



Department <b>ADMINISTRATION</b>	Policy No. <b>AD(2)</b>	Page <b>1 of 1</b>
Policy Title <b>CAPITAL DETERMINATION, PURCHASING AND DISPOSITION POLICY</b>		

Council Resolution No. <b>C/220/07</b>	Date: <b>April 12, 2007</b>	Cross Reference <b>C/711/02</b>	Effective <b>April 12, 2007</b>
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**CAPITAL DETERMINATION:**

Equipment, furniture and other fixed assets will be considered capital if they have a value exceeding Five Thousand Dollars (\$5,000). Notwithstanding the above, personal computers, printers and other peripheral equipment will only be considered capital if their value exceeds Five Thousand Dollars (\$5,000). Capital items will be listed in the Schedule of Fixed Assets.

Council will approve the purchase of capital items by specific resolution or through the budgetary process.

**CAPITAL PURCHASING AND DISPOSITION:**

1. For public works equipment, administration will prepare and maintain a long-range capital equipment budget projection. This long-range projection will normally provide for a fifteen (15) year plan and will be reviewed and updated annually to reflect estimated current conditions. At the October Council meeting, administration will provide recommendation to Council for the next year's capital equipment requirements. The recommendation to Council will include:
  - (a) list of equipment to be replaced and/or added
  - (b) potential tender list and/or make and model of new equipment
  - (c) estimated net County cost
  - (d) update on the capital equipment reserve as established pursuant to Policy D(18)
  - (e) disposal method of any surplus or old equipment
2. Administration is authorized to purchase and dispose of capital items with a value under Fifty Thousand Dollars (\$50,000).
3. Unless otherwise authorized, all capital item purchases with a value greater than Fifty Thousand Dollars (50,000) require Council approval.
4. Tenders for new or replacement capital items, and sale advertisements for surplus or old equipment, will normally be submitted within the first two weeks of November. Tenders will normally be received on the first Thursday in December for public opening. All tenders will be reviewed for specification compliance and comparison, warranty, parts availability, etc. A summary of all tenders received along with recommendation for action will be submitted to the regular December Council meeting.