



Policy # 66 - G

Procedures for the Disposal of Surplus Goods

February 26, 2015 - A
June 24, 2010

Definitions and Interpretation Rules

Wherever a word is used in this Policy with its first letter capitalized, the term is being used as it is defined in this Section. Where any word appears in ordinary case, its regularly applied meaning in the English language is intended. Defined terms may be used throughout this policy in different grammatical contexts. For example, the noun "Disposal" is defined. If it appears in its verb form, "Dispose", with its initial letter capitalized, the definition applies, with the appropriate amendment understood.

- 1) "**Chief Administrative Officer**" means the Township's employee with that title or Designate appointed to act in that capacity. Herein referred to as the **CAO**.
- 2) "**Conflict of Interest**" means a situation in which private interests or Personal considerations may affect an employee's judgment in acting in the best interest of the Township of Minden Hills. It includes using an employee's position, confidential information or corporate time, material, or facilities for private gain or advancement or the expectation of private gain or advancement.
- 3) "**Council**" means the elected Council of the Township. A "Councillor" is any member of the Council.
- 4) "**Department**" means an administrative unit of the Township.
- 5) "**Designate**" means a Township employee authorized in writing by the Department Head or CAO to act in his stead.
- 6) "**Department Head**" means a Township employee with administrative responsibilities for a Township Department.
- 7) "**Disposal**" means the sale, exchange, transfer, destruction or gift of goods owned by the Township which are no longer required for municipal purposes.
- 8) "**Staff**" means any individual employed by the Township at the time of disposition.
- 9) "**Township**" means The Corporation of the Township of Minden Hills.

10) “**Treasurer**” means the Township’s employee with that title or Designate appointed to act in that capacity. May also include “Director of Finance”.

Purpose

The purpose of this policy is to establish the procedures for the Disposal of Surplus Goods.

General

The Township of Minden Hills is committed to establishing clear and transparent processes in the management of Township goods and assets. The purpose of the surplus disposal process is to align accountability with Township and departmental goals and objectives.

Scope

The terms and procedures set out in this Policy shall apply to all Departments within the Township of Minden Hills.

Guiding Principles

Approval

The Department Head shall notify the Treasurer, or Designate when any item has been deemed as a surplus asset for sale or Disposal, excluding de-accession of artifacts. The Disposal of surplus and obsolete equipment shall be evaluated on a case by case basis. The Treasurer, or Designate shall have the authority to sell, exchange or otherwise dispose of goods declared as surplus to the needs of the Township, and where it is cost effective and in the best interest of the Township to do so.

If the Disposal is unbudgeted, or if the value is greater than \$5,000.00, the Department Head shall obtain the approval of Council prior to sale, exchange or disposition.

Notification by the Department Head will include the following information:

- Department;
- details of goods or assets;
- estimated value, and means for establishing this value; and
- suggested form of Disposal

Methods of Disposition

Approved methods of disposition for items or groups of items include the following:

- 1) offered for use or sale to other Departments;
- 2) sold by external advertisement, formal request, auction, or public sale (where it is deemed appropriate a reserve price may be established);
- 3) sold or traded to the original Supplier or others in a similar line of business where it is determined that a higher net return will be obtained;
- 4) recycled; or
- 5) items may be externally scrapped if:
 - all efforts to dispose of goods by sale are unsuccessful;
 - items are deemed unsafe for future use, under health and safety guidelines;
 - identifiable or confidential information cannot be thoroughly removed prior to disposition; or
 - disposition of a surplus item violates licensing or other Agreements

Sale to Employees or Elected Officials

The direct sale of such goods to employees, elected officials, or their respective family members is permitted when all requirements of this policy have been met.

All related documentation must be reviewed and approved by the CAO and Treasurer, or Designate.

The CAO and Treasurer, or Designate, may, at their sole discretion, disallow such sales if a Conflict of Interest, as defined under the terms of this policy, exists, or is perceived to exist.

It is the responsibility of the Department Head to provide assurance, to the satisfaction of the CAO and Treasurer, or Designate, that a Conflict of Interest does not exist.

Other

Revenue generated from the sale of surplus assets shall be credited to the appropriate account in accordance with the approved Budget, or as approved by Council.

All identifiable and confidential information will be removed from surplus goods prior to disposition.

All disposal documentation, including sales receipts, shall be provided to the Treasury Department. The Treasury Department will record any proceeds on disposition, as well as any adjustments to the tangible capital asset list, as required.

Adopted, as amended, by Council this 26th day of February, 2015.



Reeve



Interim Clerk