

POLICY NO:	AD 009
POLICY TITLE:	DISPOSAL OF COUNTY SURPLUS MATERIALS/ITEMS
DEPARTMENT:	ADMINISTRATION
APPROVAL DATE:	05-03-03 (March 2003)
REVISION DATE:	29-04-03; 91-06-15 (June 23, 2015)
REVIEW DATE:	

Policy:

The County of Vermilion River No. 24 wishes to use a fair and open process to dispose of surplus materials / items at fair market value by advising the public of their availability. Disposal of materials / items is to be done regularly in order to keep offices and yards as organized and uncluttered as possible.

Procedure:

1. On a first come basis, County residents will be able to purchase available used culverts at half the price of the original purchase price. Payment is to be made at the County administration office before pick-up. GST will be excluded on all purchases.
2. On a first come basis, unsalvageable pieces of polyethylene pipe may be disclosed to County residents and / or County natural gas consumers at no charge. Consent for disclosure must be obtained from the natural gas utility management. These materials may not be used in any way for the transportation of natural gas.
3. Twice a year (May and October) department managers are to bring to Council a list of materials and items no longer needed by the County. Surplus items that result from projects for the year and may still have value are also to be brought to council for their direction. Council may declare these items as surplus, will authorize the sale or trade-in and establish a reserve bid if deemed necessary.
 - a. Surplus items valued at \$1000 or over may be sold to the public at public auction or tender
 - b. Surplus items valued less than \$1000 may be sold to the public by advertisement via the County website or Kijiji
4. Staff may purchase any item offered for sale through a public process if they make the highest bid
5. Council must approve the highest, or any tender, prior to the item being released if no reserve bid has been established. If the offer is higher than the reserve bid, Council will be informed of the resultant sale

6. Computers will be cleaned of all software and County information before being sold or traded in (copyright protection laws) – if the items is not sold it may be stripped of any useable parts for use by the County
7. Salvage material (at the site of a project): if the cost of labour / equipment to remove the material is more than its value then the material can be left for the property owner / resident to salvage, only if the owner / resident is in agreement.

Departments may take material / items to an appropriate waste transfer site or they can be given away **if** left unsold after they have attempted to dispose of them.