



Policy# FIN 002-26

## **Vehicle and Equipment Disposal Policy**

**Date Approved:** March 18<sup>th</sup>, 2026

**Resolution No.:** 2026/115

**Last Review Date:** July 6, 2016

**Next Review Date:** March 2028

**Administrative Responsibility:** Chief Administrative Officer

**Supersedes:** #81

### **Purpose**

To implement consistent, transparent, and fair processes for the disposal of Town-owned assets, surplus items, and/or assets and goods seized under warrant, while maximizing the recovery of residual value.

### **Policy Statement**

Surplus assets or items to be disposed of, other than the exclusions, with an estimated value less than \$10,000.00 may be disposed of at the discretion of the Chief Administrative Officer or designate. Surplus assets & items with an estimated value greater than \$10,000.00 will be presented to Council for approval.

### **Definitions**

1. "CAO" means the Chief Administrative Officer for the Town of Bruderheim
2. "Conditions of Sale" means all surplus assets or items sold under this Policy are sold as an as-is, where is basis.
3. "Disposal" means to sell or dispose of an asset or item.
4. "Exclusions" means lands, buildings, graders, tandem trucks, loaders, and tractors.
5. "Surplus Items" means assets that are obsolete, no longer needed, or no longer usable, as determined by the respective designate and could include items such as vehicles, machinery, equipment, electronics, furniture, tools, equipment parts, materials and goods, but excluding buildings and land.
6. "Warrant" means a written instruction to seize goods of the person named in the warrant, such as a clean-up order and any items seized that may have monetary value.

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Mayor's Initials

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CAO's Initials

**Administrative Responsibility**

Town employees are responsible for ensuring disposal of surplus items is carried out in accordance with this policy.

A disclaimer shall be included in all advertisements of surplus items outlining the conditions of the sale.

The CAO or designate having responsibility over the surplus assets is responsible for ensuring compliance with this policy.

The estimated value shall be independently verified by the CAO or designate.

The CAO, or designate, will inform Council in December of each year of a full list of all items disposed of.

The CAO, or designate, will ensure any electronic equipment is wiped clean of any data.

The CAO or designate responsible will inform Corporate Services upon disposal of an asset to update financial and asset management systems.

**Guidelines**

Surplus assets or items will be offered for sale to the public in one of the following manners, as determined by the designate responsible:

1. Public auction that is held and advertised by an auctioneering company.
2. Public Sale:
  - a. Advertised a minimum of two (2) weeks prior to the sale;
  - b. Has a minimum bid price to be determined prior to the sale;
  - c. Is determined by either closed submitted tenders or an auction held by an auctioneering company.
3. Public Bid or Tender:
  - a. Advertised a minimum of two (2) weeks prior to the sale;
  - b. Has a minimum bid price to be determined prior to the sale;
  - c. Is determined through bids received in sealed envelopes and date stamped on receipt of tender.
4. Public Posting on the Internet:
  - a. That is accessible by the public;
  - b. Has a minimum or set bid price determined prior to public posting;
  - c. Is sold to the first bidder that meets the minimum sale price and sale conditions.

Any surplus item with an estimated resale value less than \$10,000.00 may be used as part of a trade-in activity at the discretion of the CAO.

The CAO, or designate, responsible will have the discretion to make the reserve bid public.

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Mayor's Initials

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CAO's Initials

Sale of a surplus item to a Town employee is permitted provided that the employee has participated in the public processes identified above.

If the minimum bid price is not received for a surplus item offered for sale to the general public, the item shall be disposed of at the direction of the CAO, or designate, responsible as follows:

1. Sold to the highest bid received, or
2. Disposed of in a waste disposal system or recycling system.

Funds received for surplus items will be added to programs or reserves from the area they originated from.

Dated this 18<sup>th</sup> day of March 2026.

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Original Signed

Chief Administrative Officer  
THE TOWN OF BRUDERHEIM

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Mayor's Initials

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CAO's Initials