



POLICY NO. 43

DISPOSAL OF INCIDENTAL ASSETS

1. All incidental assets no longer required for use by the Municipality shall be disposed of, at the discretion of the Chief Administrative Officer, as per Section 31.2(d)(i) of the Municipal Government Act, using one of the following methods:
 - a) By public invitation for individuals to tender on incidental assets with a potential value of over \$5,000.00. Notice of tender call shall be advertised in the local newspaper and posted on social media. The advertisement shall clearly specify that the highest or any tender shall not necessarily be accepted and tenders shall be in an envelope clearly marked "Tender".
 - b) By public invitation to attend a sale at which members of the public could purchase incidental assets at a predetermined price. CAO or designate may negotiate price with purchaser. Notice of sale shall be advertised in the local newspaper and posted on social media.
 - c) Where there may be a value of the asset to a registered society within the Municipality, the asset may be donated to said society.
 - d) The CAO may dispose of incidental assets using any other method he deems appropriate.
2. Municipal Council members and employees are not permitted to purchase incidental assets of the Municipality, nor are their spouses or companies.

Amended May 23, 2017

