

<i>Rainy River District School Board</i>	SECTION 6 <i>Facilities</i>
DISPOSAL OF REAL PROPERTY, SURPLUS FURNITURE, FIXTURES, EQUIPMENT, AND LEARNING RESOURCES	6.41

POLICY

The Rainy River District School Board will utilize all Board resources to the fullest extent.

RATIONALE

The Board has a fiduciary responsibility to manage Board resources and is committed to the most efficient and responsible use of its resources to meet its obligations to student achievement and well-being. It is necessary to identify assets that have become obsolete, surplus, or unfit for use, and dispose of them by responsible means to fulfil this commitment.

IMPLEMENTATION

As per Ontario Regulations 444/98 and Procedure 6.70 Disposal of Surplus Equipment, Furniture, Procedure 2.87 Selection and Disposal of Learning Resources Including Library Learning Resources, and Guidelines.

GUIDELINES

1.0 Real Property

1.1 Before the Board can dispose of any real property, the Board of Trustees must either adopt a resolution:

- that the property is not required for the purposes of the Board; or
- that the disposition of the property is a reasonable step in a plan to provide accommodation for students; or
- that seeks approval from the Minister of Education.

1.2 The site, building, or piece of property will be sold in accordance with Ministry of Education regulations.

2.0 Surplus Furniture, Fixtures, Equipment, and Learning Resources

2.1 All items that are donated to, or purchased on behalf of, an individual school/department or Board location through allocated budgets or school generated funds, are the property of the Rainy River District School Board and are subject to this policy.

2.2 When purchasing new furniture, fixtures, equipment (including technology equipment such as computers, computer-related hardware, and peripheral devices) and learning resources to replace existing items, a disposal plan for the old items must be in place before the purchase is made.

2.3 The principal and/or manager will identify items that are obsolete or surplus. Staff members shall

refer items they believe are obsolete or surplus to the principal or manager.

- 2.4 A list of surplus items will be circulated throughout the system with the intent of maximizing the potential use of those items. Unclaimed items will be referred for disposal.
- 2.5 All sensitive information must be properly removed when disposing of equipment.
- 2.6 Items shall not be disposed of or sold by a school, department, or employee without the permission of the Superintendent of Business (or designate) who, in consultation with the Purchaser, and principal/manager, will determine the best method to dispose of the items, with consideration to the environmental impact, cost/cost recovery, and options available.
- 2.7 The Superintendent of Business (or designate) may allow for the refurbishing, reconditioning, and/or rebuilding either by the School Board or through the services of a third-party.
- 2.8 At the discretion of the Superintendent of Business (or designate), the method of disposal used for a particular item should be that which results in the best overall benefit to the Rainy River District School Board. The methods of disposal will be in this preferred order:
 - Cost recovery
 - Donation
 - Environmentally approved waste management methods

3.0 Cost Recovery

- 3.1 Methods shall include but are not limited to:
 - sale by public quotation to the highest bidder tender
 - cooperative sale or auction with other public agencies
 - exchange or trade-in
- 3.2 Items disposed of through sale by public quotation, cooperative sale, or auction will be advertised for a minimum of two weeks.
- 3.3 Employees are not entitled to surplus or obsolete items but may participate in the public sale, auctions, and/or public quotation for such items.
- 3.4 Disposal through sale will include a waiver intended to limit the RRDSB liability to third parties.

4.0 Donation

- 4.1 The donation process will be at minimal cost to the Board and at the discretion of the Superintendent of Business.
- 4.2 Donation will prioritize the individuals/groups as follows:
 - RRDSB students
 - community partners
 - charitable or non-profit organizations

If surplus items still remain, donation to the general public may be considered.

- 4.3 Disposal through donation will include a waiver or other such notification intended to limit the RRDSB's liability to third parties.

5.0 Environmentally Approved Waste Management

- 5.1 These methods include recycling, scrapping, and/or dismantling through environmentally approved waste management methods.

Definitions:

Asset - A physical item that the School Board has acquired or purchased (including, but not limited to furniture, fixtures, equipment, and technology equipment), owned by the Board, including items purchased on behalf of the Board or donated.

Obsolete – An asset that is longer useful at the location because of changing technology or a change in the delivery of educational programs. Items deemed to be beyond reasonable repair will be declared obsolete.

Surplus – Furniture, fixtures, or equipment, that are no longer used or needed at a Rainy River District School Board school, department, or location

Public Quotation – A formal written request for price submissions for the purchase of surplus furniture and equipment.

Public Auction – An auction that follows traditional auction procedures and gives prospective buyers a description of the property to be auctioned off or sold.

Real Property – includes but is not limited to a school building, a school site or part of a school site, and any other School Board-owned property.

Technology Equipment – All computers, computer-related hardware, and peripheral devices.

Learning Resources - Any print or non-print materials, including a variety of audio-visual and digital materials, used by teachers and students for formal or informal teaching and/or learning purposes including library books and textbooks.

<u>CROSS-REFERENCE</u>	<u>Approved</u> 23-06-06	<u>LEGAL/MINISTRY OF EDUCATION REFERENCE</u>
<p>Policies:</p> <ul style="list-style-type: none"> ▪ 3.67 Employee Code of Conduct <p>Procedures:</p> <ul style="list-style-type: none"> ▪ 2.87 Selection and Disposal of Learning Resources Including Library Learning Resources ▪ 6.70 Disposal of Surplus Furniture, Fixtures, Equipment, and Learning Resources <p><i>RCMP Technical Security Standard for Information Technology (TSSIT)</i></p>	<p><u>Resolution</u> 047</p> <p><u>Review Prior to</u> 2028</p>	<p><i>Education Act</i>, s. 183</p> <p><i>Education Act</i>, Ontario Regulation 444/98, S.194 (1-5)</p> <p>Ontario Ministry of Education Trillium List (https://www.ontario.ca/page/trillium-list)</p>