

**Subject:** Disposal of School Buildings  
**Effective:** April 1982  
**Revised:** June 1994; July 1, 2001

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**1.0 PURPOSE**

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This policy aims to clarify the procedures to be followed in disposing of school buildings that are deemed surplus to district requirements.

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**2.0 APPLICATION**

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This policy applies to all school districts.

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**3.0 DEFINITIONS**

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None

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**4.0 LEGAL AUTHORITY**

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[Education Act](#) – Sections:

45(1) All school property is vested in the Minister.

45(4)(e) The Minister, with the approval of the Lieutenant-Governor in Council, may lease, sell or otherwise dispose of any lands or buildings acquired under this Act.

[Regulation 83-227](#) under the [Financial Administration Act](#) – Sections 5 and 6

Policy on Space – Department of Supply and Services

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**5.0 GOALS / PRINCIPLES**

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Once a District Education Council declares a school property surplus, the Department of Education assumes responsibility for the maintenance or disposal of the property. In taking on that responsibility, the Department of Education aims to minimize the cost of physical plant operations and maintenance.

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**6.0 REQUIREMENTS / STANDARDS**

- 6.1** A school building and land are de facto surplus as a result of the construction of an alternate facility for students.
- 6.2** The District Education Council must advise the Minister of Education of property surplus to the district's requirements, before March 31<sup>st</sup> of the fiscal year.
- 6.3** The Department of Education becomes responsible for the maintenance of surplus buildings one week from the date of letter of notification that the property is surplus.

**7.0 GUIDELINES / RECOMMENDATIONS**

None

**8.0 DISTRICT EDUCATION COUNCIL POLICY-MAKING**

Not applicable

**9.0 REFERENCES**

None

**10.0 CONTACTS FOR MORE INFORMATION**

Department of Education – Educational Facilities Branch  
(506) 453-2242

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