

DISPOSAL OF SURPLUS ITEMS POLICY

Subject: Disposal of Surplus Items

Ref: Finance

Code: 15

Date Approved: June 28, 2022 Motion: Replaces: 285/28/06/22 Replaces: 276/28/06/11

The County of Northern Lights believes that municipal assets, surplus items and those obtained through distress should be disposed of in a method that is fair and beyond reproach.

The County of Northern Lights proposes to do this by establishing a policy to allow for the disposal of such surplus items.

Signed: 
Chief Elected Official

Signed: 
* Chief Administrative Officer

PROCEDURE:

1. The Chief Administrative Officer and/or Director of Finance will advise Council of any items no longer needed by the County. Council may declare these items as surplus, will authorize the sale and may establish a reserve bid if deemed necessary.
2. Surplus items may be sold by the following methods:
 - a) Sale by sealed tender to the public;
 - b) sale through an auction mart; and
 - c) sale by consignment.
3. Items declared as surplus by Council may be disposed of by other means such as trade in kind if authorized by the Council.
4. Surplus items will not be sold to any County employee, Board Member or Councillor other than by public tender or public auction.

(a) Any of the above who submit a tender for surplus items shall not be involved in the opening of the tenders.
5. The highest tender will normally be accepted except for the case where a reasonable bid is made by a community organization.
6. If an item declared surplus is not sold through the tender or auction proceedings, it may be sold privately at a later date through an arm's length transaction approved by the Chief Administrative Officer. For items on which Council has set a reserve bid, the CAO will sell the item for the reserve bid. For items which a reserve bid was not established, the sale price shall be at the discretion of the Chief Administrative Officer.
7. Funds acquired through the sale of surplus assets, shall be returned to the appropriate equipment and/or vehicle replacement reserve fund. Funds acquired from the sale of surplus materials shall be deemed to be general revenue.
8. All tenders awarded shall be approved by the Chief Administrative Officer.
9. The Chief Administrative Officer shall have the authority to declare computer equipment as surplus, based on budget approvals for new computer equipment. Surplus computers may be offered for sale to County staff at a price established by the Chief Administrative Officer. If computer equipment must have all specific County programs and information removed from the hard drive prior to the item leaving the County office. This shall be performed by the County's third party I.T. Services provider.