



## Committee Report

**To:** Councillor Milt McIver, Chair  
Members of the Transportation & Environmental Services  
Committee

**From:** Amanda Froese  
Director of Transportation & Environmental Services

**Date:** December 15, 2022

**Re:** Sole Source Approval for Purchase of Used Forklift with Use of  
Reserve Funds

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### Staff Recommendation:

That up to an additional \$16,000 from the Machinery and Equipment reserve be approved for the purchase a forklift to replace the existing forklift and

That approval be granted to sole source purchase a used forklift as per the County Purchasing Policy.

### Background:

The Transportation and Environmental Services Department currently has a 1975 Hyster P80A 8000lb forklift in its fleet. Certification inspections are completed yearly on this type of equipment and the outcome of this year's inspection was that the machine has been condemned due to failing safety equipment.

In September of 2022 the TES Department received approval to use \$50,000 from the Machinery and Equipment reserve to purchase a replacement forklift however, the actual cost of used forklifts in the current market were found to be higher. The department is currently renting a forklift from a local business with an option to purchase. The department is pleased with the forklift and seeks approval for the additional \$16,000 of reserve funds to purchase the forklift outright. Without purchasing a forklift, continued rental of approximately \$2,000 per month is necessary to carry out the current level of service.

### Financial/Staffing/Legal/IT Considerations:

There are no staffing, legal or IT considerations associated with this report. The T&ES Machinery and Equipment reserve (balance is \$692,000) was reviewed to ensure sufficient funds are available. The T&ES vehicle replacement plan has been adjusted to reflect the future costs.

### Interdepartmental Consultation:

The Corporate Services Department were consulted on this report.

### **Link to Strategic Goals and Elements:**

Strategic Goal #5 - Eliminate Our Own Red Tape

Element A - All work processes designed for the fewest steps and easiest completion

Strategic Goal #6 - Explore Alternative Options to Improve Efficiency, Services

Element C - Look for Economy of Scale or Shared Services Among Our Departments and Our Communities

Element E - Eliminate duplication of Services

### **Report Author:**

Jerry Haan

Operations Manager

### **Departmental Approval:**

Amanda Froese

Director

### **Approved for Submission:**

Derrick Thomson

Chief Administrative Officer