

	City of Wetaskiwin Policy:	Disposal of Surplus Property
Policy # Policy CO-024	Approved Res. No.: 182/10 Date: September 13, 2010	Revised Res. No: 007/21 Date: January 11, 2021

Policy Statement

The City of Wetaskiwin obtains surplus property through a variety of methods, and this policy provides the guidelines for its disposal.

Definitions

1. Surplus Property is defined as goods, excluding land, that are more than what is used or needed.

Standards

1. Disposal of surplus goods valued under \$10,000 shall be approved by the Chief Administrative Officer, or their designate to ensure that the goods are surplus, and that the disposal process is fair and equitable, but also appropriate to the value of the property.
2. The Chief Administrative Officer may approve the sale of surplus goods to a City employee, non-profit organization, business, or member of the public.
3. Disposal of surplus goods valued at or over \$10,000, but less than \$75,000, shall be by a public process which may include sealed bids, public tender, purchase trade in, or public auction as determined by the Chief Administrative Officer.
4. Disposal of surplus goods valued over \$75,000 shall require Council approval for both the sale and method of disposal.
5. This policy is not applicable to those properties acquired through the tax recovery process.
6. Disposal of land is out of scope of this policy. Refer to Policy CO-051.