



ADMINISTRATIVE PROCEDURE BUSINESS ADMINISTRATION	
Effective:	April 28, 2023
Last Revised:	

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DISPOSAL OF SURPLUS ASSETS

1. PURPOSE

This administrative procedure describes the approved process for disposing of surplus assets and supports Rainbow District School Board (RDSB) policies and procedures related to fiscal responsibility, environmental sustainability, and stewardship of resources.

2. DEFINITIONS

Surplus assets are items that are no longer in use and for which there are no further plans for use. It includes all tangible assets including property, equipment, materials, supplies and furniture.

Board assets may not be disposed of, in any way, without prior approval as outlined below.

3. APPLICATION

This administrative procedure applies to the responsibilities of superintendents, principals and department managers regarding the communication and sale or disposal of board assets that have been declared surplus or have become obsolete.

PROCEDURES

4. Disposal of Surplus Assets

4.1. All surplus assets must be offered, first, to other schools and/or departments, providing for the continued use of the assets within the Board. Surplus assets must be posted for fifteen (15) days on the RDSB intranet (under "[Surplus Assets for School Use](#)"). Postings will be made by principals and/or department managers, with the approval of a Superintendent, and viewable by all teachers.

4.2. Receiving schools or departments will be responsible for moving and installation costs.

4.3. If there is no interest in the item after fifteen (15) days, surplus items may be disposed of by the principal or department manager, **with approval from the school Superintendent**, through any of the following actions:

- a) Disposal by trade-in or exchange towards the purchase of new equipment, in accordance with the Board Purchasing Policy;
- b) Salvage for component parts;

- c) Disposal by sale on the Government Deals website, at a fair market value (as established by the Finance Department)
- d) Disposal by donation, to an educational, charitable, or community agency; or
- e) Disposal as waste, discarded through the Board's waste removal process.

Any action taken must not conflict, or appear to conflict, with the interests of the Board. Any recognized conflicts must either be avoided, or resolved expeditiously through appropriate disclosure and management.

4.4. The Finance department will review and assist in facilitating all disposal transactions.

4.5. In the event of a school closure or renovation the receiving principal or manager, in conjunction with the current principal or manager, shall be responsible for retrieving, cataloging, and maintaining memorabilia.

4.6. The plant department will be responsible for coordinating the disposal of supplies and equipment according to these operating procedures.

4.7. Disposal of surplus items will be documented by the principal or manager. Records will be retained for seven (7) years.

5. Disposal of Surplus Technology

5.1. All Board computers, phones and technological devices require approval from the Information Services (IS) department prior to being declared surplus. IS will determine the best disposal method on an item-by-item basis.

6. Disposal of Surplus Property

1.1. Executive Council will make a recommendation to the Board for the sale of any property declared surplus to the Board's needs. The Board must approve the sale by way of a motion.

6.1. Surplus Property will be disposed of in accordance with the *Education Act* Regulation 444/98: Disposition of Surplus Real Property.

6.2. If the Surplus Property is not disposed of under 6.2, the property will be made available for sale to the public.

REFERENCE DOCUMENTS***Legal:***

Education Act, section 169.1 Duties and Powers of Boards: Effective Stewardship of Resources

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

Education Act, section 286 Duties of Supervisory Officers: Supervise Business Functions

Education Act, Regulation 444/98: Disposition of Surplus Real Property

Board:

Board Policy No. GOV-03 Role of the Corporate Board

Board Policy No. GOV-06 Role of the Director of Education

Board Policy No. GOV-13 Environmental Sustainability and Stewardship

Administrative Procedure Capital Assets

Administrative Procedure Purchasing Code of Ethics and Procedures

Administrative Procedure Stewardship of Resources