

Big Lakes County Policy

Sale or Disposal of Surplus Items

Policy Number:	PW-25
Legal Authority:	
Approved by Council:	December 13, 2023
Effective Date:	December 13, 2023
Revised Date:	

Policy and Procedure Statement

Big Lakes County recognizes the need for and importance of a policy to provide a process for the sale or disposal of surplus assets held by the County.

Definitions

1. "County" means the municipality of Big Lakes County.
2. "Heavy Equipment" means self-propelled, self-powered, or pull-type equipment, including farm equipment or a diesel engine, that weighs at least 1,500 pounds and is intended to be used for agricultural, construction, industrial, maritime, mining, forestry or road maintenance uses, such as graders, packers, tractors, loaders, backhoes, mowers, plow trucks, gravel trucks, street sweepers, etc.
3. "Light Duty Equipment" means a self-propelled motor vehicle designed for on-highway or off-highway use with a GVWR of 8,500 lbs. or less, such as forklifts, pickups, busses, quads, etc.
4. "Unusual or smaller items" means small items such as furniture, fixtures, etc.
5. "Guaranteed Buy Back" Refers to the option of the County having the power to decide to sell the asset back to the original seller.
6. "Guaranteed Trade-In" Refers to the option of the County having the power to decide to trade the asset back to the original seller.

Responsibilities

1. Executive Directors are responsible for ensuring that the disposal of surplus items is carried out in accordance with this policy.

2. The Executive Director of Corporate Services ensures overall compliance with this policy.

Policy

1. Each calendar year, the Executive Directors will compile a list of all surplus materials, equipment, fixed assets, furniture, machinery, and vehicles from their respective departments that are no longer required. This surplus list will be forwarded to the Director of Corporate Services prior to April 30th of each year.
2. Upon determining that there is sufficient material for sale, the Chief Administrative Officer or designate will present a list of the items to Council for information.
3. The Chief Administrative Officer will be responsible to ensure that items declared surplus are disposed of, by the methods outlined below:

Heavy Equipment:

Heavy Equipment such as graders, packers, crawler tractors, mowers, etc.

- a. When the disposal of Heavy Equipment takes place, administration will advertise in the local area and check the equipment for any guaranteed buybacks, guaranteed trade-ins or credits applied by the company that originally sold the equipment.
- b. Administration will review and evaluate the heavy equipment to determine whether the buyback is expected to be higher than the anticipated auction value, factoring in commission.
- c. Administration may establish a reserve bid, where deemed appropriate.
- d. Administration will determine the best potential value of the heavy equipment which may be sent to major in-person or online auction sites such as Ritchie Bros, Michener-Allen, Manheim, Weaver, Teams, GovDeals, CanadaBuys, or others. Administration will factor in the commission fees that will be paid out of the auction proceeds.
- e. All assets disposed of are to be reported to the Executive Director of Corporate Services for removal from our asset system including serial number, make and model if applicable.

Light Duty Equipment:

Light Duty Equipment such as equipment or pickups.

- a. When the disposal of Light Duty Equipment takes place, administration will advertise in the local area and check if, major auction systems, or local auction companies are the best options.
- b. Administration may establish a reserve bid, where deemed appropriate.
- c. If assets are to be sold by in-house sealed bid, the items will be advertised in accordance with the "Public Notification Bylaw."
- d. If sent through an auction system, administration will factor in the commission fees that are to be paid out of the auction proceeds.
- f. All assets disposed of must be reported to the Executive Director of Corporate Services for removal from our asset management or tangible capital assets system including serial number, make and model as applicable.

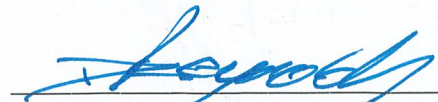
Unusual or smaller items:

Unusual or smaller items such as furniture, fixtures, etc.

- a. When the disposal of unusual or lower value items takes place, administration will determine the condition of the item and offer it locally, send it to auction or send it for recycling. If items are in poor condition when they are ready for surplus they may be sent to a landfill, recycling program or transfer site. These assets will be identified as being removed from our system, dependent upon their value. They are to be reported to the Executive Director of Corporate Services.
 - b. Administration will apply these guidelines and rules as items come forward.
 - c. There may be circumstances that warrant donating the assets to another organization. If this occurs the item must be presented to the Executive Director of Corporate Services for approval.
4. If an employee submits a bid for surplus items, that employee will not preform the bid opening.
 5. All bid awards will be presented to Council for information.
 6. Proceeds from the sale of surplus items will be deposited into the related capital reserves.
 7. After surplus items have been awarded, they will be removed from the County premises within ten (10) business days, or acceptable arrangements made with the Chief Administrative Officer or designate, within five (5) business days from notice of award date.
 - a. Prior to removal, the account must be paid in full, and the purchaser must sign a "Receipt of Goods" form. A member of administration must be present when the asset is picked up and will verify that the purchaser has paid.
 - b. If a surplus item is not picked up within the ten (10) business days, the Chief Administrative Officer or his designate may dispose of the item as they deem appropriate.
 8. The purchaser must be provided with a Bill of Sale upon payment being received for heavy and light duty equipment.
 9. If items are to be donated, they will require a motion of Council.



Reeve



Chief Administrative Officer

12/20/23

Date of Final Signature

