

**Policy statement**

As necessary for municipal operations and in a transparent, effective and practical manner, Leduc County may dispose of asset(s) no longer required by a department or the County.

To provide guidance and/or authorization for the disposal of a tangible asset(s). Note: refer to existing policies for selected items that no longer have a useful purpose to the County; however the item may be of some continuing benefit/usefulness to a County resident, i.e. used culverts and grader blades. Also, as policy, the County does not offer the sale of certain inventories i.e. gravel, nor resale of new inventory, i.e. culverts.

**Definitions**

Tangible assets, or tangible things of value owned, may be classified as either:

*Tangible items* means consumable goods or supplies, or

*Fixed assets* means durable, physical and valuable in nature from which a stream of benefits is derived over a period of years, these include engineering structures, buildings, land and machinery, equipment and vehicles.

**Policy authority**

*Legislative implications:*

- *Municipal Government Act* may be necessary to follow for disposal of certain assets.

**Policy standards**

1. Senior Managers will identify the asset to be disposed of and the method of disposal, as part of the annual budget process. However it is recognized there may be the occasion where an unplanned disposal of an asset is determined advisable and/or necessary.
2. Surplus assets shall be disposed of either through an internal department transfer, by trade in, or through a public competitive method such as auction or an advertised tender.
3. The type of competitive method used to dispose of the asset will be determined by the highest anticipated financial return to the County and type and condition of asset being disposed.
4. Any item determined to be of no value or unsafe must be disposed of as waste in an appropriate manner.
5. If Senior Managers, or delegated staff, feel it would be advantageous to the County to dispose of an asset in another fashion, prior approval shall be obtained from Council.
6. Employees shall have an equal opportunity to purchase surplus assets through the competitive disposal method.
7. All items to be sold are on an “as is, where is” basis with no warranties or guarantees expressed or implied.
8. Senior Managers, or delegated staff, are encouraged to take an active role in support of environment initiatives: recycle, reuse or reduce in disposing/salvaging assets.
9. Senior Managers, or delegated staff, are responsible for informing the Finance Department of any changes in asset inventory for accounting and insurance purposes.

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**Policy responsibilities**

*Senior Management responsibilities:*

Senior Management (or a delegated staff) will,

- Dispose of surplus assets.

*Administration responsibilities:*

Administration will,

- Identify administration's responsibilities (ongoing function or action) for carrying out this policy.

**Monitoring and updating**

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every two years.