



Community Government and Services

SURPLUS DISPOSAL POLICY PART B (Non Fixed Assets)

1. Purpose

Community Government and Services (CG&S) is mandated by the Financial Administration Manual (FAM) directive 704-3 section 4.10 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.

2. Principles

Through this policy, the GN will strive to ensure:

- a) that all non-fixed public property, which is designated as surplus is disposed of in a fair, equitable and uniform manner.
- b) that local governments and Nunavummiut be given an opportunity to make purchases that they might not be able to afford under normal circumstances.
- c) 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.

3. Application

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

4. Scope

This policy shall apply to the following types of assets:

- i. Office equipment;
- ii. Furnishings
- iii. Mobile equipment

Revised:
Date of expiry: NONE

5. Definitions

Report of Surplus

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

CG&S 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

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

CG&S Distribution Supervisor

The person who administers the revolving stock, accountable forms, the surplus disposal items in headquarters and the regions.

6. Accountability

- (a) This Policy is issued under the authority of the Executive Council. The authority to make exceptions and approve revisions to the Policy rests with the Executive Council.
- (b) The Minister of CG&S is accountable to the Executive Council for the implementation of this Policy.
- (c) The Deputy Minister of CG&S is responsible to the Minister of CG&S for the administration of this Policy.
- (d) The Regional Director is responsible to the Deputy Minister of CG&S.

7. 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 CG&S. The Report of Surplus will be

reviewed and disposal recommendations made by the Deputy Minister of CG&S or his/her designate.

3. All surplus items shall be transferred to CG&S in order to proceed with the disposal process. The cost of transporting disposal items to the Department of CG&S shall be the responsibility of the Tenant Department, unless there is a prior agreement with the Deputy Minister of Community 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 Government & Services.

7. Prerogative of the Executive Council

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