

AVAILABILITY OF SURPLUS GOVERNMENT ASSETS
FOR NON-PROFIT ORGANIZATIONS



DEPARTMENT OF INTERNAL SERVICES
PUBLIC WORKS DIVISION
REAL PROPERTY SERVICES – INVENTORY CONTROL

**DEPARTMENT OF INTERNAL SERVICES
PUBLIC WORKS DIVISION
REAL PROPERTY SERVICES**

PROCUREMENT SERVICES

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Table of Contents

- 1. **BACKGROUND** 1
- 2. **PURPOSE** 1
- 3. **SURPLUS CROWN PROPERTY DISPOSAL ACT AND REGULATIONS** 1
- 4. **PROCEEDS** 2
- 5. **AVAILABILITY OF SURPLUS CROWN ASSETS** 2
- 6. **SURPLUS GOODS** 3
- 8. **REPORTING** 4
- 9. **COMMENTS OR QUESTIONS** 4

1. **BACKGROUND**

The Province of Nova Scotia's *Surplus Crown Property Disposal Act and Regulations* provides the authority and direction in the disposal of all surplus crown property. The Act is administered by a Surplus Crown Property Committee made up of representatives from the Department of Internal Services (DIS) and other departments as required.

From time to time, requests from non-profit organizations are received asking for surplus furniture or equipment which, in the interest of the government, may be provided at no cost to an eligible non-profit organization.

2. **PURPOSE**

The purpose of this brochure is to provide information to government departments, agencies, boards and commissions, registered non-profit organizations and the general public, on the policy and procedures relating to the disposition of surplus crown property, except buildings and land.

There are many reasons for the disposal of items of surplus. They include, but are not limited to the following:

- a. condition;
- b. value in redistribution in government;
- c. market value;
- d. value to a non-profit group versus saleable value to government;
- e. physical location and cost to move, disconnect or otherwise dispose of;
- f. any restrictions imposed by the department to re-use the item within government;
- g. other specific directions or recommendations that may be provided by the department at the time the item is declared surplus.

3. **SURPLUS CROWN PROPERTY DISPOSAL ACT AND REGULATIONS**

- a. The disposal of surplus crown property is subject to the *Surplus Crown Property Disposal Act and Regulations*. Responsibility for the Act is assigned by the Executive Council and the administration of the Act is assigned to the Surplus Crown Property Committee of DIS. The Minister of DIS, with the general or particular authorization of the Governor in Council, may:
 - i. sell, lease, rent, exchange, transfer from one department to another, give or otherwise dispose of surplus crown property to such persons and/or groups and on such terms and conditions as he considers advisable;

- ii. repair, renovate, restore, remodel or otherwise treat surplus crown property;
 - iii. enter into and carry out such agreements and undertakings and execute and deliver such assignments, bills of sale, and other instruments and documents that may be necessary in connection with the disposal of or dealing with surplus crown property, except buildings and land.
 - b. Unless the Governor in Council otherwise orders, with respect to any surplus crown property, the Minister of DIS has a general authorization to:
 - i. transfer surplus crown asset(s) from one department to another department;
 - ii. repair, renovate, restore, remodel, or otherwise treat surplus crown property;
 - iii. lease or rent surplus crown property to such persons and/or groups and on such terms and conditions as he considers advisable;
 - iv. in accordance with the regulations under the *Surplus Crown Property Disposal Act*, sell surplus crown property;
 - v. destroy, dispose of in any way he/she sees fit, or give to any person any property which in the opinion of the Committee is not useable by any department or is not saleable;
 - vi. enter into and carry out such agreements and undertakings, and execute and deliver such assignments, bills of sale, and other instruments and documents that may be necessary in connection with the disposal of or dealing with surplus crown property;
 - vii. trade in or exchange surplus crown property for other property and to that end empower the Director of Purchasing to trade in or exchange the said surplus crown property.

