

**ADMINISTRATIVE ORDER NUMBER 2020-003-ADM
SURPLUS ASSETS ADMINISTRATIVE ORDER**

BE IT RESOLVED, as an Administrative Order of the Council of the Halifax Regional Municipality, as follows:

Short Title

1. This Administrative Order may be cited as Administrative Order Number 2020-003-ADM, the *Surplus Assets Policy*.

Purposes

2. The purposes of this Administrative Order are to establish clear processes and to integrate environmental, economic and social considerations into decisions related to the redistribution, sale, donation and disposal of Surplus Assets.

Interpretation

3. In this Administrative Order,

- (a) “CAO” means the Chief Administrative Officer of the Municipality;
- (b) “Council” means the Council of the Municipality;
- (c) “Department” means a department of the Municipality’s administration designated as such by the CAO, and includes Halifax Regional Police and Halifax Regional Fire & Emergency;
- (d) “Municipality” means the Halifax Regional Municipality; and
- (e) “Surplus Assets” means personal property belonging to the Municipality that, in the opinion of the Department in possession of the property, is obsolete, unsuitable for use, surplus to requirements of, or no longer needed for any current or foreseeable future need, but does not include land, buildings or other real property.

Application

4. This Administrative Order shall apply to the treatment of Surplus Assets by the Municipality.

Redistribution

5. (1) Where practical, Departments shall make Surplus Assets available to other Departments before seeking to dispose of them outside of the Municipality.

Sales

6. (1) At the request of a Department, the Manager of Procurement shall arrange for the sale of Surplus Assets that cannot be redistributed to other Departments.

(2) Surplus Assets shall be sold by the most effective means in order to obtain the highest net value for the Municipality.

(3) The authority to approve sales of Surplus Assets is as follows:

Sale Price	Approval Authority
Up to \$100,000	Manager of Procurement
Exceeding \$100,000	CAO

Less than Market Value Sales & Donations

7. (1) Notwithstanding subsection 6(2), Surplus Assets may be sold at less-than-market-value or donated to a not-for-profit organization, registered charity, municipality, crown corporation, Regional Centre for Education, public sector entity, or any level of government.

(2) The authority to approve less-than-market-value sales and donations of Surplus Assets is as follows:

Market Value	Approval Authority
Up to \$10,000	CAO
Exceeding \$10,000	Council

(3) In determining whether to approve a less than market value sale or donation of a Surplus Asset, the CAO or Council may consider any factor(s) they deem relevant, including but not limited to:

- (a) The recipient's reason for making the request;
- (b) Whether the recipient has pursued other options;
- (c) How the recipient proposes to manage the Surplus Asset;
- (d) If the recipient has the financial ability to manage the Surplus Asset;
- (e) If the recipient is located within the Municipality;
- (f) If the proposed use of the Surplus Asset is likely to benefit residents of the Municipality; or
- (g) The market value of the Surplus Asset (i.e. the potential revenue lost).

Written Agreements Required

8. Sales and donations of Surplus Assets shall be documented through written agreements with recipients which shall include appropriate terms and conditions to mitigate risk to the Municipality.

Disposal of Unsellable Surplus Assets

9. Surplus Assets that cannot be sold or donated, or for which sales costs exceed the anticipated revenue, shall be considered as solid waste and disposed of by the Department owning such Surplus Assets, in a cost-effective and environmentally responsible manner, and in accordance with applicable legislation.

Additional Procedures

10. The CAO may authorize additional procedures and protocols related to Surplus Assets provided they are not inconsistent with this Administrative Order.

Transition

11. A reference in an enactment to any previous policies or procedures related to the disposal of Surplus Assets of the Municipality, is to be read as including a reference to the provisions of this Administrative Order relating to the same subject-matter.

Done and passed in Council this 7th day of July, 2020.

Mayor Mike Savage

Sherryl Murphy, Acting Municipal Clerk

I, Sherryl Murphy, Acting Municipal Clerk of Halifax Regional Municipality, hereby certify that the above-noted Administrative Order was passed at a meeting of Halifax Regional Council held on July 7, 2020.

Sherryl Murphy, Acting Municipal Clerk

Notice of Motion:
Approval:

June 23, 2020
July 7, 2020
