

TOWN OF FLORENCEVILLE-BRISTOL

DISPOSITION OF TOWN OWNED ASSETS POLICY

POLICY NO: 24

Category:	Materials and Asset Management
Policy Number:	24
Effective Date:	August 13, 2019
Approval by Council:	August 13, 2019
Supersedes:	Not Applicable
Amended:	Not Applicable

1. PURPOSE:

To establish a policy for the disposition of Town-owned unneeded and obsolete assets based on cost effectiveness, community benefit and good environmental practices, in a fair, open and transparent manner.

2. SCOPE:

This policy applies to all Town-owned assets which are no longer required. For the purpose of this policy, assets will be divided into the following categories: Land & Buildings, Vehicles & Machinery, and Office Furniture, Materials & Equipment.

3. PROCEDURES:

3.1. Land & Buildings

- 3.1.1. Prior to the sale of Town-owned land or buildings, Council approval shall be obtained.
- 3.1.2. Remnants of land shall be offered to adjacent property owners at a reasonable amount. Prior to the sale, Council approval shall be obtained.
- 3.1.3. All Town-owned land shall be posted for Expressions of Interest. Land and buildings shall be sold at a price as close to market value as possible. Council is not obligated to accept any of the Expressions of Interest.
- 3.1.4. If no acceptable offers are received following the Expression of Interest, the land and buildings shall be listed with a licensed real estate company.

3.2. Vehicles & Machinery

- 3.2.1. The appropriate department head shall complete a Surplus Asset Report (see Schedule A) to determine the approximate value of the asset. The CAO will then determine if the asset should be offered to another municipality or organization, or if it should be sold.
- 3.2.2. Where it is more cost-effective to trade-in a vehicle/machinery as partial payment on replacement of a similar vehicle/machinery, such vehicle/machinery shall be traded.
- 3.2.3. Where the CAO does not feel there is a suitable municipality or organization for the asset, and where a trade-in is not more cost-effective, the asset may be offered to Town staff via email at the estimated assessed value determined by the department head and approved by the CAO.
- 3.2.4. If no Town staff are interested in the asset at the estimated assessed value, the asset shall be offered for sale by public notice on the Town's website and social media pages at the estimated assessed value.
- 3.2.5. It is the responsibility of the purchaser to arrange pickup of the asset.

3.3. Office Furniture, Materials & Equipment

- 3.3.1. The appropriate department head shall complete a Surplus Asset Report (see Schedule A) to determine the approximate value of the asset. The CAO will then determine if the asset should be offered to another municipality or organization, or if it should be sold.
- 3.3.2. Where the CAO does not feel there is a suitable municipality or organization for the asset, it may be offered to Town staff via email at the estimated assessed value determined by the department head and approved by the CAO.
- 3.3.3. If no Town staff are interested in the asset at the estimated assessed value, the asset shall be offered for sale by public notice on the Town's website and social media pages at the estimated assessed value.
- 3.3.4. It is the responsibility of the purchaser to arrange pickup of the asset.

3.4. Other Disposal

- 3.4.1. For items that are not sold after the above process is exhausted, the item will be disposed of as scrap in an environmentally acceptable manner, or disposed of at a suitable landfill.

Certification for Town of Florenceville-Bristol Policy Manual:

I certify that this *Disposition of Town-Owned Assets Policy* was adopted by Council as indicated above.

Mayor

Date of Council Resolution

Clerk

Date Policy in Effect

Schedule A: Surplus Asset Report

Manager/Director Name: _____

Asset Description: _____
(and attach photo) _____

Asset condition: _____

Reason for asset disposal: _____

Approximate value: _____

Signature: _____ Date: _____

To be completed by the Treasurer:

Debt owing against asset: _____

Depreciated value: _____

Treasurer Signature: _____

Preferred option to be completed by CAO:

Offer to LSD/Neighbouring municipality: Donate ____ Sale Price: \$_____

Donate to non-profit organization: _____

Offer for sale on Facebook for \$_____

CAO Signature: _____ Date: _____

Asset sold to: _____ \$_____

Admin.Svcs Mgr Signature: _____ Date: _____