

Date: December 30, 2025

To: **Mayor and Council**

Name and title: KRIS DALIO, DIRECTOR OF FINANCE AND IT SERVICES

Subject: Disposal of Surplus City Assets

Attachment(s): Red-lined draft of City of Prince George Purchasing Bylaw 9606
Red-lined draft of City of Prince George Administrative Purchasing Procedures

Recommendation(s):

That Council GIVES FIRST THREE READINGS to City of Prince George Purchasing Bylaw No. 8841, 2017, Amendment Bylaw 9606, 2025.

Purpose:

To provide Council with procurement information and options regarding Surplus City Asset disposal as per their resolution.

Policy/Regulatory Analysis:

At the November 3, 2025 meeting, Council passed the following resolution:

“That Council REFERS the 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:

Administration has prepared a proposed amendment to Procurement Bylaw 8841 as per Council's direction. The bylaw amendment specifies the use of a Request for Expressions of Interest (RFEOI) for a formal process when disposing of assets that retain financial value. It also states that Administration would use the RFEOI process if an asset is deemed to have significant cultural or

historical value. The recommendation based on that RFEOI process would be brought to Council for its consideration and approval.

Housekeeping changes were also made to highlight trade-ins for assets of similar use and purpose as a means of disposal as well as to remove a previously identified separate process for IT assets. These assets would now be treated like any other City asset.

It is recommended that the selection criteria for non-profit entities be part of the Procurement Procedure rather than Bylaw 8841. The RFEOI would be communicated to the public by posting to BC Bid. Pre-determined scoring criteria would be used and City staff would evaluate the responses and recommend which responding entity should be selected. The criteria would include, but not be limited to, the following:

- Must be a non-profit corporation, association or entity;
- Respondent must be from within the Prince George area, which includes rural areas within 150kms of city limits, of which priority will be given as per the following hierarchy:
 1. Within city limits of Prince George;
 2. Within the Regional District of Fraser-Fort George; or
 3. Communities within 150 kms of Prince George.
- Proposed use of the Asset – the proposal that uses the Asset in a manner that best benefits the community.

Summary and conclusion:

This report has been prepared at Council's request. Administration is recommending approval of the proposed bylaw amendment.

Respectfully submitted:

Kris Dalio, Director of Finance and IT Services

Approved:

Walter Babicz, City Manager

Meeting date: [2026/01/12]