Disposal of Assets and Goods

Financial and Business Planning Services – Analysis and Reporting
Policy C21

Policy:	C21 – Disposal of Assets and Goods
Policy Department(s):	Financial and Business Planning Services – Analysis and Reporting
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Policy Purpose

To establish a framework for the responsible disposal of assets and goods that support accountability, transparency, stewardship, sustainability, and best value for the County.

Policy Statement

The County shall dispose of assets and goods in a manner that is transparent, fair, and accountable. Disposal decisions shall support prudent stewardship of public resources, effective risk management, environmental responsibility and best value while aligning with the County's strategic objectives.

Definitions

"Asset" means an item, thing or entity that has potential or actual value to an organization. This value can be tangible or intangible, financial, or non-financial and includes consideration of risks and liabilities.

"County" means the municipality of the County of Grande Prairie No. 1 having jurisdiction under the Municipal Government Act and other applicable legislation.

"Distress Warrant" means written instructions to seize goods of the person named in the warrant.

"Disposal" means the sale, donation or removal of an asset. This may result in an associated revenue and a potential gain/loss

"Land Interest" means any ownership, leasehold, licence, easement, right-of-way, reserve. Road allowance, tax recovery interest, trust interest, restrictive covenant, encumbrance, or other legal equitable, registered, or unregistered interest in land owned by, held by, acquired by, or disposed of by the County.

"Registered Interest" means any interest, right, claim, encumbrance, easement, caveat, utility right-of-way, restrictive covenant, or other notation recorded on a land title or survey plan in accordance with applicable land titles legislation.

"Leased Asset" means an asset which is provided for use by the owner to the County for a period or as indicated in the leasing contract, in return for money or monetary compensation. During this indicated period, the owner is in contract with the County, allowing the County to utilize the asset until it is returned or otherwise disposed of.

"Surplus Assets" means Tangible Capital Assets that are obsolete, no longer needed, or no longer usable, as determined by the responsible director.

"Surplus Goods" means items that do not meet the definition of Tangible Capital Asset or fall below the County's capitalization thresholds.

"Tangible Capital Asset" means a non-financial asset with physical substance that is held for use in delivering municipal services, has a useful economic life extending beyond one year, is not intended for sale in the ordinary course of business, and meets the capitalization thresholds established by the County.

"Technology Assets" means computing devices, peripherals, software/hardware, servers, printers, copiers, facsimile equipment, mobile devices, and any other technological devices capable of retaining data, including leased electronic equipment.

Policy Guidelines

1. Land and Registered Interest Assets will be excluded and handled in accordance with related Municipal Land Management Strategy Policy.

2. The disposal of County-owned assets and goods must be guided by the following principles which are:

    2.1. Transparency and fairness. Disposal activities must be conducted in a manner that is open, fair, and transparent to ensure equitable access during the disposal process.

    2.2. Provides best value to the County. Disposal decisions shall seek to maximize value to the County by considering financial return, operational efficiency, risk, community impacts and alignment with strategic objectives.

    2.3. Risk Management. The disposal process must consider any risks related to safety, legal obligations, asset retirement obligations, data security, environmental responsibility, and reputational impact.

Identification of Assets for Disposal

3. Asset and goods may be declared surplus and identified for disposal when they have been evaluated and:

    3.1. No longer have any ability to provide ongoing value to the County;

    3.2. Are determined to be no longer cost-effective to maintain;

    3.3. Present increased risk due to condition, safety, or obsolescence;

3.4. Have been planned for replacement in accordance with the County's long-term capital plan.

4. Decisions regarding disposal and replacement of items on the Master fleet listing are made by the Director of Fleet and Maintenance in conjunction with each department.

Methods of Disposal

5. Assets and goods that have been declared surplus shall be offered for sale to the general public in one of the following manners:

5.1. Public auction sale that:

5.1.1. Is advertised a minimum of two weeks prior to the sale through various communication methods.

5.1.2. Has a minimum bid price to be determined prior to the sale.

5.2. Trade-in, where it provides the best value.

5.3. Surplus assets and goods may be reallocated internally to another County department for continued use but may not increase the departments and County's base fleet level.

5.4. Surplus Asset or Good may be donated to a not-for-profit entity at the discretion of Council.

5.4.1. Donations of Surplus Assets shall demonstrate a clear public or community benefit.

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

Disposal of Technology Assets

6. Surplus technology assets must be disposed of in accordance with the County's privacy and security requirements. Prior to disposal:

6.1. The hard drive must be erased on computer equipment;

6.2. Appropriate decisions must be taken to ensure the removal or destruction of any sensitive County data;

6.3. All disposal decisions of technology assets must consider risks related to data security and information privacy.

Attachments

N/A

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References

Legal Authorities	Municipal Government Act, RSA 2000 c M-26, sections 70 and 445
Related Plans, Bylaws, Policies, Etc.	Policy B1 – Policy Development Policy C12 – Tangible Capital Assets Policy C35 – Procurement Policy C39 – Asset Management Policy M20 – Municipal Land Management Strategy Policy
Other	Administrative Directive FNS4 – Mobile Equipment Replacement

Revision History

Review Date	Description
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