

 <p>Rainy River District Social Services Administration Board</p>	SECTION: Finance
	POLICY TITLE: Acquisition, Security & Disposal of Tangible Capital Assets
ORIGINAL DATE: November, 2008	POLICY AREA: Financial Operations
REVISION DATE: September, 2016	POLICY NO: F-4.1
NEXT REVIEW DATE: September, 2020	APPROVED BY: <i>Board Resolution #64/16</i>

1. Purpose

- 1.1. The operations of the Rainy River District Social Services Administration Board (RRDSSAB) require the use of tangible capital assets. These assets must be acquired through a process which ensures that the RRDSSAB receives the best value for the lowest price. Once acquired, tangible capital assets must be accounted for and maintained in a secure and responsible manner.
- 1.2. The RRDSSAB recognizes that significant cost savings may be realized by RRDSSAB-funded service providers and contributing municipalities and unincorporated areas, through the purchase of RRDSSAB disposable assets.

2. Policy

- 2.1. Designated RRDSSAB staff will:
- 2.2. utilize a system that ensures an open and competitive process for the acquisition of assets, in accordance with *Policy F-5.0: Procurement*;
- 2.3. record any tangible capital assets in accordance with *Policy F-4.0: Accounting for Tangible Capital Assets*;
- 2.4. ensure that tangible capital assets which require regular and ongoing maintenance are maintained through Service Agreements, where appropriate;
- 2.5. ensure that tangible capital assets are protected throughout their useful life by the provision of insurance, per the Board's policy on insurance; and
- 2.6. ensure that tangible capital assets are disposed of when they become surplus or are no longer required, and the disposition is recorded in accordance with *Policy F-4.0: Accounting for Tangible Capital Assets*.

- 2.7. The RRDSSAB will dispose of tangible capital assets, in order to maximize revenues from such dispositions and/or allow for competitive bids.
- 2.8. Under a competitive bid process, tangible capital assets will be disposed of through "trade-in" or by establishing a reserve bid and:
- 2.8.1. notifying relevant service providers funded by the RRDSSAB;
 - 2.8.2. if no qualified service provider bidders, notifying the member municipalities and unincorporated areas of the RRDSSAB (through Local Roads Boards);
 - 2.8.3. if no qualified member municipality or unincorporated area bidders, implementing public sale or disposal;
 - 2.8.4. if no qualified public bidders, notifying the staff and Board members of the RRDSSAB.
- 2.9. At the discretion of the Chief Administrative Officer (CAO) or designate, the service providers, member municipalities, unincorporated areas, public, staff, and Board members may be notified simultaneously. Once bids are received, awards will be based upon the following rank order, provided any reserve amount has been met:
- 2.9.1. RRDSSAB-funded service providers;
 - 2.9.2. RRDSSAB member municipalities and unincorporated areas;
 - 2.9.3. public;
 - 2.9.4. RRDSSAB staff and Board members.
- 2.10. If no bids are received, tangible assets may be disposed of at the discretion of the CAO or designate.

3. Ambulance and Vehicle Disposal

- 3.1. A minimum bid for ambulances and vehicles is determined by the respective Program Manager, in consultation with the CAO, representing at least 50% of the Canadian Black Book "Rough Classification" value or as determined by a reputable dealer.
- 3.2. The RRDSSAB Chief of Paramedic Services or designate, ensures that ambulance vehicles are decommissioned, according to the Highway Traffic Act. Decommissioning may be completed by the RRDSSAB, or be incorporated into the tender process as a condition of the sale of the vehicle. Decommissioning includes, but is not limited to, removal of all ambulance decals and rendering emergency lights and sirens inoperable.

4. Disposal of Assets with Little or No Residual Value

- 4.1. The respective Manager apprises the CAO of tangible capital assets that have little or no residual value, such as broken items or those that have become a safety hazard, which may be disposed of in a manner that eliminates liability for the Board, at the discretion of the CAO or designate.