

THE CORPORATION OF THE  
MUNICIPALITY OF ARRAN-ELDERSLIE

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**BY-LAW NO. 23 - 2019**

BEING A BY-LAW TO AMEND THE MUNICIPAL CODE  
SCHEDULE A – GENERAL GOVERNMENT  
FINANCE: PROCUREMENT POLICY

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

WHEREAS the Municipality of Arran-Elderslie has adopted a policy in respect to its procurement of goods and services; and

WHEREAS Council of the Corporation of the Municipality of Arran-Elderslie hereby deem it expedient to amend the Municipal Code;

NOW THEREFORE The Corporation of the Municipality of Arran-Elderslie hereby enacts as follows:

1. THAT the Municipal Code – Schedule A General Government – Finance: Procurement Policy be amended by the deletion of Article 7 and replaced with the following:

Article 7

DISPOSAL OF SURPLUS GOODS

7.1 Purpose:

This policy identifies the approaches through which The Municipality of Arran-Elderslie disposes of its surplus assets, excluding land and building.

7.2 Coverage:

This policy shall apply to all departments, employees and committees of the Municipality of Arran-Elderslie.

7.3 Policy Statement:

This policy establishes the procedures regarding the disposal of surplus assets and is intended to ensure that the sales or transfers of surplus assets provide:

- Efficiency, equity and transparency in transactions;
- The best value to the taxpayer.

7.4 Definitions:

**Information Technology Assets:** computing devices, peripherals, software/hardware, servers, printers, copiers, facsimile equipment, mobile devices, and any other technological device capable of retaining data, including leased electronic equipment.

**Net Residual Value:** the historical cost of an asset less depreciation and anticipated disposal costs.

**Surplus Assets:** assets that are obsolete, no longer needed, or no longer usable, as determined by the relevant Department Head.

## 7.5 Contents:

### **General Disposal of Surplus Assets Policy Provisions**

Once, annually, in May the Treasurer shall request from all Department heads a list of surplus assets along with pictures for review.

The successful bidder shall be the bidder with the highest bid.

Where applicable, a minimum reserve may be applied to the surplus asset. The successful bidder with the highest bid above the minimum reserve amount shall be the successful bidder.

Where possible, a trade-in allowance for the surplus asset, such as, but not limited to heavy equipment, vehicles, etc. should be considered when purchasing replacement equipment outside of the process outlined in this policy.

For specialty items, such as but not limited to fire apparatus and equipment, a written report to Council for an alternate disposition of the surplus asset will be required, along with a description of the method used to dispose of the surplus asset to ensure alignment with the policy statement.

Where appropriate, a professional, i.e. computer company, office furniture supplier, etc., may be asked to establish the value of the surplus asset.

The completed list of items shall be presented to Council to be declared surplus.

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

Items remaining following the enactment of the disposal process outlined in this policy shall be cleared out at the Department Heads discretion.

### **Disposal of Surplus Asset Process**

If an item is deemed to be surplus, the following procedure will be followed:

- a) The completed list of items shall be presented in a report to Council with a recommendation that the list of items be declared surplus.
- b) Items will be offered for use in other Municipal departments (at cost).
- c) Remaining items will be offered for sale, using one or a combination of the methods outlined below:
  - i. Public notices will be placed in the quarterly newsletter and on the municipal web site.
    - The notices will include a list of equipment for sale
    - A process to accept sealed bids from members of the public, staff and Council.
    - Bids will be opened as of the specific date
    - The equipment sold to the highest bidder and shall be picked up within ten (10) business days.
  - ii. Posting items on GovDeals
  - i. If the public notice does not produce any bids, the equipment may be sent to public auction for sale or an alternative method used as authorized by the Clerk-Administrator.

## 7.6 Review Cycle:

This policy will be reviewed in each term of Council or as required

2. THAT this By-law shall come into force and take effect upon receiving the final passing thereof.

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READ a FIRST and SECOND time this 11<sup>th</sup> day of March, 2019.

READ a THIRD time and finally passed this \_\_\_\_ day of \_\_\_\_\_, 2019.

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Steve Hammell, *Mayor*

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Peggy Rouse, *Clerk*