



MUNICIPALITY OF THE DISTRICT OF CLARE

DISPOSAL OF SURPLUS ASSET POLICY

PURPOSE

1. To establish clear processes and to integrate environmental, economic and social considerations into decisions related to the redistribution, sale, donation and disposal of surplus assets.

DEFINITIONS

2. In this Policy:

- a. “CAO” means the Chief Administrative Officer of the Municipality;
- b. “Council” means the Council of the Municipality;
- c. “Department” means a department of the Municipality’s administration, designated as such by the CAO
- d. “Municipality” means the Municipality of the District of Clare
- e. “Surplus Asset” means personal property belonging to the Municipality that is obsolete, unsuitable for use, surplus to requirements of, or no longer needed for any current or foreseeable future need, but does not include land, buildings or other real property.

POLICY

3. All surplus assets of the Municipality valued at less than \$10,000 shall be disposed of at the discretion of the CAO. Surplus assets of the Municipality valued in excess of \$10,000 shall be disposed of at the discretion of Council. In both instances, asset disposal will proceed in compliance with per Section 31.2(d)(i) of the Municipal Government Act, using one of the following methods:

- a. By public invitation to tender on surplus assets. The Municipality reserves the right to reject any or all tenders. The lowest or any tender will not necessarily be accepted. The tender deemed the best value may be the tender accepted taking into account price and life cycle cost considerations, environmental and social considerations, delivery, servicing and the capacity of the supplier to meet other criteria as stated in the tender documents.
 - b. By public invitation to attend a sale at which members of the public can purchase surplus municipal assets at a price determined by the CAO and/or Council.
 - c. Where the surplus asset may be of value to a registered non-profit society, the CAO and/or Council may donate the asset to said society without competition or tender.
 - d. The CAO and/or Council may dispose of surplus assets using any other method they deem appropriate.
4. Municipal Council members and employees are not permitted to purchase surplus assets of the Municipality, nor are their spouses, partners, immediate family members, or companies.

DISPOSAL OF UNSELLABLE SURPLUS ASSETS

- 5. Surplus assets that cannot be sold or donated, or for which sales costs exceed the anticipated revenue, shall be considered as solid waste and disposed of by the Municipality in a cost-effective and environmentally responsible manner, and in accordance with applicable legislation.

Chief Administrative Officer's Annotation for Official Policy Book

Date of First Reading: September 7, 2022

Date of Passage of Policy: September 21, 2022

I certify that this Policy was adopted by Council as indicated above.



 Warden

Sept. 22, 2022

 Date



 Chief Administrative Officer

Sept. 22, 2022

 Date