

P O L I C Y



Department Administration	Policy No. AD(2)	Page 1 of 1
Policy Title CAPITAL PURCHASING AND DISPOSITION	Date: October 13, 2011	Resolution No. C/627/11

Capital Determination:

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

Capital Purchasing and Disposition:

1. For 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. As part of the budgetary process the County Commissioner or designate 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 AD(29)
 - (e) disposal method of any surplus or old equipment
2. The County Commissioner or designate is authorized to purchase and dispose of capital items with a value under One Hundred Thousand Dollars (\$100,000).
3. Unless otherwise authorized, all capital item purchases with a value greater than One Hundred Thousand Dollars (\$100,000) require Council approval.

Approved: December 12, 2002
Revised: April 12, 2007