

*Salt Spring Island Fire Protection District*

**POLICY MANUAL**

Section	Finance
Policy Number	AF-3101-01
Policy Title	Disposal of Surplus Assets

**POLICY OBJECTIVE**

The Salt Spring Island Fire Protection District is committed to the proper management of surplus or deficient physical assets that might otherwise reduce efficient, effective and safe service delivery. Procedures will be in place that ensure that assets purchased with public funds are disposed of at the end of their useful life in a timely, efficient, cost-effective and environmentally friendly manner in a framework that ensures honesty, fairness and transparency.

Physical assets that have residual value shall be disposed of in a way that maximizes the financial return to the *District*.

In exceptional circumstances, surplus assets may be transferred gratuitously to a not-for-profit organization or public agency or sold at less than fair market value when, in the opinion of the *Fire Chief*, such actions serve the public interest better than sale on the open market provided that, in all instances, where the estimated realizable value is above \$200, the approval of the *Board of Trustees* is obtained.

**DEFINITIONS**

“*Administrator*” means the officer position as established in the District’s “*Officer Positions Establishment Bylaw No.85*”;

“*Board of Trustees*” means the Board of Trustees of the Salt Spring Island Fire Protection District;

“*District*” means the Salt Spring Island Fire Protection District;

“*employee*” for purposes of this policy will be understood to include career members, exempt employees, paid-on-call members, trustees and volunteers acting on behalf of the District;

Disposal of Assets APPROVED

“*Fire Chief*” means the person appointed by the Salt Spring Island Fire Protection District, to be in charge of the Salt Spring Island Fire Rescue, its equipment and the firefighting personnel of the Salt Spring Island Fire Protection District, or their designate;

“*medium with information capacity*” means material on which data are or may be recorded such as paper, punch cards, magnetic tape, hard drives, thumb drive, hand-held devices, magnetic disks, optical disks etc.

## **STATEMENT OF POLICY**

### Disposal of Land or Improvements

Land and improvements surplus to *District* needs will be disposed of in accordance with section 26 of the *Community Charter*.

### Sale of Surplus Items

Surplus items that are no longer useful within the *District* but are in saleable condition shall be listed and put out to bid or public auction. The *Fire Chief* shall manage the sale of such items.

Occasionally, offers may be received on individual items awaiting disposal. Where these items have a realizable sale value of under \$200, the offer may be considered and decided by the *Fire Chief* in consultation with the *Administrator*. For items with a value above \$200, the sale shall be by competitive bid or auction.

Any sale of a surplus item to an *employee* of the *District* shall be governed by the procedures described in this section.

Proceeds from the sale of surplus assets shall be applied against the costs of conducting the sale. Additional revenue shall be credited towards general *District* revenues.

The disposal of a *medium with information capacity* must be done in a manner to protect the privacy and security of the stored information.

### Unsaleable Surplus Items

All items that are beyond a reasonable economic repair or which have no value at sale shall be disposed of as scrap. The *Fire Chief* shall arrange disposal after exploring all recycling options and using the most environmentally sensitive means available.

Surplus assets which are classified as electronic waste, will be recycled in a manner that ensures that toxic products are not sent to landfill.

**BOARD OF TRUSTEES’ DISCRETION**

The provisions set out in this policy are subject to revision from time to time at the discretion of the *Board of Trustees*.

**CROSS REFERENCES**

*Community Charter* [SBC 2003] Chapter 26

Salt Spring Island Fire Protection District *Officer Positions Establishment Bylaw No.85*

**APPROVALS**

Approval date:	2016-09-19	Approved by:	Board of Trustees
1. Amendment date:		Approved by:	
2. Amendment date:		Approved by:	
3. Amendment date:		Approved by:	