Surplus Asset Redeployment/Disposal Policy

INTRODUCTION

Nisga'a Lisims Government is committed to effective and efficient asset management. When assets become surplus, the Government will redeploy/dispose of them in an equitable manner that maximizes the useful life of the asset without incurring operating costs exceeding the benefits derived. Nisga'a Lisims Government has adopted the following redeployment / disposal policy, which is intended to facilitate and encourage the timely reallocation of surplus assets

PURPOSE

The purpose of this policy is:

- To clarify the assets to which this policy applies.
- To provide a method to identify, track, and redeploy/dispose of assets that have no further use to the department currently using the asset or to the Government.
- To promote redeployment and reuse of assets within the Government on an equal opportunity basis.
- To minimize costs relating to storage and to provide sufficient lead time for inter-departmental transfers.
- To maximize the resale value of all assets that are of no further use to the Government.
- To ensure that Nisga'a Lisims Government operates in accordance with Canada Customs and Revenue Agency (CCRA) requirements in respect to all applicable sales taxes, duties, and employee taxable benefits relating to asset dispositions.
- To identify conditions under which assets will be considered scrap or available for donation.
- To provide a basis for insurance coverage and the reporting of capital expenditures to external governing bodies.

SCOPE

This policy includes, but is not limited to, the following asset categories integral to the Government's operation or administration: all equipment (scientific, office, audio visual, fitness, maintenance, communication, administrative), furniture, computers, software, vehicles, etc.

The disposal of all land, parking lots, and buildings and building improvements owned or leased by the Government must have Executive approval and are excluded from this policy.

The user department should contact the Capital Projects Administrator, Finance Department if in doubt as to the applicability of this policy to a specific asset or class of assets.

POLICY

1. The existing user department should complete the *Asset Redeployment/Disposal Form* when an asset is first considered for redeployment/disposition and forward it to the Capital Projects Administrator, Finance Department. Circumstances which may give rise to the completion of this form include:
   - An asset that cannot be redeployed within the same unit.
   - Decisions regarding space reallocation/reconfiguration/reuse that necessitate removal of furniture/equipment.
   - An asset uses outdated technology and requires replacement.
   - An asset is damaged beyond economical repair.
   - It is not economically viable to dismantle the asset for parts.
   - An asset has become an environmental, safety or health hazard.

Note: Before considering any asset for redeployment, the user department should ensure the asset is not used periodically by any other unit whose operations may be detrimentally impacted by the removal of the asset. Furthermore, the asset should remain in its current location until a final destination is determined.

2. An *Asset Redeployment/Disposal Form* must be completed for all assets that are stolen. This form together with an Incident Report must be forwarded to the Chief Financial Officer.

3. Information Technology Manager (IT) should complete the “Recommended for” and “Condition” section of the *Asset Redeployment/Disposal Form* for the redeployment/disposal of all computer equipment and peripherals.

4. The Capital Projects Administrator, Finance Department will co-ordinate with the user department as necessary for the redeployment/disposition of the asset. In specific instances (as noted on the form), Capital Projects Administrator, Finance Department may delegate its operational responsibilities to other groups within the Government while retaining its functional authority.

5. The Capital Projects Administrator, Finance Department will publicize the availability of all assets designated for redeployment to all Nisga’a Lisims Government units. In keeping with the common goals and objectives of the Government, need will always be the overriding factor when assessing surplus equipment for redeployment. If no requests are received to redeploy the asset after a sufficient length of time (no less than 10 business days and no greater than 1 calendar month but will be published on the web site), the asset may be stored or sold or scrapped. Where disputes arise regarding inter-departmental transfers, the unit heads involved will resolve it or the Chief Financial Officer or designate will arbitrate.

6. The user department has an obligation to recommend to the Capital Projects Administrator, Finance Department either the continued storage or the redeployment/disposal of a specialized asset that carries a significant fair market value.

7. The sale of any asset which cannot be redeployed will be handled by one of the following methods:
    - Trade-in against replacement equipment required.
    - Public auctions/display on website for those articles which are marketable to others. (no less than 10 business days and no greater than 1 calendar month)

8. To account for the sale of all fixed assets, the Finance Department will review all proceeds of disposal, make all appropriate budget adjustments and accounting entries and will review for tax implications. Some budget adjustments may require the approval of the Finance and Executive Committee.

9. An asset will be considered scrap or eligible for donation to charitable or government-funded organizations if:
    - The asset has been damaged beyond economical repair. (Scrap)
    - It is not economically viable to dismantle the asset for parts. (Donation)
    - The asset has become an environmental, safety or health hazard. (Scrap)

    And all attempts to redeploy or sell the asset have been unsuccessful and/or if the costs of storage exceed the benefits. In these cases, the Capital Projects Administrator, Finance Department will dispose of the asset in the most economical and environmentally safe manner possible.

10. No asset may be sold to any employee of Nisga'a Lisims Government without the written permission of the Chief Financial Officer or designate. Employees are welcome to bid on any asset posted via the public auctions/website.

11. No asset may be sold privately or be disposed of by any employee of Nisga'a Lisims Government.