

CITY OF CHESTERMERE

POLICY HANDBOOK

EFFECTIVE DATE: October 20, 2020		SECTION: 400 POLICY: 453
APPROVED BY: City Council	APPROVED DATE: October 20, 2020	TITLE OF POLICY: Disposal of Surplus Goods Policy
REVIEW DATE:	AMENDMENT DATE: n/a	PAGE NO.: 1 of 7
POLICIES AMENDED / RESCINDED: Policy 607 Surplus Disposal; Policy 608 Surplus Sale		POLICY TYPE: Council

PURPOSE

This policy will provide guidance in the methods used for disposal of Surplus Goods. The City of Chestermere will, when material, equipment and vehicles become unserviceable or surplus to requirements, dispose of Surplus Goods by sale, transfer, donation or otherwise in a publicly accountable manner.

DEFINITIONS

- a. "City" means the City of Chestermere
- b. "Positive Identification" means a written description of the item indicating unit number, colour, size, serial number, approximate date of loss and/or anything else that would help identify the item.
- c. "Public Auction" means an auction held on behalf of a government in which the property to be auctioned is either property owned by the government, or property which is sold under the authority of a court of law or a government agency with similar authority.
- d. "Salvage Value" means a quote to be obtained from one source as to indicate the present value of the Surplus Good.
- e. "Surplus Good" means material, equipment or vehicle, electronic equipment, electronic data equipment for which continued retention would serve no useful purpose and result in unwarranted expense for repairs, increasing obsolescence or deterioration, or any items lost and unclaimed for a period of 30 days, or any items to be disposed of on behalf of another agency.
- f. "Surplus Sale" means the sale of a Surplus Good to any public buyer.

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POLICY STATEMENT

1. The City will comply with the provisions within the Municipal Government Act, Revised Statutes of Alberta 2000m, Chapter M-26 Section 610 when disposing of any Surplus Goods.
2. Lost items may be claimed at the Protective Services Building up to 30 days after coming into the possession of the City by an individual providing Positive Identification. After 30 days the Surplus Goods may be disposed of in accordance with this policy.
3. A Surplus Declaration Form shall be prepared for all Surplus Goods. For Surplus Goods disposed of through the CPO office, a Property Report (see attached sample) collected for the Solicitor General will be attached to the Surplus Declaration Form with only relevant additional information provided on the Surplus Declaration Form.
4. The City will use the following methods of disposal as appropriate and approved by the CAO:
 - a) Surplus Sale through City Surplus site at Public Works Shop;
 - b) Surplus Sale through City Surplus site at Protective Services Building;
 - c) Sale through Public Auction;
 - d) Trade-in;
 - e) Donation;
 - f) Reduction to spare parts;
 - g) Destruction.
5. All City identification must be removed, if possible, from Surplus Goods before disposal:
 - a) City insignia or identification;
 - b) Fleet numbers;
 - c) License plates.
6. It is the sole responsibility of the IT department to dispose of all electronic data equipment and ensure all data is also destroyed.
7. All Accessories, etc., must be removed from Surplus Goods before disposal, unless accessories are included in the disposal.
8. Old license plates, vehicle registration and bills of sale must be turned over to the Fleet Administrative Assistant – Public Works.

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9. Items approved for Surplus Sale at the Protective Services Building shall be available for 30 days and if unsold after 30 days, will then be disposed of in another manner as approved by the CAO.
10. Normal rules of Public Auction will apply to the sale of all Surplus Goods:
- a) Sales are “as is, where is”;
 - b) No implied warranties;
 - c) Surplus Goods must be paid for in full before removal from City property.
 - d) All Surplus Goods purchased are to be removed from City property within the time stated on the bill of sale or moneys paid will be forfeited.
11. All net revenues for Surplus Goods will be placed in the Equipment Replacement Restricted Surplus Account.

RESPONSIBILITIES

- a. Council:
 - i. Approve methods of disposal within this policy.
- c. Chief Administrative Officer (CAO):
 - i. Approve all Surplus Declaration forms and the recommended method of disposal.
- d. Functional Directors
 - i. Advise the CAO of Surplus Goods in their department by way of Surplus Declaration form.
 - ii. Organize and recommend to the CAO the method of disposal and price for sale of the Surplus Goods.
- e. Finance Manager
 - i. Be responsible for accounting for the Surplus Goods declared in the Surplus Declaration Forms.
 - ii. Advise insurers of all disposed items.
- f. CPO Function
 - i. Collect and securely store lost and unclaimed Surplus Goods.
 - ii. Conduct a public auction of Surplus Goods at a time when deemed appropriate.
- g. Public Works Function
 - i. Arrange for Surplus Goods to be sold at public auction as directed.
 - ii. Conduct a public auction of Surplus Goods at a time when deemed appropriate.

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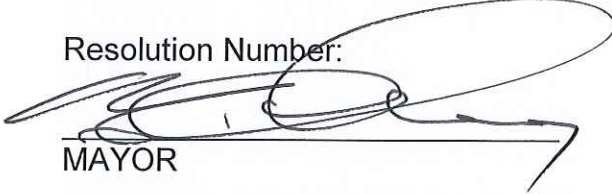
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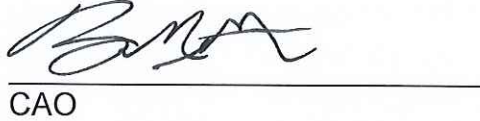
Municipal Government Act

For Council Policies:

Adopted by Council: *November 17, 2020*

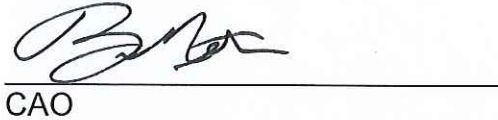
Resolution Number:


MAYOR


CAO

For Administrative Policies:

Approved by CAO:


CAO

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SURPLUS DECLARATION FORM

Department: _____ Date: _____

Description: Unit # - Year – Model – Serial Number – Other Details (including condition)

Reason Declared Surplus: _____

Location of Item: _____

Property Reference #: _____
(Property Report)

Salvage Value: _____

Cost of Destruction: _____

Method of Disposal:

- Surplus Sale-Public Works
- Surplus Sale-Protective Services
- Sale through Public Auction;
- Trade-in;
- Donation;
- Reduction to spare parts;
- Destruction.

Signature of Director

Signature of CAO

COMPLETE AFTER SALE:

Method of Sale: _____ Method of Payment: _____

Purchaser Name: _____

Address: _____

Telephone: _____ e-mail: _____

Total Received: \$ _____ Code: _____

Insurance Schedule Updated: _____ (date)

Signature of Controller

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Sample of Property Report prepared by CPO

Case Report

2018-001053

Print Close Back To Recorder Complete Complete / Close

- Main Info
- Contact(2)
- Vehicle(1)
- Property**
- Add Property
- Narrative(1)
- Supervisor Notes(*)

Entered By TREVER BOWMAN **Record Date**

Property

Property Reference # Property Category

Common Name Property Type

Property Disposition Serial Number Barcode Number

Brand/Model DISPOSE AFTER (yy/mm/dd) 30days Property Color

Quantity

Property was taken into custody

Note

Damage

Activate Digital Media

No Digital Media