



MUNICIPALITY OF  
**GREENSTONE**

**Municipality of Greenstone Policy Manual**

<b>Subject:</b> Disposal of Municipal Assets	
<b>Number:</b> 22-82	<b>Section:</b> Corporate Services / Finance
<b>Original Effective Date:</b> September 26, 2022	<b>Last Revised/Approved Date:</b> September 26, 2022
<b>Approval Authority:</b> Municipal Act	

**Purpose:**

To provide a uniform procedure for the disposal of assets by any Municipal Department.

**Application:**

This policy applies to all municipal owned assets except for the sale of real property.

Department Heads are responsible for ensuring disposal of surplus or obsolete Fixed Assets is carried out in accordance with this policy.

The Director of Corporate Services is responsible for ensuring compliance with this policy.

**Policy Statement/s:**

The Municipality of Greenstone (the "Municipality") will make effective use of Fixed Assets owned by the municipality and will provide a consistent, transparent procedure for disposal of Fixed Assets when they can no longer be used by the municipality.

**Amendments:**

N/A

**Definitions:**

"Fixed Assets" normally includes items such as vehicles, buildings, machinery,

equipment, electronics, furniture, and tools.

## **Policy:**

### **Deeming Items Surplus**

The Department Head will inventory any item determined to be surplus to a Department's needs, and a description of the item with its estimated current value, if appropriate, will be forwarded to the CAO.

The CAO will advise all Departments of surplus items so that it can be determined if the item should be transferred to another Department for its use.

If a Department wishes to make use of an item declared surplus by another Department, the item will be transferred to them and any charges for the purchase or transfer of the item will be determined by the Finance Department.

If a Department does not show an interest in obtaining the surplus item, the CAO will notify the Finance Department, which will determine the most appropriate means of disposal of the asset.

### **Disposition Process**

Any item or Fixed Asset that is determined by the Director of Corporate Services to have a resale value shall adhere to the following order of disposal:

1. If a prior need is identified, the Fixed Asset will be offered for sale at fair market value to a local not for profit organization within the Municipality.
2. Offered for sale to the general public in one of the following manners, as determined by the Director of Corporate Services:
  - a. A public auction through GovDeals lasting a minimum of two (2) weeks
  - 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, electronic means, posted public notice, 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.

Notwithstanding the above, a Fixed Asset with resale value may be donated to a local not for profit organization operating and located within the Municipality at the discretion of the CAO and Director of Corporate Services.

Sale of a Fixed Asset to a Municipal employee is permitted provided that the employee has participated in the public auction or public sale process.

If the minimum bid price is not received for an Fixed Asset offered for sale to the general public at a public auction or sale, the item shall be disposed of at the discretion of the Director of Corporate Services as follows:

1. Sold to the highest bid received, or
2. Donated to a local not for profit organization, or
3. Disposed of in a waste disposal system or recycling system.

If an item has no resale value or is irreparably damaged, it will be disposed of in a waste disposal system or recycling system.

Prior to the selling or disposal of any computer equipment, the hard disk must be erased.

A list of all items disposed of, including serial number, make and model if applicable, must be forwarded to the Director of Corporate Services in order to remove the item from the Municipality's tangible capital asset schedule.

An annual report to Council must be provided listing all disposals, the method of disposal and the value (if any) obtained.