

## **POLICY #227C**

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<b>Policy Title:</b>	<b>Disposal of Assets</b>
<b>Policy Number:</b>	<b>227C</b>
<b>Approval:</b>	<b>Town Council Motion 24-304</b>
<b>Effective Date:</b>	<b>July 8, 2024,</b>
<b>Approved Date:</b>	<b>July 8, 2024</b>
<b>Supersedes Policy No.:</b>	<b>New</b>

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### **Policy Statement**

Materials, vehicles and equipment that have been acquired by the Town and that are no longer required for the delivery of its services may be declared surplus and will be disposed of through an open and transparent process.

Disposal of Town-owned land, engineered structures, and building assets are not included in this policy.

### **Purpose**

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.

### **Standards:**

1. All Town-owned Vehicles and Equipment shall be evaluated by the Town for their continuing ability to provide value. When there is no longer any use left in a vehicle or piece of equipment the Town may declare it to be surplus.
2. Surplus items shall be offered for sale to the general public in one of the following manners, as determined by the director responsible or the Director of Corporate Services:
  - a. A public auction that is:
    - i. Held by a bona fide auctioneer, and;
    - ii. Advertised by the auctioning company.
  - b. A public sale that is:
    - i. Advertised a minimum of two (2) weeks prior to the sale through a variety of means including the local newspaper, town website, social media or other format;
    - ii. Has a minimum bid price to be determined prior to the sale;
    - iii. Is determined by either closed submitted tenders or an auction held by Town employees.

- c. A public bid or tender that is:
  - i. Advertised a minimum of two (2) weeks prior to the sale through a variety of means including the local newspaper, town website, social media or other format;
  - ii. Has a minimum bid price to be determined prior to the sale;
  - iii. Is determined through bids received in sealed envelopes and date stamped on receipt of tender.
- d. A public posting on the internet that is:
  - i. Accessible by the general public (i.e. Town website, Kijiji, Ebay);
  - ii. Has a minimum or set bid price determined prior to public posting;
  - iii. Is sold to the first bidder that meets the minimum sale price and sale conditions.
- 3. Notwithstanding section 2, a surplus item with resale value may be donated to a local not for profit organization at the discretion of the CAO.
- 4. Sale of a surplus item to a Town employee is permitted provided that the employee has participated in the public auction, public sale, public bid or internet process.
- 5. If the minimum bid price is not received for a surplus item offered for sale to the general public at a public auction, sale or bid, the items shall be disposed of at the discretion of the Director of Corporate Services as follows:
  - a. Sold to the highest bid received, or
  - b. Donated to a local not for profit organization, or
  - c. Disposed of in a waste disposal system.
- 6. If an item has no resale value or is irreparably damaged, it will be disposed of in a waste disposal system.
- 7. Prior to selling or disposal of any computer equipment, the hard disk must be erased.
- 8. A list of all items disposed of, including the serial number, make and model if applicable, must be forwarded to the Director of Corporate Services in order to remove the item from the Town's tangible capital asset schedule.