



County of Peterborough Policy Manual

Department:	Finance
Policy No.:	FI-04
Subject:	Disposal of Surplus and Obsolete Goods
Approved by Leadership Team:	February 04, 2021
Originally Approved by Council:	March 27, 1999
Revised by Council:	March 3, 2021
Approved by:	Resolution No. 2021-116

Purpose:

To provide a uniform procedure for the disposal of Surplus and Obsolete Goods by all County Departments.

Scope:

County owned assets require replacement to continue providing efficient services. This policy shall apply to all County of Peterborough departments and Council. This policy shall apply to all County owned assets. This policy does not apply to the sale of real property (by-law #26-1995), or to the De-accession Policy from Lang Pioneer Village Museum (Policy No. LPV-15).

Definitions:

“Goods” means County owned asset.

“Obsolete” means no longer used or out of date.

“Surplus” means the amount that remains when use or need is satisfied.

Policy:

The disposal of Surplus and Obsolete Goods shall be evaluated on a case-by- case basis. The Department Director in conjunction with the Director of Finance, have the authority to sell, exchange, or otherwise dispose of Goods declared as Surplus or obsolete to the needs of the County, where it is cost effective and in the best interest of the County to do so.

If an asset’s estimated value exceeds \$100,000 council approval must be obtained before disposal.

If Peterborough County City Paramedic Services (PCCP) assets are surplus and are being transferred to another County department, the transfer will take place at remaining unamortized value. The PCCP department will be credited for the unamortized value

from the receiving departmental budget. This recognizes that the Province of Ontario and the City of Peterborough are shared partners for the provision of PCCP services.

If a good is sold through a formal competitive process, the approval limits for the sale shall be in accordance with the Approval Authority as set out in the County's Purchasing Policy (FI-30).

The direct sale or offer of such goods by the County to employees, Municipal Councillors, or their family members, is prohibited.

Means of Disposal of Surplus and Obsolete Goods:

Surplus and obsolete goods may:

1. Be offered to other departments, Townships of the County, or Public Bodies;
2. Be sold by external advertisements, formal request, auction or public sale (where it is deemed appropriate, a reserve price may be established);
3. Be sold or traded to the original Supplier or others in that line of business where it is determined that a higher net return will be obtained than by following other procedures;
4. Be donated to a registered charity;
5. Be recycled; or
6. Be scrapped, if all efforts to dispose of goods are unsuccessful.

Procedure:

1. The Department Head will inventory any Goods determined to be Surplus or Obsolete to a Department's needs and obtain approval from the Director of Finance & CAO class the Goods as Surplus or Obsolete.
2. The Department Head will supply a complete description and images of the goods to other Departments within Peterborough County.
3. If another department can repurpose the Goods, the Goods will be transferred to them and any charges for the purchase or transfer of the Goods will be determined by the Finance Department.
4. If the County can't repurpose the Goods internally, the Department Head will supply the description and images of the Goods, with an estimated current value, to the Purchasing Division.
5. The Purchasing Division will give five (5) business days' notification of the surplus or obsolete Goods(s) to all townships of Peterborough County.
6. If the Townships can't repurpose the Goods, the Purchasing Division with the department head will determine the most appropriate means of disposal of the Goods.
7. Any proceeds from the sale or disposal of the Goods will be credited to the originating Department or such other account a directed by Council.

8. Any requests for donation of County surplus assets shall be made in writing to County Council who shall pass a resolution advising the CAO and Purchasing Clerk to donate any specific asset. The finance department shall advise the Purchasing Clerk as to the approval value for disposal of an item.

Review Cycle:

This policy will be reviewed every five years.