

SECTION: ADMINISTRATION

SUBJECT: EQUIPMENT DISPOSAL POLICY

Original Resolution No.: 95-03-18
Revised Resolution No.: 16-02-21

Equipment Disposal Policy

It is the policy of the County of Warner No. 5 to establish guidelines for the disposal of County equipment and other assets in a way that provides the best value for County ratepayers.

Guidelines

1. Each department manager will annually review their department's equipment and determine whether the property is required in meeting their mandate. If any equipment is deemed to be unnecessary, obsolete or surplus, a list is to be prepared for the Chief Administrative Officer who will notify Council.
2. Equipment approved for disposal by Council can be disposed of in one of the following ways:
 - a. Trade In/Execution of Guaranteed Buy Back Option on replacement item.
 - b. Sell the item via competitive bid
 - c. Sell the item via public auction
 - d. Donation to other non-profit/government agency
 - e. On consignment with dealer
 - f. Discard/salvage/recycle
3. The CAO/designate will be responsible for determining the proper method of disposal that will assure the maximum possible recovery value from such disposal, at the least possible cost.
4. Payment in full, either by cash or certified cheque, must be deposited by the purchase with the County prior to taking possession. Successful tenders must take delivery within 30 days of the date of the approved sale.
5. All County logos and decals must be removed from all equipment before the new owner takes possession.