



# Northeastern Catholic District School Board

## DISPOSITION OF SURPLUS OR OBSOLETE ASSETS

Administrative Procedure Number: APB002

### POLICY STATEMENT

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The Northeastern Catholic District School Board (NCDSB) is committed to the use of current resources, materials, and properties that support the needs of students, staff, and the effective operations of schools. When assets are no longer required, the NCDSB is committed to sell or dispose of those assets in a transparent, fair, and environmentally appropriate manner.

### REFERENCES

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*Education Act*

Regulation 444/98 Disposition of Surplus Realty Property

*Freedom of Information and Protection of Privacy Act*

NCDSB Policy

B-2 Disposition of Surplus or Obsolete Assets

### DEFINITIONS

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**For the purpose of this administrative procedure, assets will be classified into four categories as follows: Information Technology, Furniture and Equipment, Educational Supplies, Vehicles.**

**Information Technology:** includes education and administrative workstations, servers, printers, inside wire, wireless access points, and any other information technology components.

**Furniture and Equipment:** includes desks, tables, chairs, filing cabinets, shelving, shop equipment and tools, maintenance equipment, audio-visual equipment, photocopies, communications equipment, special education equipment, and other general furniture and equipment used in the educational and administrative process.

**Educational Supplies:** include textbooks, library books, educational audio-visual and video recordings, computer software and other general supplies.

**Vehicle:** an automobile for educational or administrative purposes.

### PROCEDURES

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#### 1.0 PROPERTY

1.1 A sale, lease or other disposition of property will be at full market value.

- 1.2 The Board, under other dispositions, requires a passed resolution under clause 194.3 of the *Education Act*, that the Board does not require the property for the purpose of the Board, and if so, a proposal must be issued by the Board which adheres to the following protocol:
- i) Conseil scolaire catholique de district des Grandes Rivières;
  - ii) District School Board Ontario North East;
  - iii) Conseil scolaire public de district du Nord-Est de l'Ontario;
  - iv) District Social Services Boards (Cochrane and Timiskaming);
  - v) Northern College of Applied Arts and Technology;
  - vi) Collège Boreal d'arts appliqués et de technologie;
  - vii) Ministry of Children and Youth Services;
  - viii) North East Local Health Integration Network;
  - ix) Health Units (Porcupine and Timiskaming);
  - x) The Crown in Right of Ontario;
  - xi) The municipality where the property is located;
  - xii) Indigenous Organizations:
    - a. Métis Nation of Ontario Secretariat;
    - b. Chiefs of Ontario;
    - c. Ontario Federation of Indigenous Friendship Centres;
    - d. Association of Iroquois and Allied Indians;
    - e. Nishnawbe Aski Nation;
    - f. Grand Council Treaty #3;
    - g. Union of Ontario Indians O.Reg. 115/16, s. 2;
  - xiii) The Crown in Right of Canada.
- 1.3 If the property is to be leased then the term will be specified.
- 1.4 A body to which the Board issued a proposal may submit to the Board an expression of interest in response to the proposal before the expiration of 90 days after the day on which the Board issued the proposal.
- 1.5 Interested parties have 90 days after the expression of interest period to submit an offer.
- 1.6 The acceptance of the offer must comply with the requirements of Regulation 444/98: Acceptance of Offers.
- 1.7 If there are no offers for purchase or lease after the one hundred eighty (180) day circulation period, the Board will dispose of the property at fair market value to any other body or person providing the provisions of the *Act* are met.
- 1.8 If there are no offers to lease, then the Board may lease but not sell to any other body or person and the lease will be specified as in the proposal.
- 1.9 The Board will not sell, lease or dispose of the property until it provides written evidence satisfactory to the Ministry of Education and Training that it provided a proposal to each of

the pertinent organizations described above; an no expression of interest was received by the Board from an organization within the one hundred eighty (180) day waiting period.

- 1.10 If the Board issues a proposal but does not sell, lease or otherwise dispose of the real property in accordance with the terms set out in the proposal within three years of the expiry of the 180-day period, the Board shall not sell, lease or otherwise dispose of the property unless the Board issues another proposal.

## **2.0 MATERIAL ASSETS**

### **2.1 Identification of Surplus or Obsolete Assets**

- 2.1.2 An asset may be considered as surplus if the following condition applies:
- i) the asset is in good working condition or in good state and may still serve a purpose in the educational or administrative process of another school or department of the Board.
- 2.1.2 An asset may be considered obsolete if any one of the following conditions apply:
- i) the asset is no longer in good working condition or in good state
  - ii) the cost to repair the asset is not feasible;
  - iii) the asset is unsafe;
  - iv) the asset, in whole or in part, can no longer serve a purpose in the educational or administrative process of another school or department of the Board.

