

Policy: Disposal of Surplus Materials

Date Originally Approved: October 28, 1999

Motion: “That on recommendation of the Council Committee, Council adopt the Disposal of Surplus Materials Policy as presented, a copy of which is on file in the Clerk’s Office.”

Motion carried

This Policy is current as of: October 28, 1999

MUNICIPALITY OF THE COUNTY OF COLCHESTER

POLICY STATEMENT ON THE DISPOSAL OF SURPLUS MATERIAL

Purpose: To ensure that the disposal of surplus items is done in the fairest and most economical way.

Definition: Surplus material refers to the following items: office equipment, office furniture, computer equipment, trucks, vehicles, heavy equipment, tools, kitchen appliances, building materials.

Policy:

1. The decision to dispose of, or keep an item(s) will be based in terms of future use, economic benefit in disposal, and storage space available.
2. The following disposal methods will be considered:
 - a) Trade-in: Where economic benefit can be obtained through the trade in of an existing item against the acquisition of a new item, this will be first consideration for disposal.
 - b) Tender: Where an item or number of similar items with a cash value in excess of \$5,000 can be realized, the item(s) will be advertised for sale. One employee will be the designated person to sponsor the tender through to disposal of the item(s).
 - c) General sale: When the County is holding an event, disposal of items with a cash value of less than \$5,000 will be considered to be held in conjunction with the other event.
 - d) Donation: Where an item(s) may have value to non-profit agencies, consideration will be given to “donate” item(s) on a request basis.
 - e) Landfill: Where items are not usable, broken and not repairable, and take up useable storage space, last consideration will be given to authorizing removal of the items for disposal at the Balefill Facility.
3. The method of disposal will be based on the above guidelines. CAO approval is required.