

Disposal of Assets Policy

C-2B.033

Section: 2.0 General Government and Administrative Services
- B. Finance

Authority: Council

**Administering
Department:** Corporate Services

Statement

The Municipal District of Bonnyville No. 87 (M.D.) will dispose of materials, vehicles, mobile equipment, and small equipment that are no longer required for the delivery of its services and are declared surplus by the Chief Administrative Officer.

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

Purpose

The purpose of this policy is to establish principles for the disposal of a tangible asset to ensure the program is executed in a transparent, cost effective and practical manner.

Definitions

For the purposes of this policy:

- (1) "Chief Administrative Officer" (CAO) means the Chief Administrative Officer of the M.D. appointed by Council, or their authorized delegate;
- (2) "Council" means the duly elected Council of the M.D.;
- (3) "Materials" means products acquired for the purposes of repair, construction, or supporting a municipal service;
- (4) "Small Equipment" means office furniture, electronic equipment including audio and visual equipment, computers, laptops, tablets, and cell phones, building hardware, and other non-motorized physical property of the M.D.;
- (5) "Vehicles and Mobile Equipment" are motorized vehicles or pieces of equipment that are owned by the M.D. and used in municipal operations.

Policy Guidelines

- (1) Vehicles and Mobile Equipment
 - (a) All M.D. vehicles and mobile equipment will be evaluated for their continuing viability for providing value service to operations in a cost-effective manner. A written condition assessment report will be provided to the CAO for approval prior to the disposal of any asset.
 - (b) Surplus vehicles and associated mobile equipment (ie. trailers, skid steer buckets, pumps, gravel boxes, etc.) may be disposed of through one of the following methods:

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- (i) Trade in on a new or similar unit when permitted by the M.D. Procurement Policy.
- (ii) Consignment to a large dealer at a set price for a given length of time.
- (iii) Tender sale as advertised in accordance with provincial and municipal legislation.
- (iv) Public auction administered by the M.D. or as consigned to a third-party auction house.

(2) Small Equipment and Materials

- (a) Surplus small equipment and materials may be sold at auction when the anticipated 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 minimal anticipated economic return, the surplus small equipment and/or material may be offered through Government Surplus Auctions (GovDeals) or another similar public, transparent platform.
- (c) Where there is no anticipated economic return from the sale of small equipment and/or materials, the surplus small equipment and/or materials may be donated to a local non-profit or service organization, as approved by the CAO.
- (d) Electronic equipment must be cleared/erased of all M.D. data prior to sale or donation.
- (e) Small equipment and/or materials that cannot be sold or donated will be disposed of through recycling, whenever possible.

Policy Review

Within five (5) years from date adopted / amended / reviewed.

For administrative use only:

Related Documentation:	Bylaw: M.D. Public Notifications Bylaw
(plans, bylaws, policies, procedures, etc.)	Policy: Procurement Policy (#2B.012)

Date Adopted:

Resolution No:

Date Reviewed₍₀₁₎:

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