



PURPOSE

On an annual basis, all Departments shall identify goods and equipment which become surplus to their needs. Lists of such surplus goods shall be submitted to the Treasurer.

The Treasurer shall have authority to sell, exchange or otherwise dispose of all goods declared to be surplus to the Town’s needs where it is cost effective and in the Town’s best interests to do so:

- a) By arranging for the materials or equipment to be transferred to another department of the Corporation which can utilize them, or;
- b) Disposed of:
 - a. By public sale, or;
 - b. By a call for competitive bids, or;
 - c. By way of trade-in at a fair value in connection with the acquisition of other materials or equipment, or;
 - d. By transfer to not for profit organization, or;
 - e. Waste disposal, or;
 - f. As the Council may otherwise direct.
- Value will be determined by the Treasurer in consultation with the Director of the department
- Items deemed to be for public sale by competitive bids will be advertised on the Municipal Webpage
- Items will be advertised for a minimum of 30 days, with the Treasurer having authority to extend if determined necessary
- All items sold will be sold as is and where is with the Purchaser responsible for any fees associated with the purchase.

Approval Date:	February 5, 2018	Approved by:	Council
1.Amendment Date:	April 6, 2021	Approved by:	Res. 21-100
2.Amendment Date:		Approved by:	
3.Amendment Date:		Approved by:	