Town of Sussex

POLICY

Subject		Number
DISPOSAL OF ASSETS		**C-4**
Date	Approved by	
JUNE 24, 2008	COUNCIL ☒ **X** OTHER(S) ☐ Date **MARCH 15, 1993**	
Signature	Date of revision	
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1. Department Heads are to review the assets designated to their departments in the months of February and August of each year to determine whether there are any unproductive or obsolete assets under their departments control that should be transferred to another department for their use or disposed of.

2. Any request for the disposal of assets should be made by the Department Head to their Committee noting the date of the acquisition, use, description and serial numbers of the assets as well as the reason for disposal. A copy of this report is to be forwarded to the Town Clerk/Treasurer so that the asset can be identified in the capital assets of the Town.

3. The Committee shall make a recommendation to Council for the disposal of the assets.

4. Upon Council approval, the assets shall be disposed of by public auction or public surplus equipment tenders. The method of disposal shall be recommended at the time of the disposal request by the Department Head.

5. The Department Head will be responsible for ensuring that all registered assets such as motor vehicles are changed from being registered in the name of the Town of Sussex to being registered in the name of the new owner and all markings identifying the Town of Sussex or the Town crest are removed from the asset before disposal.

6. When assets are disposed of by a public surplus equipment tender, the Department Head will make a report to the Committee identifying the assets, the names of the tenderees and the amount tendered. The Committee shall recommend to Council the acceptance or rejection of the tenders.

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7. When assets are disposed of by public auction, the Department Head will provide to the Town Clerk/Treasurer a report identifying the assets disposed of and the amount of the proceeds for each asset.