

**Report to
Rapport au :**

**Community and Protective Services Committee
Comité des services communautaires et de protection
17 October 2019 / 17 octobre 2019**

**Submitted on October 7, 2019
Soumis le 7 octobre 2019**

**Submitted by
Soumis par :
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Ward: WEST CARLETON-MARCH (5) File Number: ACS2019-OCC-CPS-0003

SUBJECT: Donation of Surplus Snowmobile

OBJET: Don d'une motoneige en surplus

REPORT RECOMMENDATION

That Community and Protective Services Committee approve the donation of one snowmobile and associated sled to the Constance and Buckham's Bay Community Association, as detailed in this report.

RECOMMANDATION DU RAPPORT

Que le Comité des services communautaires et de protection approuve le don d'une motoneige et du traîneau qui l'accompagne à l'Association communautaire de Constance et Buckham's Bay, comme le précise le présent rapport.

BACKGROUND

The City has donated decommissioned vehicles to non-profit organizations. For example, in 2014, the City donated a decommissioned ambulance to the Salvation

Army of Ottawa ([ACS2014-CMR-CPS-0001](#)), and more recently, in March 2018, Community and Protective Services Committee approved the donation of a surplus trailer to the Bell Warriors Football Club Inc. ([ACS2018-CCS-CPS-0005](#)) and June 2018, the donation of a surplus stage to Richmond Agricultural Society ([ACS2018-CCS-CPS-0009](#)).

The Disposal of Fleet Vehicles and Equipment Policy sets out the various options for disposal of a unit of the municipal fleet. Once an item is declared surplus stock under section 41 of the Procurement By-law, the City considers the best disposal option with consideration of timing to prevent loss of value of the unit due to delays or seasonal market conditions. Under the Policy, donation is listed as a disposal option where the City may be requested to donate a surplus unit to a specific cause or institution. When a surplus unit is from the municipal vehicles and equipment under the responsibility of Fleet Services, the option for disposal is exercised under delegated authority by the Community and Protective Services Committee (CPSC). To consider such a request, the CPSC Chair must receive a written request to consider the donation and this report can act as the written request. The donation can then be carried out by staff per direction from the CPSC.

DISCUSSION

The City possesses a decommissioned snowmobile and associated sled that was formerly used by the Ottawa Fire Services Station 63 and stored at this same location. The snowmobile and associated sled have been returned to Fleet Services as surplus and it is within the City's interest to seize opportunities for efficient disposal of such assets to alleviate potential storage and maintenance needs. The value of the snowmobile and sled have been assessed at \$250.

The Constance and Buckham's Bay Community Association has written to the City indicating their interest in receiving the surplus snowmobile and sled as a donation from the City so that they may continue to use it for their non-fire related activities. This report seeks to inform the Chair of Constance and Buckham's Bay Community Association's request and asks for the Committee's approval of the donation. The Constance and Buckham's Bay Community Association is aware of the condition of the snowmobile and sled. The Constance and Buckham's Bay Community Association has agreed to enter into an agreement with the City under which it will accept the surplus snowmobile and sled on an "as is, where is and as seen" basis with no warranties either expressed or implied.

RURAL IMPLICATIONS

There are no specific rural implications with the recommendation in this report. However, the donation will provide a direct benefit to the rural community of West Carleton.

CONSULTATION

Staff from Fleet Services and Emergency and Protective Services have been consulted in preparation of this report. The Constance and Buckham's Bay Community Association has also been consulted and are aware of the condition of the snowmobile and sled.

COMMENTS BY THE WARD COUNCILLOR(S)

The Councillor is in agreement.

LEGAL IMPLICATIONS

For the reasons set out below, there are no legal impediments to the implementation of the recommendation in this report.

Under Sections 106 and 107 of the *Municipal Act, 2001*, as amended, a municipality shall not dispose of at a nominal price or make a grant of any personal property of the municipality to a for-profit business.

As long as a donation under the Disposal of Fleet Vehicles and Equipment Policy is to a not-for-profit corporation, and is the interests of the municipality, there is no contravention of Section 106 or Section 107 of the *Municipal Act, 2001*, as amended.

A certified Corporation Profile Report obtained from the Province of Ontario Ministry of Government Services indicates the Constance and Buckham's Bay Community Association is a not-for-profit corporation under Part III of the provincial Corporations Act with "active" status.

The Constance and Buckham's Bay Community Association has agreed to enter into an agreement with City under which they will accept the vehicles on an "as is where is and as seen" basis with no warranties either express or implied.

RISK MANAGEMENT IMPLICATIONS

No risk management implications have been identified with regard to this donation.

FINANCIAL IMPLICATIONS

Fleet Services has had the snowmobile and sled appraised. The value of the equipment has been assessed at \$250, with the note that the snowmobile is in good working order. The donation of this snowmobile and sled represents potential lost disposal revenue to the City that could have been realized through the sale of the equipment.

ACCESSIBILITY IMPACTS

There are no accessibility implications associated with the recommendations in this report.

TERM OF COUNCIL PRIORITIES

This report does not directly link to a Term of Council priority but supports the general principle of Governance and Financial Sustainability.

DISPOSITION

Fleet Services, in consultation with Legal Services, will arrange for the donation of the surplus skidoo. The Manager, Fleet Services and Life Cycle Safety will undertake the finalization and execution of the Donation Agreement and any other relevant forms and documents, as required, to transfer ownership of the skidoo to the beneficiary organization. The exercise of the Committee's delegated authority in approval of this donation will be reported to Council as part of the annual Fleet Replacement report.