



TOWN POLICY

POLICY NUMBER: 1811

REFERENCE:

Resolution No.
192.06.22

ADOPTED BY:

Town Council
15 June 2022

PREPARED BY: Strategic, Administrative &
Financial Services

DATE: 15 June 2022

TITLE: Disposal of Surplus Assets and Goods Policy

Policy Statement

This purpose of this policy is to authorize Administration to dispose of Surplus Assets and Surplus Goods in a transparent and fair manner, while recovering the maximum value of the Surplus Asset and Surplus Good on behalf of the Town of Strathmore.

1.0 TITLE

1.1 This policy shall be cited as the "Disposal of Surplus Assets and Goods Policy".

2.0 DEFINITIONS

2.1 "**Council**" means the elected decision-making body for the Town of Strathmore.

2.2 "**Chief Administrative Officer**" means the principal staff person responsible for organizational performance who is appointed to the position of Chief Administrative Officer in accordance with the *Municipal Government Act* for the Town of Strathmore.

2.3 "**Directors**" means the individual in the Director role for the Town of Strathmore that oversees a specific department.

2.4 "**Employees**" means staff members of the Town of Strathmore whether permanent, full-time, part-time, or casual.

- 2.5 **"Finance"** means an area of responsibility within Strategic, Administrative & Financial Services responsible for accounting, budgeting, finance and banking.
- 2.6 **"Information Technology"** means an area of responsibility within Strategic, Administrative & Financial Services responsible for computer hardware, software, networking, data storage, telephones, peripherals, and related technologies.
- 2.7 **"Managers"** means the individual in the Manager role for the Town of Strathmore that oversees a specific division.
- 2.8 **"Surplus Assets"** means Tangible Capital Assets that are obsolete, no longer needed, or no longer usable, as determined by the responsible Director.
- 2.9 **"Surplus Goods"** means items having an original cost of less than \$5,000 or does not meet the definition of a Tangible Capital Asset.
- 2.10 **"Tangible Capital Asset"** means non-financial assets having physical substance that:
- (a) Are held for use in the production of supply of goods and services;
 - (b) Have useful lives that extend beyond one year;
 - (c) Are to be used on a continuing basis by the Town; and
 - (d) Are not for sale in the ordinary course of operations.
- 2.11 **"Term"** means the amount of time that Council shall hold office, pursuant to the *Municipal Government Act*.
- 2.12 **"Town"** means the Town of Strathmore.

3.0 ROLES & RESPONSIBILITIES

- 3.1 Council is responsible for:
- (a) Approving this policy and any amendments to it;
 - (b) Reviewing this policy once every Term; and
 - (c) Approving the disposal of land and buildings.
- 3.2 The Chief Administrative Officer (CAO) is responsible for:
- (a) Implementing this policy; and
 - (b) Approving the disposal of Surplus Assets over \$200,000 that are not land and buildings.

3.3 Directors are responsible for:

- (a) Ensuring Surplus Assets and Surplus Goods under this policy are disposed of in a fair and transparent manner up to a maximum of \$200,000 that are not land and buildings; and
- (b) Designating items as Surplus Assets and Surplus Goods within their department up to a maximum of \$200,000.

3.4 Managers are responsible for:

- (a) Recommending assets or goods to the appropriate Director to be designated as Surplus Assets or Surplus Goods;
- (b) Disposing of Surplus Assets and Surplus Goods in accordance with this policy;
- (c) Providing Finance with:
 - (i) The date and sale price of the Surplus Asset;
 - (ii) Notice to remove the Surplus Asset from the Town's insurance policy; and
 - (iii) Notice to remove any Surplus Assets from the Tangible Capital Asset ledger; and
- (d) Ensuring that corporate technology is decommissioned by Information Technology to remove any confidential and sensitive data.

3.5 Finance is responsible for:

- (a) Removing any Surplus Assets from insurance that have been disposed of; and
- (b) Removing any Surplus Assets from the financial records that have been disposed of.

3.6 Information Technology is responsible for:

- (a) Decommissioning any devices prior to disposal for the protection of confidential and sensitive data.

3.7 Employees are responsible for:

- (a) Notifying their supervisor of any assets or goods that could be considered for disposal; and
- (b) Following this policy.