



NOTICE OF MOTION

Date: 16 September 2025
To: Mayor and Council
From: Councillor Cori Ramsay and Councillor Brian Skakun
Subject: Asset Management Disposal
Attachments: https://www.princegeorge.ca/sites/default/files/2025-02/BL8841_CONSOLIDATION_2023-02-27.pdf

The date for this motion to be considered is at the OCT 22, 2025 regular council meeting.

RECOMMENDATION:

That council refers Purchasing Bylaw No. No. 8841, 2017, revised February 27, 2023 to administration to bring back options to update section 5.3 to better articulate the following:

- a) Selection of non-profit entities for disposition of assets including selection criteria and transparency around disposal of city assets;
- b) Provisions for disposal of assets with historical or cultural significance that includes councils review; and,
- c) Clarity around 5.3 (a) (iii) to better help the public identify what 'formal' and 'informal' process are being referred to.

DISCUSSION:

Under the Purchasing Bylaw No. 8841, 2017, revised February 27, 2023, section 5.3, 'Disposition of Surplus Assets' reads:

5.3 Disposition of Surplus Assets

- (a) *If a manager has identified surplus city assets which are not useful to any City division, and which retain some value, then:*
 - i. *The City Manager is authorized to approve that the surplus assets be disposed of by donating them, without compensation, to any non-profit corporation, association, or entity;*
 - ii. *The Director of Finance and IT Services is authorized to approve that City-owned IT Assets be disposed of by donating them, without compensation, to any non-profit corporation, association, or entity; and,*
 - iii. *The Manager of Risk and Procurement is authorized to dispose of surplus City Assets, through auction or for value through another formal or informal process.*
- (b) *If a Manager has identified surplus City Assets which are not useful to any City division, and which retain no value, then the Manager of Risk and Procurement is authorized to dispose of such Assets through municipal recycling or garbage disposal, as appropriate.*

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(c) *The Manager of Risk and Procurement is authorized to determine whether surplus City Assets retain any value.*

When city assets are no longer useful to the city but still have useful life, they may from time to time be donated or disposed of. Within the City's Purchasing Bylaw, there are several points that we feel require clarification and to be further expanded upon.

The first is regarding selection of non-profit corporations under section 5.3. Under the current Bylaw there are no provisions for selection of non-profit corporations and how these entities become aware of assets being disposed of. In order to create a more fair and transparent asset disposal program, we would ask council to give consideration to amending this bylaw to create more robust policy around how groups are chosen to receive assets from the city.

Further, section 5.3 of the bylaw does not have any provisions for disposal of assets that may have significant historical, or cultural value to residents who may have contributed to their creation and so we would also ask council to consider amending the bylaw to include a clause that brings assets of significant historical or cultural significance to council for review.

Finally, section 5.3 (a) (iii) describes an informal and formal process that is quite ambiguous and we would ask that clarity be added to identify for the public, what these formal and informal processes are.

Respectfully submitted,



Councillor Cori Ramsay



Councillor Brian Skakun