



Administrative Policy # 2015-03

Disposal of Surplus Property Policy

1. Purpose:

To permit the Chief Administrative Officer to sell assets subject to restrictions indicated in the Municipal Government Act Section 31(2) (d) (ii).

2. Definitions:

“Personal Property”: Any Asset or item of supply excluding municipal buildings and real estate.

3. Policy Statement:

1.0 The Chief Administrative Officer may sell personal property; up to \$2,000 in value for any one item, or up to \$10,000 for any vehicle or item of heavy equipment; belonging to the Town that in their opinion is obsolete, unsuitable for use, surplus to town Requirements or no longer needed by the town and may delegate this authority to employees of the town.

2.0 The Chief Administrative Officer shall keep appropriate records of all items sold and method of sale used.

4. Other:

- **This Policy Repeals the Surplus Materials Administrative Policy # 1999-05**
- **This policy will be reviewed from time to time and can be changed because of experience or new knowledge but shall be reviewed no later than five (5) year from the date of adoption.**

Clerk's Annotation for Official Policy Book

Date of Notice: November 16, 2015

Date of adoption: December 7, 2015

Policy effective date: December 1, 2015

I certify that this **Disposal of Surplus Property Policy # 2015-03** was adopted by Council as indicated above.

Elwin J. Ossinger

Clerk

December 7, 2015

Date

Clerk's Annotation for Official Policy Book

Reviewed

Date of review: December 20, 2022

I certify that this Disposal of Surplus Property Policy was reviewed by the Senior Management Team as indicated above.

Elwin J. Ossinger

Clerk

December 21, 2022

Date