

STARLAND COUNTY POLICY MANUAL

FUNCTION: General Administration (All Departments)

FUNCTION NUMBER: 120

POLICY: Disposal or sale of non-capital property

POLICY NUMBER: 120-3

DATE: October 25, 2011

Purpose: To establish guidelines for the disposal or sale of County owned property with a value of less than \$5000 at the time of purchase.

1.0 Application

All property owned by Starland County which was purchased for less than \$5000 and will no longer be used for reasons such as obsolescence, safety concerns, breakdown or scheduled replacement.

2.0 Sale Process

Sale of county property is managed generally by the Chief Administrative Officer and is only to be done in instances where there is a reasonable expectation of market interest in the property and where such property **does not** pose a potential safety risk. All property, such as vehicles or equipment, which can no longer be used due to safety concerns, must be disposed of in accordance with Section 3.0 of this policy. It is the responsibility of staff and department heads to notify the Chief Administrative Officer when property is available for sale.

Once property is identified for sale it can either be offered for sale only to staff or advertised to the public. It is the Chief Administrator's responsibility to decide when the monetary benefits of advertising a sale to the public outweigh the costs of such an advertisement. Where a sale meets this criterion the sale shall be advertised in a local newspaper for a period of 2 weeks at a stipulated price. Where a sale does not meet this criterion the sale shall be advertised internally. In all cases where there is interest from multiple parties a closed bid system is to be used.

3.0 Disposal Process

In cases where property is deemed to have no commercial value, or where sale of the property could result in legal liability on behalf of Starland County, property is to be disposed of as per all applicable provincial and federal government regulations. Where possible, or where Starland County has paid recycling deposits as part of the purchase price, the recycling of property shall be the preferred method of disposal.

4.0 Reporting

The C.A.O shall provide to Council a listing of all disposal items that were sold pursuant to this policy on an annual basis.