



County Policy

Policy Number: ply_FIN_Disposal of Surplus Assets and Goods

Disposal of Surplus Assets and Goods

Date Approved by Council:

Resolution Number:

Mayor:

County Commissioner:

1. Policy Statement

To conduct the disposal of Surplus Assets, Surplus Goods, and assets/goods seized under Distress Warrant in a transparent and fair manner, while recovering the maximum residual value.

2. Scope

This Policy applies to Surplus Assets and Surplus Goods belonging to the County, regardless of funding source, and to goods seized by the County under Distress Warrant.

This Policy does not apply to the disposition of lands or buildings.

This Policy does not apply to assets or goods of an artistic, cultural, or historical nature.

3. Revision History

Approval Date	Revision Number	Modification
<i>Year/Month/Date</i>	<i>1.0</i>	<i>New Document</i>

4. Persons/Areas Affected

Council
County Administration

5. Definitions

CAO means the individual appointed to the position of chief administrative officer for Sturgeon County and having the title County Commissioner, or their designate.

CFO means the individual appointed to the position of chief financial officer and having the title Director of Finance, Assessment and Procurement Services, or their designate.

Council means the duly elected Council of Sturgeon County.

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County means the municipality of Sturgeon County having jurisdiction under the *Municipal Government Act* and other applicable legislation and amendments thereto.

Distress Warrant means a written instruction to seize goods of the person named in the warrant.

Information Technology Assets means computing devices, peripherals, software/hardware, servers, printers, copiers, facsimile equipment, mobile devices, and any other technological device capable of retaining data, including leased electronic equipment.

Local Area Municipalities means the five local municipalities located within Sturgeon County, namely the Towns of Morinville, Legal, Redwater, Bon Accord and Gibbons.

Net Residual Value means the historical cost of an asset less depreciation and anticipated disposal costs.

Surplus Assets means Tangible Capital Assets that are obsolete, no longer needed, or no longer usable, as determined by the divisional Director. This definition includes all goods over \$5,000.

Surplus Goods (Good or Goods) means items having an original cost of less than \$5,000, that are obsolete, no longer needed or no longer usable, as determined by the Divisional Director.

Tangible Capital Asset or Assets (Asset or Assets) means a non-financial Asset or Assets owned by the County having physical substance that:

1. are held for use in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other Tangible Capital Assets;
2. have useful economic lives that extend beyond one year;
3. are to be used on a continuing basis by Sturgeon County; and
4. are not for sale in the ordinary course of operations.

6. Policy Guidelines

The disposal of Surplus and seized Goods and Assets shall be done in accordance with the following guidelines:

6.1. Conditions of Sale

All Surplus Assets and Surplus Goods sold under this policy are sold on an as is, where is basis.

6.2. Methods of Disposal

When a Director has deemed an Asset to be Surplus, the Department Manager in conjunction with the Procurement Officer, will dispose of the Surplus Asset using the following methods in priority order as listed below:

- Trade the Surplus Asset in;
- Determine the Surplus Asset is not required in another County department;
- Offer the Surplus Asset at its Net Residual Value to Local Area Municipalities; or
- Sell the Surplus Asset through a competitive commercial mechanism, such as through a competitive bid or through auction (traditional or electronic format), in an open and transparent process.

If the above methods of disposal are unsuccessful or deemed inappropriate by the Procurement Officer, the Procurement Officer, in consultation with the relevant Department Manager, will dispose of the Asset through the best alternative and environmentally sustainable method.

Once a Surplus Asset is disposed of, the Department Manager will notify the Finance Department to remove the Asset from the County's insurance policy and to dispose of the Asset in the County's records.

Proceeds from the disposal of Surplus Assets will be transferred to the relevant Asset replacement reserve, as determined by the Finance Manager.

County employees may only purchase Surplus Assets through an open, public, and transparent method.

6.3. Disposal of Information Technology Assets

County-owned Surplus Assets containing memory devices shall be submitted to the Information Technology Service Desk for decommissioning prior to disposal to ensure the protection of confidential and sensitive data. Departments shall also ensure that leased equipment is decommissioned by the Service Desk prior to its return to the lessor.

6.4. Acquisition of Surplus Assets by Charitable and Non-profit Organizations

Charitable and non-profit organizations can bid for County Surplus Assets through competitive commercial processes that the County undertakes for the disposal of Surplus

Assets. If the Asset is below the Surplus Goods threshold, it may be donated for charitable or benevolent purposes at the discretion of the relevant Director. Any requests for Assets above the threshold will be taken to Council for a decision.

6.5. Disposal of Surplus Goods

When a Director has approved an item meeting the definition of a Surplus Good in this policy for disposal, the Department Manager will dispose of the Surplus Good using the most appropriate method of disposal listed in this policy.

7. Document Retention and Confidentiality

All documents will be filed and retained in accordance with the Corporate Records Structure.

The County will take reasonable measures to secure confidential information, subject to the County's statutory obligations under the Freedom of Information and Protection of Privacy Act.

8. Responsibilities

Council shall:

- Approve changes to this Policy.
- Approve any exceptions to this Policy.

The CAO shall:

- Recommend policy changes to Council.
- Ensure Surplus Assets and Goods under this policy are disposed of in a fair and transparent manner.
- Delegate authority to develop and implement applicable procedures and processes through the CFO.

Divisions and Departments

- Divisional Directors shall designate items as Surplus Assets or Surplus Goods within their Division.
- Managers recommend Assets or Goods to the appropriate Director for approval as Surplus Assets or Surplus Goods.
- Disposing of Surplus Goods in accordance with this Policy.
- Disposing of Surplus Assets with the Procurement Officer in accordance with this Policy.
- Notifying the Financial Department of any Assets to be removed from the County's insurance policy.



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9. Review Period

This policy shall be reviewed by Administration at least every four years.

10. Exhibits

Schedule "A" – Disposal of Surplus Assets and Goods Flowchart

Disposal of Surplus Assets and Goods Policy - Schedule "A" - Disposal of Surplus Assets and Goods Flowchart

