

STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG



Report to:	Mayor and Council Members	Priority:	<input type="checkbox"/> High <input type="checkbox"/> Low
Submitted by:	Brian Geerts; Director, Community Services bgeerts@cobourg.ca	Meeting Type:	Open Session <input checked="" type="checkbox"/> Closed Session <input type="checkbox"/>
Meeting Date:	September 5, 2023		
Report No.:	Community Services-204-23		
Submit comments to Council			

Subject/Title: Disposal of Surplus Equipment

RECOMMENDATION:

THAT Council approve the disposal of the listed surplus equipment and the associated revenue as listed per policy FIN-ADM4.

1. STRATEGIC PLAN

N/A

2. PUBLIC ENGAGEMENT

This report was posted publicly as part of the agenda publication process.

3. PURPOSE

This report provides an update on the disposal of surplus and/or obsolete equipment or materials per policy FIN-ADM4.

4. ORIGIN AND LEGISLATION

This report provides an update on the disposal of surplus and/or obsolete equipment or materials per policy FIN-ADM4.

5. BACKGROUND

As part of the Town's asset management practices, four situations exist where the corporation may dispose of equipment/materials:

1. Equipment made surplus due to reconstruction.
2. **Equipment/vehicles made obsolete and surplus due to process change or a line of work cessation.**
3. Equipment/vehicles falling under equipment replacement By-law.
4. **Minor equipment, office furniture, parts, or other equipment or materials at an estimated resale value of less than \$2000.00.**

6. ANALYSIS

To optimize the use of current assets and minimize overhead costs, Community Services disposes of surplus equipment occasionally.

The equipment in this report falls under scenarios 2 and 4 as per the background section:

2: Equipment/vehicles made obsolete and surplus due to process change or cessation of a line of work:

- Zamboni Serial No. 9226



- Rink board system and rink glass – custom installation in Memorial Arena (as pictured in the background of the photo above)

- Ice Cart Serial No. BBE514B35AN011665



4: Minor equipment, office furniture, parts, or other equipment or materials at an estimated resale value of less than \$2000.00.

- Dishwasher Serial No. 231178077



- Display Fridge Serial No. 7132098



- Two (2) Small toy vending machines



- Misc surplus CCC lighting (example below)



- Any other minor equipment not identified at the publication date of this report may be added to the list of surplus equipment by the Manager of Facilities, following the practices and process outlined in Policy FIN-ADM4.

7. FINANCIAL IMPLICATIONS/BUDGET IMPACTS

Funds received through the sale of surplus equipment shall be processed per the policy FIN-ADM4.

An equipment breakdown of ice edger #0240 in May of 2023 led to the evaluation of the repair or replacement costs of the equipment. Replacement costs are similar to repair (\$6,000); staff recommend replacement of this piece of equipment offset by the revenue from surplus ice maintenance equipment above (Analysis section 2). The final decision on replacing ice edger #0240 will be determined based on actual revenues received through auction. Any surplus revenue from equipment will transfer to the equipment reserve.

If successful, rink boards & glass sales revenue shall be reinvested in the Memorial Arena's maintenance and operation.

8. CONCLUSION

Disposal of surplus equipment optimizes the use of current equipment, minimizes overhead costs, and forms part of the Town's asset management practices.

Report Approval Details

Document Title:	Surplus Equipment 2023 - Community Services-204-23.docx
Attachments:	
Final Approval Date:	Aug 25, 2023

This report and all of its attachments were approved and signed as outlined below:

Tracey Vaughan, Chief Administrative Officer - Aug 25, 2023 - 12:49 PM