The Corporation of the Town of South Bruce Peninsula

By-Law Number 83-2013

Being a By-Law to Amend By-Law Number 44-2009
Being a By-Law to Adopt the Manual Governing the
Policies and Procedures for the Corporation of the
Town of South Bruce Peninsula (Remove Disposal of
Surplus Equipment Policy)

Whereas Section 8 of the Municipal Act, 2001, c.25, as amended, provides that the
powers of a municipality shall be interpreted broadly so as to confer broad authority on
the municipality to enable the municipality to govern its affairs as it considers
appropriate and to enhance the municipality’s ability to respond to municipal issues;

And whereas Section 11 of the Municipal Act, 2001, c.25, as amended authorizes
municipalities to pass by-laws regarding the accountability and transparency of the
municipality and its operations;

And whereas Section 270 (1) 3 of the Municipal Act, 2001, c.25 as amended, states
that a municipality shall adopt and maintain policies with respect to its procurement of
goods and services;

And whereas Section 270 (1) 5 of the Municipal Act, 2001, c.25, as amended
authorizes the municipality to adopt and maintain policies with respect to the manner in
which the municipality will try to ensure that it is accountable to the public for its actions,
and the manner in which the municipality will try to ensure that its actions are
transparent to the public;

And whereas on June 18, 2013, Council adopted a by-law which approved a
Purchasing Policy wherein there exists a clause with respect to the disposal of surplus
equipment;

And whereas the Council of the Corporation of the Town of South Bruce Peninsula
adopted a Municipal Policy Manual and desires to amend said by-law by removing the
policy regarding Disposal of Surplus Equipment.

Now therefore the Council of the Corporation of the Town of South Bruce
Peninsula enact as follows:

1. That policy D.8.1 Disposal of Surplus Equipment as attached hereto shall be
   removed from the Municipal Policy Manual

2. That all by-laws and policies inconsistent with this by-law are hereby repealed
   and replaced with this by-law.
3. That this by-law shall come into full force and effect upon the final passing thereof.

Read a first and second time this 20th day of August, 2013.

[Signature]
Mayor

[Signature]
Clerk

Read a third time and finally passed this 20th day of August, 2013.

[Signature]
Mayor

[Signature]
Clerk
DISPOSAL OF SURPLUS EQUIPMENT

PURPOSE:

To ensure that all surplus equipment of the Town is disposed of in a fair, equitable and open manner.

POLICY:

1. The appropriate Department Head will identify the equipment to be declared surplus.

2. Where possible, a trade-in allowance for the surplus equipment should be considered when purchasing replacement equipment.

3. Where possible a professional, i.e., computer company, office furniture supplier, etc., will be asked to establish the value of the surplus equipment.

4. If an item is deemed to be of little or no value, it will be taken to an appropriate disposal site.

5. If an item is deemed to be of some value, the following procedure will be followed:
   
   5.1 Public notices will be placed at the Municipal office and on the municipal website.
   5.2 The notices will include a list of equipment for sale and a process to accept sealed bids from members of the public, staff and Council members. Bids will be opened after a reasonable amount of time and the equipment sold to the highest bidder.
   5.3 If the public notice does not produce any bids, the equipment will be sent to public auction for sale or taken to an appropriate disposal site (if the equipment is deemed to be of no value).

6. The decision of the Department Head is final.