



Policy Name:

DISPOSAL OF MUNICIPAL ASSETS

AD-53

DEPARTMENT: **Administration**
RESOLUTION NUMBER: **R2016-383**

DATE: **June 21, 2016**

EFFECTIVE: **June 21, 2016**
REVISIONS:

Purpose: To provide a uniform procedure for the disposal of assets by any Municipal Department.

Procedure:

1. The Department Head will inventory any item determined to be surplus to a Department's needs, and a description of the item with its estimated current value, if appropriate, will be forwarded to the CAO.
2. The CAO will advise all Departments of surplus items so that it can be determined if the item should be transferred to another Department for its use.
3. If a Department wishes to make use of an item declared surplus by another Department, the item will be transferred to them and any charges for the purchase or transfer of the item will be determined by the Finance Department.
4. If a Department does not show an interest in obtaining the surplus item, the CAO will notify the Finance Department, which will determine the most appropriate means of disposal of the asset. Disposal may be by any of the following means:
 - Public auction
 - Sale to another municipality
 - Sale to individual staff members and members of the general public
 - Sale to an organization
 - Donation to an organization
 - Trade-in
5. If it is determined that a public auction or sale is required appropriate advertisements shall be placed on the GovDeals site and/or in local newspapers.

6. Any proceeds from the sale or disposal of Municipal assets will be credited to the originating Department or such other account as directed by Council.
7. This policy does not apply to the sale of real property (Policy AD-08).
8. Any requests for donation of Municipal surplus assets shall be made in writing to Municipal Council who shall pass a resolution advising the CAO and Treasurer to donate any specific asset. The finance department shall advise the CAO as to the approved value for disposal of an item.