

Title: Sale of Surplus Items

Policy No: 1507

Approval: Town Council

Effective Date: Dec 28, 2005

Supersedes Policy No: none



Policy Statement: The Town of Hardisty believes that it is necessary to establish the process to deal with the disposal of surplus items at a fair market.

- 1) The CAO will advise Council of any items no longer needed by the Town. Council may declare these items as surplus and will authorize the sale of such. Council will also establish a reserve bid if it deemed necessary.
- 2) Surplus items may be sold by the following methods:
 - a) Sale to the public through sealed tender process;
 - b) Sale through auction;
 - c) Sale by consignment.
- 3) Items declared as surplus by Council may be disposed of by other means such as trade in kind or donation if authorized by Council.
- 4) Staff may offer to purchase any item offered for sale.
- 5) The highest or any tender must be approved by Council prior to the item being released if no reserve bid has been established.