

VILLAGE OF TAHSIS			
Policy Title:	Asset Disposal Policy	Policy No.	4019
Effective Date	June 4, 2019	Supersedes	N/A
Approval	Council	Resolution Number	326/2019
Review Date	June 4, 2023		

Section 1 - DEFINITION

“Assets”	For this policy only, means equipment, furniture, tools, machinery, electronics and vehicles. It does not mean buildings, land, information technology, water and wastewater systems, and drainage and flood protection systems.
“Best Value”	means obtaining the best possible return for the assets in financial, social, economic and environmental terms.
“Council Member”	means all elected members of Council including the Mayor
“Disposal”	means the sale, trade-in, donation, transfer, recycling, destruction or scrapping of an asset
“Employee”	means anyone employed in a regular full-time or part-time position but does not include volunteers who receive a stipend.
“Senior Manager”	means all Directors, CAO, Finance and Corporate Services Manager and Fire Chief
“Village of Tahsis”	means the Corporation of the Village of Tahsis

Section 2 – Scope of Policy

2.1 The policy applies to the disposal of all assets owned by the Village of Tahsis and applies to all employees and Council members.

Section 3 – Reasons for Disposal of Assets

3.1 Items can be available for disposal because they are:

- Required to be disposed of under a particular policy
- No longer required due to changes in procedures, functions or use
- Occupying storage space and not expected to be used in the foreseeable future

- Have reached the optimal time to sell in order to maximize returns
- No longer compliant with workplace health and safety regulations
- Found to contain hazardous materials
- Have reached or exceed their functional life

Section 4 – Senior Manager responsibilities

4.1 In carrying out asset disposal, Senior Managers are responsible for:

- Managing the disposal of the assets in their departments
- Accountable for decisions they take in the disposal process
- Taking into account the costs of undertaking disposal activities
- Selecting the disposal option which will, in their judgement, will maximize best value for the Village
- Satisfying the financial recording and reporting requirements established and communicated by the Director of Finance
- Ensuring that all disposal actions are compliant with provincial statutes, especially with respect to potentially hazardous materials.

Section 5 - Options for Disposal of Assets

5.1 Assets identified for disposal may be disposed with using the following methods:

- Sale through competitive bid process
- Donated to a community organization or other non-profit society
- Trade-in
- Recycled
- Destroyed or cannibalized

5.2 The choice of the most appropriate disposal option will be determined by the nature of the assets for disposal, their location and how best value can be obtained.

5.3 All assets disposed of must be reported in a manner prescribed by the Director of Finance.

5.4 A description of each disposal option is below:

Sale through competitive bid process

- a. Assets with an assessed value of \$5,000 or more must be disposed through a competitive bid process.
- b. Other items can be disposed of in this manner where the assessed or market value is unknown or unclear
- c. The competitive bid process is the most expensive disposal procedure and so should only be undertaken when it meets the requirement in a. or where there will achieve the best value when compared with other disposal options.

Donation

- a. A Senior Manager may authorize the donation of an asset to a community organization or other non-profit society if the asset has reached the end of its functional life and has no residual value.
- b. The Director of Finance must confirm that the asset has no residual value before the asset can be donated.
- c. Donations cannot be made to individuals.

Trade-in

- a. Assets may be traded in where this maximizes the best value to the Village.

Recycled

- a. Assets with no market value and/or have reached the end of their functional life can be recycled in accordance with the *Environmental Management Act* and regulations.

Destroyed or cannibalized

- a. Assets with no market value and/or have reached end of their functional life can be destroyed if they are not eligible for recycling.

Section 6 – Approvals

- 6.1 Senior Managers have the authority to dispose of assets defined by this policy within their departments, except where noted.

Section 7 – Reporting

- 7.1 Senior Managers and the Director of Finance are responsible for reporting, where noted.

Section 8 – Conflict of Interest

- 8.1 To avoid actual or perceived conflicts of interest neither employees nor Council Members are permitted to purchase or acquire assets directly or indirectly from the Village through bid, purchase, trade-in or donation.

May 28, 2019