

Disposal of Assets

Cross-reference: SER-014-001 Procurement Policy
FIN-001-027 Tangible Capital Assets Financial Reporting Policy

Policy Statement

Materials, vehicles, equipment and lost property that have been acquired by the County and that are no longer required for the delivery of its services may be declared surplus and will be disposed of through an open and transparent process.

Disposal of County-owned land, engineered structures and building assets are not included in this policy.

Purpose

The purpose of this policy is to ensure the County's assets are disposed of in an open and transparent manner that, when possible, returns a financial benefit to the County.

Definitions

Materials are the products acquired for the purpose of repair, construction, or supporting a service.

Vehicle means a motorized vehicle or piece of equipment that support Strathcona County operations.

Equipment includes all office furniture and systems, audio and visual equipment, computers, tablets, cell phones and other physical electronic technology, hand and power tools, maintenance equipment, mechanical and electrical equipment, building hardware, and other non-motorized physical property of the County.

Lost Property means equipment or materials that are owned by a person other than the County and that have been left by that person while at a County facility or property, or that have been otherwise found, collected, or acquired the County in course of providing services.

Guidelines

All County-owned Vehicles and Equipment shall be evaluated by the County for their continuing ability to provide value. When there is no longer any use left in a Vehicle or Equipment the County may declare it to be surplus.

Vehicles and Equipment shall be evaluated against established corporate asset and departmental criteria to determine when to declare the Vehicle or Equipment surplus.

Surplus items may be disposed of in the following manner;

1. Surplus Equipment & Material

- a) Surplus Equipment may be sold at auction when the expected financial return from the sale is expected to exceed the cost of transport and the auction fees required to conduct the sale.
- b) Where there is no expected economic return from the sale of the Equipment or Material, the Equipment or Material may be donated to non-profit or community service organizations when approved by the Chief Commissioner.
- c) Computer equipment, telephone devices, and other electronics may be donated to community social support initiatives, schools or similar educational programs within the County. All equipment containing County or personal information or data records must be cleared or erased prior to donation.
- d) Equipment or Material that cannot be sold or be donated should be disposed of through recycling, where possible.

2. Lost Property

- a) The County will make reasonable efforts to return Lost Property to its owner. This may include attempting to find owners identification on the Lost Property and attempting to contact them directly; to provide notice of a lost and found collection location within the facility; or to return the Lost Property to an organization that held an event on County property that the Lost Property was likely from.
- b) Lost Property that maybe illegal will be turned over to the RCMP. The RCMP will make the determination as to the disposal of the property.
- c) Unclaimed Lost Property may be donated to local charities through their donation collection methods or sold at auction when sale proceeds are likely to exceed the cost of handling and shipping to the auction facility.
- d) The County may dispose of any Lost Property in its care as directed by the *Municipal Government Act*, or by any of the methods approved for disposal of surplus Equipment.

3. Surplus Vehicles

- a) Vehicles and associated mobile equipment (i.e trailers, snow blades, skid steer buckets, pumps, gravel boxes etc.) may be disposed of by;
 - i) Trade in on a new or similar unit when permitted by the purchasing policy;
 - ii) Consignment to a larger dealer at a set price for a given length of time;
 - iii) Tender sale as advertised in a local newspaper or electronic public tender system; or
 - iv) Public auction administered by the County or as consigned to a large auction house.

Policy Record

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Next Review Date: March 29, 2021 **Policy No:** SER-014-006

Last Review Date: March 29, 2018 **Replaces:** SER-014-003

Administrative Review: Facility Services