



**CAPITAL REGION NORTHEAST WATER SERVICES COMMISSION
COMMISSION ASSETS
SALE, TRANSFER, LEASE, LOAN OR DISPOSAL**

Policy: To ensure that the Commission property is used for the intent for which purchase funds were provided, the Commission prohibits the sale, transfer, lease, or loan of any non-surplus asset. Exceptions may be permitted, and any such requests must be made in writing to the Commission Manager.

Commission surplus assets are to be disposed of in a timely, efficient manner, to realize the optimum return on each asset.

Definition: Surplus Asset: means all Commission owned assets that are no longer required, but in still useable condition.

Procedures:

1. By March 1st, of each year, the On-Line Operators will prepare a list of any surplus assets, any exist.
2. If it is confirmed that a surplus asset is not needed, the Commission Manager shall present a list of surplus items to Board at the Spring Board Meeting.
 - a. The Member Municipalities will then be given an opportunity to purchase such item at current market value which is to be determined by the Commission Manager.
 - b. If no Member Municipality makes a request to purchase the surplus asset, then the Thorhild Water Services Commission and the Vegreville Water Services Commission will then be given an opportunity to purchase any surplus item at current market value which is to be determined by the Commission Manager.
 - c. If no such requests are made to purchase the surplus asset the surplus asset shall then be disposed of.
3. By June 30th, of each year, the Commission Manager shall ensure the disposal of all listed surplus assets by one, or a combination of the following means:
 - a. Public Tender
 - b. Advertised for Public Sale
 - c. Public Auction
 - d. Disposal as Waste.

Date Approved: April 23, 2007

Resolution #2007.04.23.18