

COUNCIL REPORT

To: Mayor and Council

From: Corporate Services

Date: February 6, 2024

Subject: Council Policy 1.14 Sale of Used Items to the Public

RECOMMENDATION:

THAT Council amends Council Policy 1.14 Sale of Used Items to the Public to include updated auction procedures.

BACKGROUND:

As noted in Council Policy 1.14 Sale of Used Items to the Public, in order to dispose of items surplus to the District's needs, assets must be made available for disposal by an auction bidding process.

RESULTS

In November 2023, the District of Mackenzie held the 2023 District Surplus Auction. The District provided 42 items for bidding and sold 27 items for a net revenue total of \$68,233 (not including taxes).

POLICY REVIEW

Council Policy 1.14 Sale of Used Items to the Public lists conditions to be followed while conducting an auction.

In a debrief meeting after the auction, staff identified a series of practices that could be formalized in policy to improve the auction procedure as noted below:

- A fixed annual date for the Surplus Auction will set a consistent schedule for disposing of surplus items at a manageable rate. Departments that miss the deadline for including items in the auction of a given year will be able to include them the following year.
- The Chief Financial Officer will determine starting/minimum bids on items.
- As part of the bidding process, bidders agree not to withdraw from their bids. In extenuating circumstances bids may be withdrawn, but only at the discretion of the Chief Administrative Officer.

- Successful bidders will be notified on a Monday and given until the end of the following Friday (twelve (12) days) at 4:00pm to provide payment, sign required documentation and remove item.
- After all successful bids are processed, all unsold items will be presented for donation for charitable organizations and non-profit societies. These organizations will be notified on a Monday and have until the following Friday to claim items they are interested in receiving.
- Any items that are not disposed of by auction or by donation that are above \$1,000 will be submitted to BC Auction.
- Update the Contract of Sale of Goods.

The recommended changes have been included and highlighted in a copy of Council Policy 1.14 Sale of Used Items to the Public attached to this report. A copy of the current Council Policy 1.14 Sale of Used Items to the Public has also been attached to this report.

COUNCIL PRIORITIES:

Strong Governance and Finances

- As the municipality's elected governing body, we serve all residents and businesses in the community. We engage residents and stakeholders on important issues and make our decisions through open and transparent processes. We are careful in our use of resources, mindful of the need to maintain programs and services, while also meeting the community's infrastructure needs.

RESPECTFULLY SUBMITTED:

Rowan Paulsen, Local Government Intern

Reviewed By: Corporate and Financial Services

Approved By: Chief Administrative Officer