

**TOWNSHIP OF WHITEWATER REGION
BY-LAW NO. 08-08-352**

DISPOSAL OF ASSET PROCEDURES BY-LAW

WHEREAS The Corporation of the Township of Whitewater Region deems it expedient to establish comprehensive purchasing policies and disposal procedures which shall be maintained by the Chief Administrative Officer and Treasurer, and which policies and procedures shall be subject to approval and periodic review by Council;

AND WHEREAS said asset disposal procedures shall be subjected to periodic review by the Chief Administrative Officer or his/her designate and updated as required;

AND WHEREAS any change in the threshold values contained in the purchasing policies and procedures shall be approved by resolution of the Council;

NOW THEREFORE BE IT RESOLVED that the Council for the Corporation of the Township of Whitewater Region enacts as follows:

1. **Assets Valued at Up to \$1,000:** For the disposal of surplus items with an estimated value of up to \$1000, the CAO shall declare the item surplus, administer the process as outlined below:

(a) Gift to Local Boards/Non-for-Profit Agencies

The CAO, in consultation with Council, may offer the surplus items to local board/not-for-profit organizations. The CAO shall ensure that any transaction is appropriately documented.

(b) Silent Auction

Should the article(s) not be deemed to be suitable for fund raising purposes, the CAO may hold silent auction for staff of the Municipality. All Municipal Staff shall be eligible. Articles shall be advertised through the email system and posting in appropriate locations within the work place for a period of not less than two weeks. Bids should be submitted to the CAO responsible for the sale in a sealed envelope clearly marked as to its contents. The CAO shall open all bids received and Award the item to the highest Bidder.

(c) Disposal

Any article not suitable for Disposal by any of the above means and/or for which there are no bids received shall be cannibalized for any usable parts. The unusable components shall be disposed of in an acceptable fashion.

2. **Assets Valued Greater than \$1,000:** When Assets are valued at greater than one thousand (\$1000) dollars, the CAO shall secure a resolution from Council confirming that the item(s) in question are surplus to the Municipalities needs.

(a) Disposal Procedure

Used Equipment no longer required by the Township shall be disposed of in the following manner:

(i) Notification may be given to each municipality within the County, including the separated City of Pembroke, advising them of the details of the item available for disposal.

(ii) Municipalities so notified will have a thirty (30) day period, from the date of notification, to indicate, in writing, to the Township their willingness to

purchase the equipment from the Township for a closed tendered sum.

- (iii) The Township will sell to municipalities willing to purchase the used equipment, based on the highest bid.
- (iv) Should the equipment remain unsold after their offering to municipalities, the Township may offer the equipment for sale to local board and non-profit agencies located within Township, who previously expressed an interest to purchase the equipment for their own purpose should they become available.
- (v) Non-profit agencies notified of the availability of the used equipment for sale by the Township will have thirty (30) days from the date of notification to indicate, in writing, their willingness to purchase.
- (vi) In the event that used equipment still remains unsold, the Township will dispose of the equipment in accordance with subsection (b).

(b) Disposal Procedure for Other Surplus Assets

All other surplus assets except as provided for above, approved for Disposal shall be Disposed of by a tendered process. The tendering procedure as outlined in the purchasing policy, shall be followed. Should this process be unsuccessful, Disposal shall be in accordance with the process outlined in Section 1(c)

This By-Law shall be deemed to take effect upon its passing.

Read a First, Second and Finally passed on a third reading this 13th day of August, 2008



Mayor



CAO/Clerk