, certain equipment may be traded in rather than sold.
- c) The board may determine that certain equipment may be sold or donated to non-profit community organizations without advertising to the public at large.
- d) It is expected that equipment utilization is regularly monitored and that equipment is not needlessly stored for long periods of time.

3. **Library Books**

- a) The superintendent of schools (or designate) is authorized to dispose of library books that are no longer pertinent to the educational needs of students.

- b) It is expected that library collections are regularly monitored for currency, relevancy and use, and that the collections are adjusted accordingly.
- c) It is anticipated that consultation shall occur with the school principal prior to any larger-than-normal percentage of a collection being disposed.
- d) Within financial and temporal constraints, all or part of the disposed collection shall be donated to non-profit community groups or charitable organizations whenever possible.
- e) The board may authorize the sale of all or part of a disposed book collection.

4. Textbooks

- a) The superintendent of schools (or designate), in conjunction with the school administration, is authorized to dispose of textbooks that are no longer pertinent to the educational needs of students.
- b) It is expected that textbook collections are regularly monitored for use, and that the collections are adjusted accordingly.
- c) It is expected that, whenever possible, schools utilize rebind procedures to enhance the 'life expectancy' of textbooks.