### **2.2 Information Technology**

- 2.2.1 Information Technology materials will be forwarded to the Manager of Information and Communication Technology (ICT) who will determine if any of the listed materials or equipment, in whole or in part, may be feasibly salvaged for educational or administrative use in another school or department of the Board.
- 2.2.2 When disposing of workstations or servers, all data stored on the hard drives shall be erased by a qualified technician in order to protect confidential and private information in compliance with the *Freedom of Information and Protection of Privacy Act* and thereafter the workstation and servers shall be labeled "Ready for Disposal".
- 2.2.3 A list of surplus and/or obsolete information technology shall be prepared by the school principal or site supervisor and will be forwarded to the Manager of Information and Communication Technology (ICT). The information technology department will also prepare surplus and/or obsolete inventory lists based on the asset management procedures in place. The Manager of ICT will make the determination on what information technology is obsolete based on industry standards and the existing infrastructure requirements.
- 2.2.4 The list(s) shall then be forwarded to the Director of Education where the necessary steps shall be taken to offer and/or transfer the surplus computer

hardware to the school(s) or department(s) in need. Obsolete information technology will not be offered to other schools of the Board.

- 2.2.5 If after a reasonable time period, as determined by the Director of Education, no school(s) or department(s) has indicated a need for the surplus information technology, it will then be deemed to be obsolete.
- 2.2.6 The obsolete information technology shall be appropriately stored and disposed in one of the following manners:
- i) All obsolete information which have monetary value will be offered for sale to the general public in a manner determined appropriate by the Director of Education. Employees of the Board shall not be given preferential treatment;
  - ii) Any obsolete information technology that is considered “end of life” by the Manager of ICT will be disposed of through existing recycling programs or waste disposal sites/services;
  - iii) Use as a trade-in;
  - iv) Sell the obsolete information technology to a recycling company and/or to a used computer retailer at the best possible prices; or
  - v) Donate where appropriate.
- 2.2.7 All unwanted educational information technology which remains will be sent to the appropriate municipal disposal site.

### **2.3 Furniture and Equipment**

- 2.3.1 A list of surplus and/or obsolete furniture and/or equipment shall be prepared by the school principal or site supervisor.
- 2.3.2 The list(s) shall then be forwarded to the Director of Education for review and disposition planning.
- 2.3.3 The Director of Education, in consultation with an appropriate Supervisory Officer or the Manager of Plant and Maintenance, will identify the items as either surplus or obsolete and a determination will be made as to whether the items can be feasibly salvaged for educational or administrative use in another school or department of the Board.
- 2.3.4 Once the list has been reviewed and there are no schools, students, or departments who indicated a need for the surplus furniture or equipment, it will be deemed obsolete.
- 2.3.5 The obsolete furniture and equipment which have monetary value will be offered for sale to the general public in a manner deemed appropriate by the Director of Education. Employees of the Board shall not be given preferential treatment.

- 2.3.6 All remaining obsolete furniture and equipment which could not be sold may be donated to local charitable or non-profit organizations subject to the approval of the Director of Education.
- 2.3.7 The remaining obsolete furniture and equipment will be sent to an appropriate municipal disposal site.

## **2.4 Educational Supplies**

- 2.4.1 Since most computer software applications are protected by copyright laws, a request to dispose of obsolete computer software applications will be forwarded by the school principal or site supervisor to the Director of Education. Once approved by the Director of Education, the obsolete software applications will be destroyed.
- 2.4.2 Obsolete textbooks, library books and recordings are to be labeled “obsolete” and may be distributed to interested students or to interested charitable or non-profit organizations or agencies.
- 2.4.3 All unwanted obsolete educational supplies which remain will be sent to the appropriate municipal disposal site.
- 2.4.4 Obsolete software and/or media will be destroyed by a qualified technician and sent to the appropriate municipal disposal site.

## **2.5 Vehicles**

- 2.5.1 All obsolete vehicles which have a salvage value will be advertised for sale by tender in an appropriate manner as deemed appropriate by the Director of Education.
- 2.5.2 The vehicles will be sold on an “as is/where is” basis.
- 2.5.3 Obsolete vehicles which do not have a salvage value will be sent to an appropriate auto wrecking site.

## **3.0 RELATED FORMS AND DOCUMENTS**

Nil.

**Director of Education:** *Tricia Stefanie Weltz*  
**Date:** March 2020