



POLICY	POLICY NAME	Disposal of Assets
	POLICY NUMBER	#CORP-02
	DEPARTMENT	Corporate Services
	REVISION DATE	N/A
	SUPERSEDES	FIN/ADM 06 Disposal of Assets
	IMPLEMENTATION DATE	December 19, 2018

AUTHORITY

Board Resolution No. 2013-71

INTENT OF POLICY

To identify the fair and transparent manner with which the DNSSAB and NDHC disposes of its surplus and obsolete assets.

DEFINITIONS

“Asset” means all physical property (furniture, equipment, vehicles, etc.) owned by the DNSSAB or NDHC.

“Department” refers to the following organizational units in DNSSAB – Social Services, Children’s Services, Emergency Medical Services, Housing Services and Corporate Services led by a member of senior management;

“Director” refers to the position title who has responsibility and authority over several program or budget areas;

“Disposal” is the method by which the asset that has been deemed as surplus, obsolete or scrap will be disposed of.

“DNSSAB” refers to the District of Nipissing Social Services Administration Board;

“NDHC” refers to the Nipissing District Housing Corporation;

“Obsolete” means outdated and/or not economically feasible for upgrading/repair;

“Scrap” means when a department deems that the asset has no value.

“Surplus” means no longer being required by the owning department.

Management Agent for: / Représentant de gestion pour la:

Nipissing District Housing Corporation
Société de logement du district de Nipissing



PROCEDURE

To outline the process and document the procedures for the disposal of Assets deemed to be Surplus or Obsolete.

The disposal of Assets is guided by the following principles:

- Maximum benefit or utilization of the Asset is to be achieved;
- The process is fair, equitable, consistent, and transparent;
- Provide equal opportunity and access to Obsolete or Surplus Assets;
- The method of disposal must have minimal impact on the environment;
- The protection of personal, private, and privileged corporate information.

The method of disposal of Surplus and Obsolete Assets shall be determined on a case by case basis. The Department wishing to dispose of an Asset is responsible for managing the Asset. To dispose of an Asset a Department must:

1. Determine if the Asset is Surplus, Obsolete or Scrap;
2. Complete an Asset Disposal Form in respect of the Asset (if the Asset is not being transferred to another Department) with accompanying digital photograph of the Asset;

Assets can be disposed of by one of the following Disposal Methods:

1. Transfer to another Department within DNSSAB or NDHC which has use for the Surplus asset;
2. Offer or donate to not-for profit agencies or charitable organizations on a first come, first serve basis;
3. Sell through a competitive public auction;
4. Trade-in as part of a replacement acquisition;
5. Recycle or classify as Scrap and dispose;
6. Direct sale only upon approval of the Contract Specialist or the Corporate Assets Supervisor as the context requires.

If an asset must be removed from inventory for any purpose other than those listed above, it shall be at the discretion of the Contract Specialist and shall be supported by a written explanation.



Transfer to another Department/NDHC

Where possible, Surplus Assets will be offered to another Department and/or NDHC before proceeding with another disposal method. The Department Director or delegate shall email Departments notifying of the Surplus Asset's availability. Departments will have the opportunity to obtain the Asset on a first come, first served basis. The Department who has obtained the Asset will be responsible for the relocation of the Asset.

If an Asset has not been claimed by any Department or NDHC after two weeks, the Department Director or delegate shall select one (or more) of the disposal methods noted above for disposing of the Asset. An Asset Disposal Form must now be completed and submitted to the Contract Specialist.

Offer or donate to a not-for-profit agency or charitable organization

An Asset Disposal Form must be completed.

A list of available items (for donation or for sale) must be emailed to local not-for-profit agencies and/or charitable organizations.

Sell through a competitive public auction

An Asset Disposal Form must be completed.

If the Surplus Asset is a motor vehicle, it shall be sold by auction through a designated Surplus auction provider or be used as a trade-in for the acquisition of a similar replacement asset. The method shall be determined at the time of Disposal and will be determined based on the highest monetary recovery level.

If the Surplus Asset is an Ambulance or Emergency Service vehicle, it shall first be offered to First Response teams within the District of Nipissing. If First Response teams do not require the Ambulance or Emergency Service vehicle, it will then be offered to any Municipality within the District of Nipissing who has a letter on file with the Chief of EMS requesting this Surplus Asset. If no letter is on file, the Ambulance or Emergency Service vehicle will be made available through a designated surplus auction provider. Alternatively, a Surplus Ambulance or Emergency vehicle may be used as a trade-in for the acquisition of a similar replacement Asset at the discretion of the Chief of



Emergency Medical Services. The method shall be determined at the time of Disposal and will be determined based on the highest monetary recovery level.

Where it is deemed appropriate, a reserve price may be set for an article that is to be sold.

Recycle or classify as scrap and dispose

An Asset Disposal Form must be completed.

If the Department is unsuccessful in disposing of an asset through one or more of the disposal methods, then they shall recycle or dispose of the Asset as waste in the most environmentally friendly method and according to any applicable federal, provincial and municipal laws.

TERMS AND CONDITIONS OF DISPOSAL

In this policy, "Asset" does not include real property (i.e. land).

The Asset shall be disposed of as is, where is, and with no express or implied guarantees or warranties.

No Board Member, employee, or their relatives shall be permitted to receive Obsolete or Surplus Assets unless such assets are sold through competitive public auction.

Computerized or electronic equipment containing digital storage must first be processed by City of North Bay IT before Disposal.

The Department which initiated the disposal process for an Asset shall be responsible for the costs of the disposal.

The Department with the funding source from which the Asset was originally financed, or from which any future upgrade or replacement of a similar Asset would be financed, shall be credited with any proceeds of disposal.

TEMPLATES

Disposal of Asset Form



Asset Disposal Form

An Asset Disposal Form must be completed for the disposal of any asset (furniture, equipment, tools, etc.) outside of transferring the asset to another Department. The form will be completed and submitted to the Contract Specialist for review prior to disposal.

The form must be accompanied by a digital picture of the asset(s).

Originating Department	
Asset Location	
Description	
Measurements/Specifications	
Reason for Disposal	
Estimated Value	
Suggested Disposal Method	
Additional Details	

Completed by: _____
Please print name

Date: _____

Signature

Reviewed by: _____
Please print name

Date: _____

Signature

Authorized by: _____
Please print name

Date: _____

Signature

Management Agent for: / Représentant de gestion pour la:

Nipissing District Housing Corporation
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