



Statement of Policy and Procedure			
Department:	Financial Services / Public Works	Policy No.	112
Section:	Financial Services / Public Works	Issued:	November 29, 2021
Subject:	Disposal Policy	Effective:	November 29, 2021
Council Resolution # and Date:	Council Resolution No. 0444 of November 29, 2021		
		Replaces:	
Issued by:	Director of Financial Services	Dated:	
Approved by:	Director of Financial Services/Director of Public Works		

1 POLICY

- 1.01 Items surplus to City Departments may be reassigned, traded in, disposed of, held for later use, altered for other uses, etc.
- 1.02 The City of Prince Albert shall hold auction(s) for disposal of used office equipment, retired equipment, police items, bicycles and other surplus items. Dependent upon quantity of items available and when they become available will determine how often this auction may occur.
- 1.03 Items identified for the annual auction are to be authorized by the City Manager or designate prior to disposal.
- 1.04 Only items owned by the City may be sold at the City Auction.
- 1.05 Violation of this policy constitutes grounds for disciplinary action up to and including termination of employment.

2 PURPOSE

- 2.01 Ensure control of the disposal process to:
 - a) maintaining and tracking assets / items.
 - b) to ensure the City Manager and Department Directors have reviewed items and have no other use for the items
 - c) to establish a process of approval prior to disposal of items
 - d) centralize the disposal function of The City.

- 2.02 Establish a process with approvals to ensure the best return on investment for assets / items no longer required by The City.
- 2.03 Ensure the auctioneer company does not add items to the City Auction that do not belong to the City.

3 SCOPE

- 3.01 The policy will apply to all City of Prince Albert employees and members of Council.
- 3.02 The policy will apply to Police Services that operate under The Board of Police Commissioners.

4 RESPONSIBILITY

- 4.01 The Fleet Manager and Purchasing Manager or his/her designate is responsible:
 - a) to ensure compliance with the policy;
 - b) for the inventory control and disposal of all surplus equipment and salvage items
 - c) to supply the City Manager with a list of items for auction for approval;
 - d) to receive approval from the City Manager on all items before adding to the annual auction.
- 4.02 The Department Director or his/her designate is responsible for:
 - a) maintain custody over assets and ensure appropriate stewardship;
 - b) ensure compliance with the policy;
 - c) provide advice and recommendations to the Fleet Manager and Purchasing Manager or his/her designate on items that are scheduled for the annual auction;
 - d) provide reasoning on items identified by the City Manager as not allowed in the auction and to find a way to utilize the items if being kept.
- 4.03 The City Manager or his/her designate is responsible for:
 - a) ensure compliance with the policy;
 - b) provide advice and recommendations for the sale of auction items;

- c) Items identified for the annual auction or disposal are to be authorized by the City Manager or designate prior to disposal.

5 DEFINITIONS

- 5.01 Obsolete – Materials or items that no longer meet current required specifications or deemed no longer adequate for operations and cannot be utilized.
- 5.02 Salvage Items – Materials that have residual value through the scrap process, such as copper, aluminium, lead, etc.
- 5.03 Surplus Equipment – Any mobile equipment, office furniture, office supplies, parts, clothing or other items that are City assets that are deemed no longer required or adequate for City operations or cannot be utilized due to changes in operational processes or legislated requirements.
- 5.04 Surplus Inventory – Replacement parts or items no longer required based on equipment no longer serviceable, obsolete, unusable, expired, etc.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- 6.01 Purchasing Policy 17.6
- 6.02 Administration Bylaw 1 of 2020
- 6.03 Progressive Discipline Policy 33

7 PROCEDURE

- 7.01 The user Department shall notify the Fleet Manager or Purchasing Manager of available obsolete, surplus equipment, inventory or salvage items.
- 7.02 The Fleet Manager or Purchasing Manager will take custody of the surplus or salvage items and arrange for disposal either on site, another central location or otherwise as appropriate.
- 7.03 Disposition of surplus equipment, inventory or salvage items shall be accomplished through the following:
- Sale/transfer to other City Departments
 - Tender/bid process
 - Auction sales
 - Donation of items of historical nature to City Archives
 - Direct scrap

- Traded-in
 - Donation/sale to non-profit organizations
 - Sale via web based auction such as Kijiji or Ebay, etc.
- 7.04 High value equipment such as graders, buses, fire trucks, street sweepers, etc., may be disposed of by a means of publicly advertised requests for tenders with award to the highest bidder at the discretion of the Fleet Manager or Purchasing Manager.
- 7.05 Auction sales are arranged by the Fleet Manager or Purchasing Manager through an auctioneer predetermined through a tender process.
- 7.06 All City employees, including those involved in the auction or web-based sales, may purchase equipment or items offered for sale in the same manner as the public.
- 7.07 Procedure for receipt and disbursement of monies realized from the disposal of declared surplus/salvage items/equipment on behalf of The City of Prince Albert:
- a) Auction Sales
 - i) Upon completion of the auction, the auctioneer will be instructed to remit a listing of items sold, prices obtained, commissions charged and total amount remitted with the cheque within 15 working days after the auction to the Financial Services Department.
 - ii) The Fleet Manager or a City representative will periodically attend auctions to ensure that the City is receiving proper proceeds from such sales.
 - b) Tender/ Bid Process
 - i) The Purchasing Manager will send a copy of the memo awarding the sale and price obtained to the Department concerned and one copy to the Financial Services Department.
 - c) Web-Based Sales (Kijiji or e-Bay, etc.)
 - i) Upon an agreed upon sale price, the Purchasing Manager will notify the purchaser of the success of their bid.

- ii) Payment must be received by the Purchasing Manager before the item is transitioned to the new owner.
- iii) It is the responsibility of the new owner to pick up or arrange for the delivery of the item. The City of Prince Albert will not deliver purchased items.

7.08 The release of surplus equipment, inventory or salvage items will not be allowed until payment in full has been received. A receipt showing payment in full must be presented in order to remove any goods.

7.09 Upon receipt of the monies from the auctions, surplus sales, direct sales, or web-based sales, the Financial Services Department will make the deposits as they are received.

7.10 Department(s) can request information from the Financial Services Department a list of items sold, less any auctioneering and/or administrative costs.