

DECOMMISSIONING OF FACILITIES

Background

Good management may involve a decision to dispose of unnecessary real property (land or buildings) through sale or lease. A process that is in compliance with the Education Act and that will benefit constituents to the highest degree possible has been established.

Procedures

1. An inventory of real property must be maintained by the Division for the purposes of property control and management.
2. All requests for the decommissioning of real property shall be made in writing to the Director. This request shall contain the following information:
 - 2.1 A complete description of the item;
 - 2.2 The age, date purchased and purchase price;
 - 2.3 The reason it is no longer required by the Division;
 - 2.4 If it would be useful to another school, community or other agency.
3. A request for disposal of real property will be reviewed by the Director, the Superintendent of Facilities and Secretary Treasurer. The request, along with background information and recommendations will be made to the Board.
4. Subject to the approval and to any conditions set by the Ministry of Education, the Division may dispose of any buildings or land within its possession.
5. The Division will follow the procedures for selling, leasing, transferring or exchanging real property as stipulated in Section 347 of the Education Act.
6. In the case of leasing property, the Division will establish terms and conditions and incorporate them into a standard lease agreement.

Reference: Sections 85, 87, 108, 109, 110, 121, 178, 194, 195, 196, 197, 347, 348 Education Act