



Community and Government Services

SURPLUS DISPOSAL POLICY PART B (NON FIXED ASSETS)

PREAMBLE

Community and Government Services (CGS) is mandated by the Financial Administration Manual (FAM) directive 704-3 section 3.4 to dispose of surplus public property from GN departments, and the Nunavut Arctic College. The Nunavut Power Corporation and the Nunavut Housing Corporation are excluded from this policy.

PRINCIPLES

This policy is based on the following principles:

- that all non-fixed public property, which is designated as surplus is disposed of in a fair, equitable and uniform manner.
- that local governments and Nunavummiut be given an opportunity to make purchases that they might not be able to afford under normal circumstances.
- that everyone has an equal chance to acquire items that have been declared surplus and that this process be handled as quickly as possible without causing unnecessary hardship to others.
- Surplus non-fixed property may be transferred or offered for sale to priority interests according to the following order of preference.
 - (a) GN Departments and Agencies
 - (b) Community Government
 - (c) Non Profit Organizations
 - (d) General Public

APPLICATION

This policy shall apply to the following types of assets:

- Office equipment;
- Furnishings;
- Mobile equipment

This policy applies to all GN departments and the Nunavut Arctic College.

DEFINITIONS

Report of Surplus

A form, which is used to document items that have been declared surplus by government departments and agencies.

CGS Revolving Stock

The location where all government departments can access forms for different functions of the government, such as the Report of Surplus etc.

Tenant Department:

GN department or agency or board that occupies or otherwise uses GN non-fixed assets.

Tender

A public sale of government assets that are considered surplus. The sale is conducted through a bidding process.

CGS Warehouse Program Coordinator

The person who administers, supervises and coordinates the CGS Revolving Stock, accountable forms management, the surplus disposal items in headquarters and the regions.

AUTHORITY

1. This Policy is issued under the authority of the Executive Council as per FAM 704-3 3.8 and S. 65 of the FAA .

The authority to make exceptions and approve revisions to the Policy rests with the Executive Council.

2. The Minister of CGS is accountable to the Executive Council for the implementation of this Policy.
3. The Deputy Minister of CGS is responsible to the Minister of CGS for the administration of this Policy.
4. The Regional Director of Asset Management is responsible to the Deputy Minister of CGS.
5. The Regional Director is responsible to the Director of Asset Management of CGS.

PROVISIONS

1. All tenant departments declaring public property surplus to their needs or requirements shall fill out a Report of Surplus detailing what the surplus items are and any relevant information. The Report of Surplus should include the reason for the declaration of surplus and the authorized signatures of the Deputy Minister or his/her designate.
2. Three copies of the Report of Surplus as well as any registration documents for mobile equipment will be forwarded to the CGS. The Report of Surplus will be reviewed and disposal recommendations made by the Deputy Minister of CGS or his/her designate.
3. All surplus items shall be transferred to CGS in order to proceed with the disposal process. The cost of transporting disposal items to the Department of CGS shall be the responsibility of the Tenant Department, unless there is a prior agreement with the Deputy Minister of Community and Government Services.
4. All surplus items shall be disposed of by way of a tender. All assets will be sold to the highest bid. If identical bids are received on the same offering, the tie bidders will be requested to submit a new offer.
5. When a surplus item has been sold, the purchaser shall be responsible for any removal, unless there is a prior agreement with the Deputy Minister of Community and Government Services.

PREROGATIVE OF CABINET

Nothing in this policy shall in any way be construed to limit the prerogative of Cabinet to make decisions or take actions regarding disposal of government property, outside the provisions of this Policy.

SUNSET CLAUSE

This policy shall be in effect from the date of the signature until September 30, 2014.