



SECTION:	Fiscal Management	APPROVAL DATE:
SUBSECTION:	School Properties Disposal Procedure	May 10, 1999
POLICY NAME:	Disposal of Board Property, Furniture and Supplies	LAST REVISED:
POLICY NUMBER:	R.FM.M.2	May 10, 1999

1. a) When, in the opinion of the Director, any Board property:
 - i) has an estimated market value of less than \$75.00 per unit and an aggregate value of less than \$500.00, and
 - ii) is surplus to the needs of the Board or has deteriorated beyond the point of reasonable repair he/she may arrange for its disposal as he/she considers appropriate providing, where practical, equal opportunity to the general public.
- b) When the director considers the matter to be of sufficient importance, he/she shall advise the Board prior to disposal and shall further advise the Board of the result of the disposal.
2. When the Board deems it necessary or expedient to consider the disposal of an item of property, attention shall be given to the following:
 - a) the immediate and future need for the item
 - b) the immediate and future effect upon the Board's financial situation
 - c) any other factor which the Board considers relevant
3. The Board may, by motion, direct that an item of property be disposed of and, subject to Section 5 below, shall determine the method of disposal, whether it be sale, donation, exchange, etc.
4. For the purposes of this regulation, an item shall be considered to be of "special value" when it is:
 - a) land
 - b) furniture, equipment or machinery with an estimated market value of \$500 or more per unit, or
 - c) declared to be so by the Board
5. a) When the Board decided that an item of "special value" shall be sold the Director shall:
 - i) advertise for tenders throughout Wellington County, and; in addition, as widely as he/she deems necessary considering the value of the items;
 - ii) state, in the advertisement, that the highest or any tender shall not necessarily be accepted;
 - iii) request, where it is considered that the transaction so requires, a deposit to be submitted with each bid;
 - iv) submit to the Board, after the closing date, the tenders received.
- b) The Board shall examine the tenders and make a decision.
6. Where the Board directs that an item of "special value" shall be disposed of by a means other than by

sale it shall give specific direction to the Director.

7. Where the Director is directed to dispose of any item which is not of "special value" he/she shall follow any direction given by the Board and shall consider, as far as is appropriate, the following:
 - a) the estimated value of the item
 - b) the location of the item
 - c) any other relevant factor