THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE

POLICY MANUAL

POLICY TITLE:	SUBJECT:
Surplus & Obsolete Goods (Disposal of)	Dispose of Surplus Property
POLICY SECTION:	POLICY NO:
S	1
EFFECTIVE DATE:	ENACTED BY:
March 5, 2014	Resolution

I. PURPPOSE

To define and describe the steps to be taken by staff to dispose of surplus property except real estate.

II. GENERAL

1. Subject to paragraph B, any equipment or materials belonging to the Township of the North Shore and declared surplus by Council be disposed of only by means of quotation, tender or auction or by some other means as determined by Council, provided that any useable equipment or material has first been offered to other user departments.

2. If it is determined that a higher return, net of disposal costs, can be achieved by sale of obsolete or surplus equipment to the original vendor or vendors in that line of business, staff shall sell such goods at the highest return after first obtaining the approval of Council.

3. Where it is deemed appropriate, a reserve price may be established by Council.

4. The disposal of all surplus property belonging to the Township shall only be made through the Treasurer’s office.

5. It shall be the responsibility of each department to make known in writing to the Treasurer any surplus or obsolete equipment for disposal.

6. Goods may be sold by media advertising.

7. Once inspected, goods considered by staff as unsuitable as salvageable goods or bona fide scrap for recycling or reuse because of conditions shall be disposed of at the landfill site.

III PROCEDURE

Municipal property obtained by demolition or other similar nature and deemed inappropriate for public purchase, shall be delivered to the municipal landfill site for recycling purposes, or disposal as determined by Council.

A. Disposal of Surplus Property By Quotation with a Reserved Bid

Where the anticipated revenue is $500 or less, the disposal shall be made through an annual yard sale organized by the Treasurer's office.

(For situations where the anticipated revenue is more than $500 but less than $1,000)

The disposal of surplus property by quotation shall be through the Treasurer's office and will generally follow the regular quotation procedures for the purchase of goods and services. The award shall be made to the highest acceptable bidder based on a reserved bid.

B. Disposal of Surplus Property by Tender

(For situations where the anticipated revenue is in excess of $1,000)

The disposal of surplus property by public tender (once approved by the Treasurer) shall be through the Treasurer's office and generally follow the regular tendering procedures for the purchase of goods and services. The bid may or may not be accepted by Council.

C. Final Step If Above Disposals Are not Successful

Council, with recommendations from staff, will determine any final disposition.