

Tikinagan Vehicles Disposal

Policy and Procedures

1. Intent and Scope

- 1.1. Tikinagan Property Department has developed the Tikinagan Disposed Vehicle policy (the 'Policy') to provide buyers with guidelines on disposal former agency vehicles that no longer meet Tikinagan's standards of use.
- 1.2. Employees will be given the first option to purchase the vehicle being disposed of, followed by the general public if there are no bids
- 1.3. Vehicle disposals arise as a result of the following:
 - Age and Mileage
 - Excessive Maintenance costs
 - Reliability as it relates to frequency of breakdowns
 - Fuel Efficiency and Environmental impact
 - End of life

2. Buyer's Responsibilities

- 2.1 Purchased vehicles will be sold "as is" and "where is." Any repairs after purchase are the responsibility of the buyer (this includes the safety of the vehicle).
- 2.2 Buyers are responsible for the removal of the vehicle after the purchase by a set date as agreed upon by both parties.

3. Pricing Methodology

- 3.1. Pricing based on the value of the agency vehicle will be determined by the age mileage, maintenance costs and over all vehicle evaluation.

4. Procedures

- 4.1. The selling of former agency vehicles takes place from June 1st- July 31st of each fiscal year or as otherwise stated.
- 4.2. An email has been created for buyers to bid on a vehicle of their choice. The email address is sealedbids@tikinagan.org. The email inbox to be accessed by the Director of Finance and Administration or designate.

- 4.3. The Director of Finance and Administration, IT Manager and Property Manager are prohibited from bidding on vehicles for purchase, in accordance with Tikinagan conflict of interest policies.
- 4.4. The Sioux Lookout Property Manager to communicate to all Tikinagan buyers the instructions, vehicle information, and closing date for bids to occur during the selling period established in subsection 3.1.
- 4.5. The highest bidder to be notified by the Sioux Lookout Property Manager via email if their bid on an agency vehicle was.
- 4.6. Full payment for vehicles to be made to Tikinagan by Cash or Cheque. Transactions to be handled by the Finance Manager. Tikinagan does not accept payroll deductions.
- 4.7. The vehicle registration/permit to be signed over to the buyer(s) after payment is received. At this time, the buyers take possession of the keys and the vehicle.
- 4.8. All sales are final.

5. Environmental Considerations

- 5.1. Compliance ensures all disposal activities comply with local, state and federal environmental regulations.
- 5.2. Recycling: Encourage recycling of vehicle parts and materials to minimize environmental impacts.

6. Financial Considerations

- 6.1. Valuation: Establish procedures for determining the fair market value of the vehicles at the time of disposal. All disposal agency vehicles' earnings will be listed as other revenue.

7. Documentation and Record Keeping

- 7.1. Records: After the disposal of the Agency vehicle all documentation will be saved on the server. This will include a signed copy of the permit, bill of sale and report including condition and appraisal value. All disposal vehicles will be taken off the inventory and insurance lists.
- 7.2. Retention: All records will be kept for 7 years in the finance filing and backup on the server under the Property Department.