



Municipality of Crowsnest Pass Policy

Policy No.:	1711-01
Policy Title:	Disposal of Assets Policy
Approval Date:	2020-01-21
Revision Date:	
Supersedes Policy:	
Department:	Finance

1.0 POLICY PURPOSE

The Municipality of Crowsnest Pass recovers value through the sale of surplus items. The Director of Finance and Manager of Transportation are responsible for managing the disposal of Municipal-owned assets to ensure the best value is received.

The purpose of this policy is to define the rules for disposing of Municipal-owned assets.

2.0 DEFINITIONS

“**Business Units**” means an official valuation of property by an authorized person.

“**Municipality**” means the Municipal Corporation of the Municipality of Crowsnest Pass.

“**TCA**” means The Municipality’s Tangible Capital Assets.

3.0 POLICY STATEMENTS

3.1 Scope/Exceptions

- a. This policy applies to:
 - i. All Municipal Business Units (Bus) and employees.
 - ii. All items, as defined in this policy, which are owned by the Municipality.
 - iii. Lost and found property that is unclaimed by its rightful owner.
 - iv. Items that the Manager of Transportation agrees to market or sell on behalf of third parties.
- b. This policy does not apply to:
 - i. The disposition of land or permanent buildings/structures.

3.2 Consequences of Non-Compliance

- a. Failure to adhere to the items contained in this policy may result in:
 - i. Increased operational costs and lost revenue.
 - ii. Duplication of efforts and/or delays in recovering funds.
 - iii. Violations of environment, safety, or trade-related policies and agreements, creating the potential for legal challenges or penalties to the Municipality.
 - iv. Loss of reputation for the Municipality if investment recovery practices are perceived to be non-transparent.
 - v. Disciplinary action against any employee found to be in violation of this policy.

3.3 Policies for Disposing of Assets

- a) Only the Manager of Transportation is authorised to dispose of items owned by the Municipality.
 - i. The Manager of Transportation may delegate this authority in whole or in part.
- b) No item belonging to the Municipality shall be disposed of unless such disposal has first been approved by the Manager of Transportation and the Director of Finance or designate.
- c) The Director of Finance shall create and maintain guidelines for compliance, standard operating procedures and work instructions to assist with the implementation of this policy.
 - i. Any additions, revocations, or changes to the above must be approved by the Director of Finance or designate.
 - ii. To the extent applicable, BUs are required to comply with these guiding principles, standard operating procedures, and work instructions.

3.4 Roles and Responsibilities

- a) The Manager of Transportation is responsible for:
 - i. Inspecting items to assess their market value, at the request of the BU.
 - ii. Ensuring that all items are sold, deposited, or destroyed in accordance with all applicable laws, bylaws, and agreements.
 - iii. Selling or disposing of items in the most appropriate manner to obtain the best overall value for the Municipality.

- iv. Reporting the summary of recovered funds and expenses from the sale of items to the BU.
 - v. Coordinating the physical transfer of items from or between BUs.
 - vi. Developing and administering contracts on behalf of third parties for the sale of surplus equipment, vehicles, machinery, material, technology, scrap, or recyclables and portable structures.
- b) The BU is responsible for:
- i. Declaring the item as surplus/obsolete.
 - ii. Informing the Manager of Transportation and Director of Finance of surplus/obsolete items.
 - iii. Maintaining a practical approach to storing items so as not to cause harm or excessive deterioration when not in use.
 - iv. Performing required TCA accounting and reporting work for the disposal of a TCA in accordance with the TCA Policy.

MUNICIPALITY OF CROWSNEST PASS



Mayor

January 21, 2020
Date



Chief Administrative Officer

January 22, 2020
Date