
Procedure Title: Disposal of Surplus Goods and Equipment Policy

Policy: 1200-06

Adopted:

Amended:



POLICY: The Village of Mannville retains surplus goods and equipment and this policy provides guidelines for its disposal.

DEFINITIONS: Surplus Goods are defined as goods or equipment that are in excess of what is needed.

1.0 GUIDELINES

- 1.1 Disposal of surplus goods and equipment valued under \$10,000 shall be approved by the Chief Administrative Officer, or his/her designate to ensure that the goods or equipment is surplus, and that the disposal process is fair and equitable, but also appropriate to the value of the goods or equipment.
- 1.2 The Chief Administrative Officer may approve the sale of surplus goods and equipment to a Village employee, non-profit organization, business or member of the public but not to the Chief Administrative Officer or a family member of the Chief Administrative Officer.
- 1.3 Disposal of surplus goods and equipment valued at over \$10,000, but less than \$75,000, shall be by a public process which may include sealed bids, public tender, purchase trade-in, or public auction as determined by the Chief Administrative Officer.
- 1.4 Disposal of surplus goods and equipment valued over \$75,000 shall require Council approval for both the sale and method of disposal.
- 1.5 This policy is not applicable to the sale of municipally owned or tax forfeiture-acquired lands.

END OF PROCEDURE