4. PROCEEDS

The proceeds of any sale, rental, or other disposal of surplus crown property, other than by transfer from one department to another department, shall be paid or credited to an account for the purpose of reducing the public debt of the Province in accordance with the *Provincial Finance Act*.

5. AVAILABILITY OF SURPLUS CROWN ASSETS

Surplus crown property asset(s) become available whenever departments, agencies, boards or commissions declare the asset(s) surplus to its requirements, report the

circumstances to DIS, and await instructions from the latter department on disposal arrangements. After efforts to recycle the surplus within government have been exhausted, consideration may be given to requests from non-profit groups for government surplus property. Instructions on the disposition of surplus goods or property are provided in the following paragraphs.

6. SURPLUS GOODS (DEPARTMENT OF INTERNAL SERVICES)

- a.** Surplus goods consist of two categories: furniture and equipment, including computer equipment, declared surplus by departments, agencies, boards or commissions. Due to the specialized nature of computer equipment and the existing arrangements with the Computers for Schools (CFS) program, the majority of computer equipment will be recycled back into the public school system. Any residual equipment not transferred to CFS will be disposed of in accordance with the disposal procedures in place, as recommended by Internal Services – Information, Communications and Technology Services.
- b.** A record of surplus goods is maintained by the Real Property Services Section of DIS. Non-profit organizations that wish to acquire surplus property may do so by contacting:

Manager, Inventory Control
Internal Services
Real Property Services Section
Telephone: (902) 424-2806
Facsimile: (902) 424-0583
E-mail: Dianne Kean dianne.kean@novascotia.ca

- c.** Any non-profit organization may submit a written request in the form of a letter to the Minister of DIS for surplus furniture and equipment. Applications will be received on a first come first serve basis, and if the goods are not available, will be retained for a period of three months, then returned to the organization. Non-profit organizations must be registered with the Registry of Joint Stocks, or be a recognized not-for-profit organization. Non-registered groups must either register or seek sponsorship from a registered not-for-profit organization. This information will be verified prior to any equipment transfer taking place. On receipt of the request from the non-profit organization with Minister's approval, the Manager of Inventory Control could release the furniture and/or equipment requested. The financial limit for any one organization is \$5,000 in a government fiscal year, as per regulations to the Surplus Crown Property Disposal Act.

7. DISPOSAL OF REAL PROPERTY (Transportation and Infrastructure Renewal)

- a. Disposal of surplus land and buildings is normally done by public tender or some other form of public solicitation of bids. Land and buildings will not normally be available to non-profit groups, except in unusual circumstances where there is a clear benefit to the local community and the transfer of property can be carried out in accordance with the Surplus Crown Property Disposal Act. (Order in Council/Cabinet Approval)
- b. When property under the jurisdiction of Transportation and Infrastructure Renewal is declared surplus or is the subject of a request, a review process takes place which will determine whether or not the property must be sold, or can be transferred to a requesting organization. (Order in Council/Cabinet Approval)

8. REPORTING

- a. Reports are to be prepared on an annual basis to meet the reporting obligations of the *Surplus Crown Property Disposal Act*. Reports for the previous fiscal year are due within 20 sitting days after the convening of the General Assembly after the end of each fiscal year, and will include:
 - i. requesting organization;
 - ii. estimated disposal value;
 - iii. location;
 - iv. description of equipment or property.
- b. DIS, Real Property Services Section, will retain copies of all documents relating to each real property donation to any non-profit organization. These records are retained to support any internal or Auditor General Audits, and will be retained in accordance with Nova Scotia Government records retention procedures.

9. COMMENTS OR QUESTIONS

Comments or questions on the contents of this brochure may be directed to:

Manager, Inventory Control
Real Property Services Section
Internal Services
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Facsimile: (902) 424-0583
E-mail: Dianne.Kean@novascotia.ca

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Real Property Services Section
Transportation and Infrastructure Renewal
Telephone: (902) 424-2363
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