TOWN POLICY

	POLICY NUMBER: 1804
REFERENCE: Council 593.11.05	**ADOPTED BY:** Town Council 16 November 2005
PREPARED BY: Administration	**DATE:** 21 November 1990

TITLE: Disposal Policy

Policy Statement

The Town of Strathmore will, when material and equipment become unserviceable or surplus to its requirements, dispose of such goods by sale, transfer, donation or otherwise, in a publicly accountable fashion. This policy is to provide guidance in the methods used for the disposal of surplus goods.

1. Definitions

1.1 Goods means materials and equipment

1.2 Positive Identification means that prior to viewing, a written description of the item must be forwarded to the Town indicating colour, size, serial number, approximate date of loss and anything else that would help identify the item.

1.3 Replacement Value means a quote to be obtained from one source as to indicate the present cost of replacing this item.

1.4 Serviceable means material or equipment fit to be used for its intended purpose.

1.5 Surplus means 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 ~~60~~ **30** days, of any items to be disposed of on behalf of another agency.

2. **Responsibilities**

2.1 Council

2.1.1 To authorize the Town Manager to dispose of Surplus Items.

2.2 Town Manager

2.2.1 Approve all Surplus Declaration forms and approve a method of disposal.

2.3 Directors

2.3.1 Advise Town Manager of surplus goods in their department by way of Surplus Declaration form.

2.3.2 Organize and recommend to the Town Manager the method and price for sale of the surplus item(s).

2.4 Director of Corporate Services

2.4.1 Be responsible for the inventory of goods declared in the Surplus Declaration forms.

2.4.2 Submit to Council, on an annual basis, the revenue realized.

2.4.3 Advise insurers of all disposed items.

3. **Municipal Government Act**

3.1 The following is an extract from the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26**.**

610(1) Lost or unclaimed property coming into the possession of a municipality must be retained for at least 30 days from the date it comes into possession of the municipality unless it is unsafe, unsanitary or perishable, in which case it may be disposed of at any time.

(2) If property is not claimed within 30 days, it becomes the property of the municipality and the municipality may dispose of the property by public auction or as the council directs.

(3) The purchaser of lost or unclaimed property is the absolute owner of it.

(4) A prior owner of lost or unclaimed property is entitled to the proceeds of the sale less all expenses incurred by the municipality if the prior owner makes a claim to the municipality within 90 days after the date of the sale.

(5) If the sale proceeds are not claimed within 90 days from the date of the sale, the rights of any prior owner to the sale proceeds are extinguished and the sale proceeds belong to the municipality.

4. **Methods of Disposal**

4.1 Sale through Town Surplus site at recycling yard.

4.2 Sale through Public Auction.

4.3 Trade-in as approved by Town Manager.

4.4 Donation as approved by Town Manager.

4.5 Reduction to spare parts.

5. **End of Policy**