

Policy Number ADM-02-2026	Approval Date February 24 th , 2026	Resolution Number Motion #62/26
Supersedes 22-2003	Effective Date February 24 th , 2026	Legal Authority

Town of High Prairie
Sale of Surplus Equipment

Policy Statement

The Town of High Prairie shall establish and implement a standardized process for the sale of equipment that is no longer required for municipal operations. This policy ensures transparency, fairness, and the responsible management of Town assets.

1. Determination of Surplus Equipment

On an annual basis, Department Heads shall provide a list of equipment scheduled for disposal in the following year's capital budget. Equipment not intended for trade-in as part of a replacement process shall be classified as surplus and made available for public sale unless otherwise specified in this policy.

2. Sale of Surplus Equipment

All surplus equipment shall be sold using either a sealed bid process or through an auctioneer process with the intent to involve local buyers and/or to reach out to the rest of Alberta. Prospective buyers must submit their bids in sealed, clearly marked envelopes. These envelopes shall remain sealed until the designated opening time. The expiry date for the auctioneer bids will coincide with the expiry date for the local sealed bids.

3. Reserve Bid

Each item of surplus equipment shall be assigned a reserve price, determined by the Chief Administrative Officer (CAO) in consultation with the relevant Department Head.

4. Advertising

The sale of surplus equipment shall be publicly advertised through the local newspaper, the Town's website, official social media channels, auctioneers (**Ritchie Bros., Weaver Auctions**) or **the online marketplace (GovDeals)**.

Advertisements must include:

- A brief description of the equipment, including make, model, and year.
 - Viewing details, including location, date, and any necessary arrangements.
 - Deadline and address for bid submissions, and clear envelope marking instructions.
 - A disclaimer stating the equipment is sold “**as is, where is**” with no warranties or guarantees.
 - A statement that the highest or any bid is not necessarily accepted; that neither the highest nor any bid need be accepted.
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5. Bid Eligibility

Sealed bids may be submitted by any member of the public **excluding Town employees and members of Council**.

6. Opening and Award of Bids

The Department Head and CAO shall jointly open and evaluate local sealed bids or the auctioneer bids at a designated public location in the Town Office. The successful bidder shall be the one submitting the highest offer meeting or exceeding the reserve price. In the event of a tie between the highest bids, the winner shall be selected by random draw.

7. Public Auction Option

If no acceptable bid is received, the item may be sold at a public auction. However, the cost of using a public auctioneer for the sale of heavy equipment can be quite costly because of hauling expense and auction fees. Thus, the perceived value of the equipment must be significantly above the auctioneer cost to make it worthwhile to send to auction.

8. Completion of Sale

All successful bids must be paid in full **prior to the removal** of the equipment from Town premises.

9. Sale of Public Works Heavy Equipment

If the sealed bid, auction or online marketplace process does not produce a buyer, any equipment such as graders, front-end loaders, dump trucks, snow blowers can be consigned to equipment dealers. If, in the event no buyers can be found by the dealer then the manager of public works, in coordination with the CAO, can sell or dispose of it outright at his discretion only after all other processes have been used.

10. Sale of Specialized Equipment – Fire Department and Enforcement Services

Surplus equipment from the Fire Department and Enforcement Services may include specialized tools, gear, or vehicles that, while no longer required for active service, remain functional and well-maintained.

a) Sale Process

Specialized equipment shall not follow the general sealed bid process but will be subject to a department-specific process due to its unique nature and limited marketability. The respective department head shall determine a fair market value for the equipment, in consultation with the Chief Administrative Officer (CAO).

- **Fire Department Equipment:**
The Fire Chief will recommend a sale price and intended buyer. Final approval is required from the CAO.
- **Peace Officer Equipment:**
The Senior Peace Officer will recommend a sale price and intended buyer. Final approval is required from the CAO.

b) Order of Sale

Before being made available to the general public, surplus specialized equipment shall first be offered to:

1. Other first responder agencies;
2. Internal Town departments;
3. External government or emergency organizations;
4. The public (if no other entity expresses interest).

Proceeds:

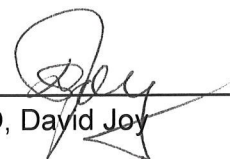
- **Fire Department:** Funds shall be deposited into the Fire and Rescue Society account. They may be used for equipment purchases or training facility maintenance/upgrades, at

the discretion of the Fire Chief and with CAO approval. These funds shall not offset Town capital or operating budgets.

- **Peace Officers:** Funds shall be deposited into the Enforcement Services account and used solely for enforcement-related expenses (e.g., uniforms, gear, patrol units, or community initiatives). All expenditures must be pre-approved by the Senior Peace Officer and CAO.



Mayor, Dan Vandermeulen



CAO, David Joy



Date