



## **TOWN OF SLAVE LAKE**

### **COUNCIL POLICY**

Department:	Administration	Policy No:	ADM.GEN-24.1009
Policy Title:	Disposal	Issue Date:	12-10-2024

#### **1. PURPOSE**

- 1.1. The purpose of this policy is to provide guidance in the methods used for the disposal of surplus goods.

#### **2. POLICY STATEMENT**

- 2.1. The Town of Slave Lake will, when materials or equipment become unserviceable or surplus to its requirements, dispose of such goods by sale, transfer, donation or otherwise, sales will be carried out in a publicly accountable fashion that seeks to maximize income or community benefit. If the equipment or material is to be replaced, the Town favours using the old equipment or material as trade-in if financially wise.

#### **3. DEFINITIONS**

- 3.1. Goods:

Materials and equipment.

- 3.2. Immediate Family Members:

Members of an individual's family which includes spouse, common-law partner, child, parent, guardian, or sibling.

- 3.3. Serviceable:

Material or equipment to be used for its intended purpose.

- 3.4. Surplus:

Goods for which continued retention would serve no useful purpose and result in unwarranted expense for repairs, increasing obsolescence or deterioration.

- 3.5. Surplus Disposal Form:

Form that is to be filled out by the Department Director to indicate items of Surplus, e.g. supplies, materials, equipment, or other property to which the Department has no further need.

- 3.6. Unserviceable:

Material or equipment not serviceable and not able to be made serviceable but may have some value in its original form.

#### **4. Responsibilities**

##### **4.1. Authority to deem a Good as Surplus:**

- 4.1.1. Before a Good is deemed to be a Surplus by any department, that department shall ensure no other Town departments may benefit from the Good.
- 4.1.2. Item value at procurement determines authority required to deem items Surplus.

Procured for \$20,000 or less	Director's discretion
Procured for \$20,001 to \$100,000	CAO's discretion
Procured for \$100,001 or more	Council's discretion

- 4.1.3. An item procured for any value may be declared a Surplus if Town Council has approved a replacement through budget deliberations.

##### **4.2. General**

##### **4.2.1. Eligibility Restrictions:**

- 4.2.1.1. Employees of the Town and their Immediate Family Members as well as Members of Council and their Immediate Family Members will be excluded from bidding on or acquiring such sales.
- 4.2.1.2. Exceptions to 4.2.1.1. can be made if the Surplus is sold at an independent third-party auction.

##### **4.2.2. Methods of Disposal:**

- 4.2.2.1. Transfer to another department.
- 4.2.2.2. Sale through Public Tender.
- 4.2.2.3. Sale through Public Auction (in Town or Out-of-Town then locally lost or found items are involved).
- 4.2.2.4. Trade-in.
- 4.2.2.5. Restocking with originals or franchised supplier.
- 4.2.2.6. Donation or directed by Town Council.
- 4.2.2.7. Negotiated sale as approved by Town Council.
  - 4.2.2.7.1. Donation or negotiated sale are restricted methods of disposal.

#### **5. Procedure**

- 5.1. The Department Director must fill in the Surplus Disposal Form found in the Appendix for each Good they determine to be a Surplus. The Surplus Disposal Form must then be given to the Director of Finance.

5.2. All Town identification must be removed from surplus items by the client department before sale to the public:

5.2.1. Town insignia.

5.2.2. Fleet numbers.

5.2.3. License plates.

5.3. All revenues received will be credited as a revenue source under the department that identified the items as surplus.

5.4. Normal rules of public tendering will apply:

5.4.1. Sales are "as where is."

5.4.2. No implied warranties.

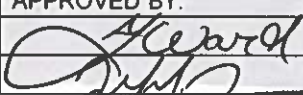
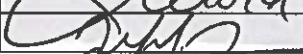
5.4.3. Accessories, etc., must be removed before public viewing.

5.4.4. Deposit of 10% is required on public sales through the tender process.

## **6. RELATED POLICIES**

6.1. This policy rescinds C.d.011 Disposal Policy.

## **7. APPROVAL AND REVISION CONTROL**

ISSUED BY:	APPROVED BY:	DATE:
1. Mayor		2024/12/17
2. Chief Administrative Officer		2024/12/11

**Town of Slave Lake Surplus Disposal Form****Department Origin of Surplus, include name of Director:**

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**Description of item disposed of:**

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**Original Procurement Value:**

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**Method of Disposal, select one:**

- a) Transfer to another department
- b) Sale through Public Tender
- c) Sale through Public Auction
- d) Trade-in
- e) Restocking with originals or franchised supplier
- f) Donation or directed by Town Council
- g) Negotiated Sale as approved by Council

**Value Realized (if applicable)** 

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**Council Resolution Number (if applicable)** 

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**Name of Person or organization receiving the item**

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**Date of Disposal** 

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**Signature of Authorizer** 

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**Administration Only**

- ☐ Removal from Insurance
- ☐ Bill of sale provided to finance