



POLICY

Disposal of Surplus Property	
Policy Number 120-009	Supersedes Policy Number Not Applicable
Effective Date 2000-05-15	Approval By Council (Motion No.) 17-05-00; 18-05-00; 19-05-00

1.0 Purpose

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

2.0 Scope

This Policy is applicable to the CAO in regards to the disposal of surplus property.

3.0 References

- 3.1 [Nova Scotia Municipal Government Act](#) (Section 31)

4.0 Definitions

- 4.1 **CAO** means the Chief Administrative Officer for the Town of Wolfville.
- 4.2 **Personal Property** means any asset or item of supply excluding municipal buildings and real-estate.

5.0 Policy

- 5.1 The Chief Administrative Officer may sell personal property; up to \$ 1000.00 in value for any one item, or up to \$ 10,000.00 for any vehicle or item of heavy equipment; belonging to the Town that, in his or her opinion, is obsolete, unsuitable for use, surplus to Town requirements, or no longer needed by the Town and may delegate this authority to employees of the Town.
- 5.2 The Chief Administrative Officer shall keep appropriate records of all items sold.

CAO

March 10, 2016

Date