

<i>The Town of Fort Frances</i>	SECTION OPERATIONS AND FACILITIES
<u>SELLING OR LOANING MATERIAL TO THE PRIVATE SECTOR</u>	REVISED March 1994
<u>POLICY</u>	
Resolution No.	Supercedes Resolution No.
Policy Number 4.13	PAGE 1 of 1

1. POLICY STATEMENT

To assist the private sector in emergency situations.

2. EFFECTIVE DATE

This policy comes into effect on March 19, 1994 and cancels and supercedes all previous Selling or Loaning of Material to the Private Sector policies.

3. GUIDELINES

- A. Approval must be given by the Division Manager or, in his / her absence a Superintendent prior to any material being sold or loaned to anyone. In all cases the Manager must be notified.
- B. The Town will not sell or loan material that is normally readily available in the area and the intent of this policy is to assist the private sector in an emergency situation only.
- C. If the article is to be sold it will be at the replacement cost plus 10% administration. It must be paid for at the time of pick up or through a signed purchase order.
- D. If the article is to be replaced a requisition sheet must be signed stating expected replacement date. The replacement must be in a reasonable time i.e. delivery time required.
- E. At no time will the selling or loaning of material be allowed if it will deplete the Town's stock to the point that it may create shortages.