

3.7 Disposals–Crown Property (Capital Assets)

NOTE: This policy pertains to capital assets only. Please refer to the Real Property Disposal policy for policy regarding real estate. With respect to acquisitions of capital assets, please refer to the Procurement Policy.

Policy Statement

The Department of Transportation and Infrastructure Renewal shall supervise, direct, and control disposals of Crown-owned capital assets in accordance with the *Surplus Crown Property Disposal Act*.

Capital assets include furniture, office machinery, technical equipment, maintenance equipment, and mobile equipment.

Policy governing disposals of capital assets is detailed below.

Rationale

As amended by the *Government Restructuring (2001) Act*, the *Public Service Act* assigns to the Minister of Transportation and Infrastructure Renewal supervision, direction, and control of all matters relating to the disposal process.

Disposals of capital assets are governed by the *Surplus Crown Property Disposal Act*.

Policy Objectives

With respect to disposals of Crown capital assets, the policy objective is to permit the orderly and efficient disposal of capital assets considered surplus to government requirements.

Application

This policy applies to all departments, agencies, boards, and commissions of the Government of Nova Scotia.

Accountability

With respect to disposals, accountability resides with the Minister of Transportation and Infrastructure Renewal, with administrative responsibility delegated to a Surplus Crown Property Committee.

Monitoring

With respect to disposals, within 20 days of the commencement of each session of the General Assembly, the Minister of Transportation and Infrastructure Renewal shall table a report detailing disposals under the *Surplus Crown Property Disposal Act* during the fiscal year preceding commencement of the session.

Directives

With respect to disposals

- Each department shall provide the Minister of Transportation and Infrastructure Renewal with a report detailing capital assets considered surplus to its needs. The Minister may refer such reports to the Surplus Crown Property Committee for examination and recommendations regarding disposal of property.
- An annual report on disposals transactions shall be prepared under the auspices of the Surplus Crown Property Committee.
- Acquisitions and disposals of capital assets shall be subject to Inventory Control Policy.

Guidelines

With respect to disposals

- Under the regulations to the *Surplus Crown Property Disposal Act*, surplus computer equipment may be transferred through the Computers for Schools Program.
- Surplus capital assets may be transferred to non-profit organizations under procedures described in the document *Availability of Surplus Government Assets for Non-Profit Organizations*, produced by the Department of Transportation and Infrastructure Renewal.

References

- *Surplus Crown Disposal Act*, an Act Respecting the Disposal of Surplus Crown Property
- *Availability of Surplus Government Assets for Non-Profit Organizations*,
- *Computers for Schools Program*
- *Inventory Control Policy*

Enquiries

Director, Real Property Services

Public Works Division

Nova Scotia Department of Transportation and Infrastructure Renewal

P.O. Box 186

Halifax, NS

Telephone: (902) 424-6038

Fax: (902) 424-0583

or

Manager, Inventory Control

Nova Scotia Department of Transportation and Infrastructure Renewal

PO Box 186

Halifax, NS

Telephone: (902) 424-2806

Fax: (902) 424-0583

Approval date: October 10, 2001

Manual release date: January 9, 2003

Approved by: Deputy Minister, TIR

Most recent review: March 12, 2009
