



Town of Digby

Administrative Policy # 2015-03

Disposal of Surplus Property Policy

1. Purpose:

To permit the Chief Administrative Officer to sell assets subject to restrictions indicated in the Municipal Government Act Section 31(2) (d) (ii).

2. Definitions:

“Personal Property”: Any Asset or item of supply excluding municipal buildings and real estate.

3. Policy Statement:

1.0 The Chief Administrative Officer may sell personal property; up to \$2,000 in value for any one item, or up to \$10,000 for any vehicle or item of heavy equipment; belonging to the Town that in his or her opinion is obsolete, unsuitable for use, surplus to town Requirements or no longer needed by the town and may delegate this authority to employees of the town.

2.0 The Chief Administrative Officer shall keep appropriate records of all items sold and method of sale used.

4. Other:

This Policy Repeals the Surplus Materials Administrative Policy # 1999-05

Clerk's Annotation for Official Policy Book

Date of Notice: November 16, 2015

Date of adoption: December 7, 2015

Policy effective date: December 1, 2015

I certify that this **Disposal of Surplus Property Policy # 2015-03** was adopted by Council as indicated above.



Clerk

December 7, 2015

Date