

Village of Cache Creek

Policy No. B-15

Disposal of Surplus Assets Policy

Date Approved by Council:
March 11, 2013

Effective:
March 11, 2013

Date Amended by Council:

Effective:

PURPOSE

The purpose of this policy is to define the rules for disposing of Village-owned assets. The Village of Cache Creek recognizes that assets purchased for its' use will eventually become surplus to its needs for various reasons such as; obsolescence, too costly to maintain, or no longer useful.

SCOPE

This policy applies to all items owned by the Village.

This policy does not apply to the disposition of land or permanent building/structures.

POLICY

All surplus assets estimated to have monetary value shall be disposed of by the Village, upon the Chief Administrative Officer's approval, in the manner which will receive the best possible return to the Village.

Where the value of the surplus asset is deemed to be less than \$500.00 the Village, upon the Chief Administrative Officer's approval, may dispose of the surplus assets through donation to a registered charitable organization or non-profit society.

Except for trade-ins, surplus assets valued in excess of \$10,000 shall be referred to Council stating reasons for disposal. Once Council approval is given, the Village will dispose of the surplus assets in a manner that will receive the best possible return to the Village.

All surplus assets shall be sold on an "as is/where is" basis. No warranties or guarantees are to be offered or implied in the sale of the surplus assets.

Prior to disposition, a list of surplus assets will be provided to the Chief Financial Officer. Where applicable, list must contain make, model and serial number.

Surplus assets shall be disposed using the following priority:

1. As a trade-in for a new piece of equipment.
2. Advertising it for sale on the Village's web site, and/or local newspaper, Craigslist or Kijiji.
3. Donating it, without competition, to any non-profit organization, subject to the approval of the Chief Administrative Officer.
4. Destruction of the item for safety purposes to ensure the item will not be used and potentially causing a liability to the Village.

Surplus equipment with a market value less than the costs of disposition may be disposed of by the least-cost method available, taking into account any environmental implications of the disposal.

DISPOSAL OF COMPUTERS OR OTHER ELECTRONIC DEVICES CONTAINING POTENTIALLY CONFIDENTIAL INFORMATION

All computer systems, electronic devices and electronic media must be properly cleaned of sensitive data and software before being disposed of. The cost of cleaning the equipment must be considered as a component of the cost of disposal, when determining the least-cost method of disposal available.

ALLOCATION OF PROCEEDS

Proceeds from the sale of surplus assets will be credited back to an appropriate reserve account designated for the purchase of like assets.