



2 King St. E., P. O. Box 70, St.-Charles, ON P0M 2W0

DISPOSAL OF MUNICIPAL ASSETS INCLUDING ITEMS COLLECTED AT THE LANDFILL SITE POLICY

Policy Record

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| Policy No.: FIN-001 | Effective Date: September 21, 2022 |
| Replaces: N/A | Last Review Date: September 21, 2022 |
| Approval: Res. 2022-204 | Next Review Date: September 2026 |
| Reference: N/A | |

Intent

To standardize the procedures to dispose of municipal assets including items collected at the St.-Charles Landfill Site.

Policy

1. The Director of Operations (DOO), Chief Administrative Officer (CAO) or Treasurer may dispose of any materials collected at the landfill site or owned by the Municipality where a market rate can be determined.
 - Any item or collection of items with a value above \$5,000.00 - two (2) quotes / estimates must be received
 - Any item with an expected value between \$1,000.00 and \$4,999.00 – one (1) quote / estimate must be received (i.e., price of steel per lb.)
 - Any item with anticipated value under \$1,000.00 - the DOO or Treasurer may make a reasonable estimation of value. The DOO or Treasurer may delegate

in writing for negotiation of value and sale of items under \$100.00 to the Landfill Site Attendant as long as items are logged.

2. Acceptable valuations of items over \$1,000.00:
 - Online market websites (i.e., Facebook, Kijiji, eBay)
 - Posts on online auction sites
 - Other public posting of similar items for sale
 - Negotiated value if higher than the above valuation methods or sufficient proof is stated that no comparable price could be determined by the DOO / CAO / Treasurer.

3. Method of disposal:
 - \$0.00 to \$999.00 - negotiated sale
 - \$1,000.00 to \$4,999.00 - must be publicly posted for minimum of two (2) weeks
 - Over \$5,000.00 - must be sold by public auction except for the sale of salvage steel which is to be sold to the highest quote where bidder conditions are acceptable to the DOO

4. All sales of items owned or collected at the landfill site where the disposal is authorized by the DOO, CAO or Treasurer, the details must be reported to Council on a regular basis.

The report shall include:

 - the name of the purchaser
 - date sold
 - method of disposal
 - amount of sale
 - brief description of item

5. Items with a value greater than \$5,000.00 must be declared surplus by Council prior to sale.

6. Items with a value of \$5,000.00 or less must be authorized by the Department Head and the CAO or Treasurer.


7. This Policy does not pertain to the sale of land and / or buildings.

8. No employee or Council member of the Municipality shall be permitted to purchase items being disposed of by the Municipality.

Policy Review

The Municipality of St.-Charles will review this Policy within four (4) years of the date of the last review.

Dated at St.-Charles, Ontario, this 21st day of September, 2022.

X 
Paul Schoppmann
Mayor

X 
Tammy Godden
Clerk