



TOWN OF THREE HILLS

POLICY # 510

DISPOSAL OF SURPLUS ASSETS

Adopted by Council on: **May 11, 2020**
Resolution No: **227-2020**

1. PURPOSE

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

2. AUTHORITY

- 2.1. The authority for this policy is by resolution of the Council of the Town of Three Hills.
- 2.2. The CAO is accountable and responsible for the development, implementation and evaluation of this policy.
- 2.3. The CAO reserves the right to exercise appropriate managerial judgement to take such actions as may be necessary to achieve the purpose of this policy.

3. DEFINITIONS

- 3.1. Whenever the singular masculine gender is used in this policy, the same shall include the feminine and neutral gender whenever context requires.
- 3.2. In this policy, unless the context otherwise requires:
 - 3.2.1. "Asset" shall mean vehicles, materials and equipment that support Town operations.
 - 3.2.2. "CAO" shall mean Chief Administrative Officer for the Town of Three Hills or his designate.
 - 3.2.3. "Council" shall mean the body of elected representatives who govern the Town.
 - 3.2.4. "Equipment" shall include 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 Town.

- 3.2.5. "Materials" shall mean the products acquired for the purpose of repair, construction or supporting a service.
- 3.2.6. "Surplus" shall mean goods for which continued retention would serve no useful purpose and result in unwarranted expense for repairs, increasing obsolescence or deterioration, or any items lost and unclaimed for a period of 30 days, of any items to be disposed of on behalf of another agency.
- 3.2.7. "Town" shall mean the Town of Three Hills.
- 3.2.8. "Vehicle" shall mean a motorized vehicle or piece of equipment that support Town operations.

4. POLICY GUIDELINES

- 4.1. All Town-owned Assets shall be evaluated by the Town for their continuing ability to provide value. When there is no longer any use left in an Asset, the Town may declare it to be Surplus.
- 4.2. Assets shall be evaluated against established corporate asset and departmental criteria to determine when to declare the Asset Surplus.
- 4.3. Disposition of Surplus Assets of an estimated value in excess of \$5,000.00 shall be approved by Council before the property is disposed of in any one of the following ways:
 - 4.3.1. Trade In/Execution of Guaranteed Buy Back Option on replacement item;
 - 4.3.2. Sell the item via competitive bid;
 - 4.3.3. Sell the item via public auction;
 - 4.3.4. Donation to other non-profit/government agency;
 - 4.3.5. On consignment with Town or Dealer;
 - 4.3.6. Reduction to spare parts; or
 - 4.3.7. Discard.
- 4.4. The CAO will be responsible for determining the proper method of disposal that will assure the maximum possible recovery from such disposal, at the least possible cost.

5. PRIOR POLICY

- 5.1. This policy shall supersede and replace all prior policies, oral or written, regarding disposal of surplus assets including Policy D070 – Disposal of Surplus Assets within the Town of Three Hills.

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