



Statement of Policy and Procedure			
Department:	Financial Services	Policy No.	96
Section:	Financial Services	Issued:	April 29, 2019
Subject:	City Auction Policy	Effective:	April 29, 2019
Council Resolution # and Date:	Council Resolution No. 0178 dated April 29, 2019		
		Replaces:	
Issued by:	Cheryl Tkachuk, Director of Financial Services	Dated:	
Approved by:	Cheryl Tkachuk, Director of Financial Services		

1 POLICY

- 1.01 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.
- 1.02 Items identified for the annual auction are to be authorized by the City Manager or designate prior to disposal.
- 1.03 Only items owned by the City may be sold at the City Auction.

2 PURPOSE

- 2.01 The City Auction Policy is:
- a) to establish a process of approval before items are disposed of in the City surplus equipment and supplies auction; and,
 - b) to ensure the City Manager and department Director have reviewed all items and have no other use for the items.
 - c) to ensure the auctioneer company does not add items to the City Auction that do not belong to the City.

3 SCOPE

3.01 That all items for disposal in the city auction be approved by the City Manager or designate.

4 RESPONSIBILITY

4.01 The Fleet Manager or his/her designate is responsible to:

- a) ensure compliance with the policy;
- b) supply the City Manager with a list of items for auction for approval;
- c) 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) ensure compliance with the policy;
- b) provide advice and recommendations to the Fleet Manager on items that are scheduled for the annual auction;
- c) 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) final approval of the items listed for the auction.

5 DEFINITIONS

5.01 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.

6 PROCEDURE

6.01 The process will start with a request of departments to the Fleet manager to dispose of surplus equipment or supplies.

6.02 The fleet manager will send a notice out to all departments informing them of the auction items and to look to see if they can utilize any items that other Departments deem surplus.

6.03 The City Manager or designate will inspect the remaining surplus items and authorize the sale of such items.