



POLICY NAME:	Disposal of Surplus Assets and Items
Effective Date:	April 23, 2025
Policies Rescinded:	1206
Document Owner:	Corporate Services
Required Review Date:	April 2029
References:	

PURPOSE

To implement consistent, transparent, and fair processes for the disposal of Woodlands County owned assets, surplus items, and/or assets and goods seized under warrant, while maximizing the recovery of residual value.

POLICY STATEMENT

Surplus assets or items to be disposed of, other than the exclusions, with an estimated value less than \$10,000.00 may be disposed of at the discretion of the respective Director. Surplus assets & items with an estimated value greater than \$10,000.00 will be presented to Council for approval.

DEFINITIONS

“CAO” means the Chief Administrative Officer for Woodlands County, or designate.

“Conditions of Sale” All surplus assets or items sold under this Policy are sold as an as is, where is basis.

“Disposal” means to sell or dispose of an asset or item.

“Exclusions” means lands, buildings, graders, tandem trucks, airport sweepers, fire engines, loaders, excavators, and tractors.

“Surplus Items” Assets that are obsolete, no longer needed, or no longer usable, as determined by the respective Director and could include items such as vehicles, machinery, equipment, electronics, furniture, tools, equipment parts, materials and goods, but excluding buildings and land.

“Warrant” means a written instruction to seize goods of the person named in the warrant such as a clean-up order and any items seized that may have monetary value.

ADMINISTRATIVE RESPONSIBILITY

County employees are responsible for ensuring disposal of surplus items is carried out in accordance with this policy.

A disclaimer shall be included on all advertisements of surplus items outlining the conditions of sale.



The respective Director having responsibility over the surplus assets is responsible for ensuring compliance with this policy.

The estimated value shall be independently verified by the Lead Mechanic, or Manager of Finance, and/or Manager of Capital Assets.

The Director of Corporate Services will inform Council in December of each year of a full list of all items disposed of.

The Director of Corporate Services will ensure any electronic equipment is wiped clean of any data.

The Director responsible will inform Corporate Services upon disposal of an asset to update financial and asset management systems.

GUIDELINES

Offered for sale to the general public in one of the following manners, as determined by the Director responsible:

- Public auction that is held and advertised by an auctioneering company.
- Public Sale:
 - o advertised a minimum of two (2) weeks prior to the sale;
 - o has a minimum bid price to be determined prior to the sale;
 - o is determined by either closed submitted tenders or an auction held by County employees.
- Public Bid or Tender:
 - o advertised a minimum of two (2) weeks prior to the sale;
 - o has a minimum bid price to be determined prior to the sale;
 - o is determined through bids received in sealed envelopes and date stamped on receipt of tender.
- Public Posting on the internet:
 - o that is accessible by the general public;
 - o has a minimum or set bid price determined prior to public posting;
 - o is sold to the first bidder that meets the minimum sale price and sale conditions.

Any surplus item with an estimated resale value less than \$10,000 may be donated to a local not-for-profit organization at the discretion of the CAO.

Any surplus item with an estimated resale value less than \$10,000 may be used as part of a trade-in activity at the discretion of the CAO.

The Director responsible will have the discretion to make the reserve bid public information.

Sale of a Surplus Item to a County employee is permitted provided that the employee has participated in the public processes identified above.



If the minimum bid price is not received for a Surplus Item offered for sale to the general public, the item shall be disposed of at the direction of the Director responsible as follows:

- sold to the highest bid received, or
- donated to a local not for profit organization, or
- disposed of in a waste disposal system or recycling system.

Funds received for surplus items will be added to programs or reserves from the area they originated from.

ORIGINAL SIGNED

CAO Signature

END OF DOCUMENT