Town of Whitby Procedure

Procedure Title:	Appendix N – Disposal of Surplus Assets Procedure
Procedure Number:	F-080-003
Reference:	Procurement Policy F 080
Date Approved:	September 29, 2023
Date Revised:	N/A
Approval:	Chief Administrative Officer Procurement
Point of Contact:	Services Division

Purpose

The purpose of this Procedure is to describe how to dispose of surplus assets for The Corporation of the Town of Whitby (the "**Town**").

Scope

This procedure applies to all Departments in the Town.

Overview

The Department shall notify Procurement Services when Town assets become obsolete or surplus to their requirements and require disposal.

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1. Definitions

1.1. **Reserve Fund** means funds that are set aside for specific purposes.

1.2. **Sealed Offer** means bids are not opened until the stated date and time.

2. Procedure

2.1. The Procurement Division is authorized to dispose of items including obsolete assets or equipment if no longer useful for municipal purposes and declared surplus, or scrap, and may dispose of the material by:

2.1.1. Repurposing for Corporate need subject to Asset Management;

2.1.2. Online auction;

2.1.3. General advertising to secure Sealed Offers;

2.1.4. Direct contact with appropriate dealers to submit offers to purchase;

2.1.5. Public auction, or;

2.1.6. Other methods as deemed appropriate.

2.2. The Department shall photograph and provide a detailed conditions description of any, and all, items to be disposed, as well as provide an estimated value, or any reserve amount (minimum sale value) required for auction.

2.3. The Procurement Officer, in consultation with the appropriate Department Head or designate, shall determine the appropriate manner of disposal of a particular item and Procurement Services will coordinate such disposal or provide instructions to do so. Procurement Services may engage with subject matter experts for advice if required.

2.4. The revenue from the sale of used goods and equipment shall be credited to a Reserve Fund or as otherwise directed by the Treasurer.

Matthew L. Gaskell

Matthew Gaskell, Chief Administrative Officer, x2211

Nov 23, 2023

Date