



TOWN OF HINTON
DISPOSAL OF TOWN ASSETS POLICY
(Equipment & Material)
Policy No. CORP. 009

Created By: Corporate Services
Approved By: Town Council
Revised By:

Approved On: December, 1999
Revised On:

POLICY STATEMENT

The Town of Hinton shall authorize the selling of surplus municipal assets using a publicly acceptable process, which obtains the best value to the municipality and is transparent to the ratepayer.

1. GOALS

The purpose of these procedures is to give guidance to departments who have surplus equipment or supplies that they do not require any longer. This procedure is an attempt to capture the nature of a publicly acceptable process. There is a desire to reduce how long surplus equipment sits in storage, which is at a premium.

2. DEFINITIONS

3. METHODS AND PROCEDURES

- 1) Once you have determined that you have surplus equipment write a memo to all departments advertising that you have something available that they may have use of. Let them have at least two weeks to respond.
- 2) Then determine if the asset has any resale or donation value. If it does then proceed with the remainder of the procedures. If it does not then arrange to have it hauled to the dump or put it in the garbage. Advise the Assistant Treasurer that it has been disposed of and what the item was.
- 3) If you have interest from another department you must notify treasury that you have transferred an asset to another department giving them the particulars on the item(s) being transferred.
- 4) If no one is interested in your item(s) the following are acceptable procedures to dispose of the item(s)
 - A. You can advertise in the paper that you have an item for sale advertising the price and who interested parties are to contact for information, viewing opportunities etc. If you are not aware of what the item is worth you may be

- better off getting rid of the item through an auction or advertising it as a tender. With this option Town Staff may not purchase any advertised items.
- B. For items that are specialized in nature you may have to advertise them in the AUMA news letter or on their web site or through other trade magazines (i.e.: Recreation Facility Personnel Leisure Lines)
 - C. You can contact either of the two local auctioneers to see when they are holding their next auction and you can have it picked up. At an unreserved auction you have a good chance of getting a fair price for it. With this option you should send out a notice to town staff that you have an item(s) for sale and which auctioneer has the item (s).
 - D. For vehicles we have found that sending the units into Edmonton auctions will give us a better price and you have a larger group of buyers attending the auction. For some vehicles it may also be beneficial to trade them in when they are being replaced. With these options you should also send out a notice to other town staff and advise them where the units have been sent.
 - E. Some items may also be traded in at the time of replacement or other similar arrangements made with the vendor. I.e.: Trading in old traffic signs when new ones are purchased.
- 5) There may be circumstances that would warrant donating the assets to another party. Examples of these would be the donation of unclaimed bicycles to service clubs who use them as a way of fund raising for good causes. Another example is the computer donations to Chegutu our twinned city in Africa. If there are reasons why this type of disposition would be considered then this has to be presented to the Town Manager for approval. If the value is estimated under \$1000.00, the Town Manager can approve it otherwise it will be referred to Council.

4. RESPONSIBILITIES

- **Proceeds from the Sale of Goods**
The proceeds of any sale of goods will revert back to the department who originally purchased them. If the item being sold is a vehicle or a piece of equipment that belongs to an equipment replacement fund then the proceeds are to go back to replacement fund.
- **Interim Storage of Goods prior to sale dates**
The department who has the asset for sale is responsible for the storage of the asset until the sale date. If it is impossible for that department to find space they are responsible to arrange for appropriate storage with another department. There is no central location for the storage of surplus assets.

5. GUIDING PRINCIPLES TO STAFF

These are the only approved methods to dispose of any surplus assets. If you have any questions on these procedures or wish to dispose of assets in another method you are to contact the Treasurer or Town Manager.