

Title: DISPOSAL of SURPLUS PROPERTY

Resolution: 166-2014

Revised:

Special Notes/Cross Reference:

**Next Review Date:
2017**

POLICY STATEMENT : The Town of Westlock will provide a fair and equitable process for the disposal of the Town's surplus property.

PURPOSE : To establish guidelines for the disposal of surplus property excluding land.

GUIDELINES / PROCEDURES / RESPONSIBILITIES

Department Heads may dispose of all materials, supplies, equipment or other property if it has become excess to the Town's requirements, becomes obsolete and/or is unusable by the Town. Sale, transfer or other disposal of any single item realized with a then current book or fair market value of more than \$1,000 shall require prior approval of disposition by the Chief Administrative Officer; and if greater than \$10,000 shall require prior approval of disposition by Council.

Materials, supplies, equipment or other property which are not recorded as a fixed asset and have a current book or fair market value of less than \$1,000 may be disposed of at the end of their useful life at the discretion of the Department Head.

Reporting of Surplus Property and Equipment:

A Director shall report on the form prescribed by the Director of Finance all items of surplus supplies, materials, equipment or other property to which the Department has no further need, including trade-in of any equipment items. The Director of Finance shall report final disposition to the Chief Administrative Officer. The report submitted to the Director of Finance shall include:

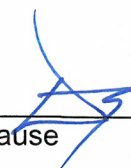
- a) Description of item disposed of;
- b) Original value (if known)
- c) Method of disposal:
 - a. Transfer
 - b. Trade-in
 - c. Sale
 - d. Donation
 - e. Scrap
- d) Value realized (if applicable) or Council resolution number (if donated);
- e) Name of person or organization receiving the item
- f) Date of disposal
- g) Signature of Director.

Unless otherwise directed by Council, methods for disposal of surplus property shall be managed in the following descending order:

1. **Transfers:** Items may be transferred to another Department.
 2. **Trade-in:** Items may be traded-in on the purchase of the equipment of the same commodity class which has been approved through the budgetary process.
 3. **Sales:** Items may be sold. All sales of property pursuant to this section shall be sold on the basis of;
 - a. Competitive bids or quotations as governed by small dollar procedures; or
 - b. Public auction. The Department Head shall use whichever method he believes will raise the highest revenue for the Town. Public notice shall be given for any sale of surplus property including a posting in Town Hall for a minimum of three business days and advertising for two consecutive weeks with the last advertisement being at least five days before the auction.
- In the event that no offer is received in response to methods (a) or (b), within thirty days thereafter, the Department Head may accept any subsequent offer to purchase said surplus property deemed to be in the Town's best interest.
4. **Donation:** With the approval of Council, any surplus property may be donated to any non-profit organization.
 5. **Scrap:** Should any item not be disposed off in the above referenced manner, the item shall be disposed of to the landfill.



Mayor Ralph Leriger



CAO Dean Krause