

DISPOSAL OR RE-USE OF EQUIPMENT POLICY

Council Policy No. 133/19

PURPOSE:

To provide staff with guidelines for the disposal or re-use of City of Fort St. John (“City”) owned equipment. While every reasonable effort should be made to repurpose usable equipment within the organization before resorting to disposal, this policy identifies the considerations, precautions and procedures for disposal of assets. Failing internal reallocation, old or surplus equipment can either be sold under certain conditions as stipulated below or disposed of in a safe and environmentally friendly manner.

POLICY:

DEFINITIONS

“**Assets**” – includes without limitation supplies, equipment, furniture, fixtures, machinery, IT Assets and vehicles, but does not include real property.

“**IT Assets**” means personal computers, computer servers, fax machines, cellular telephones and other handheld devices, printers, scanners, copiers and other multi-functional information technology equipment, together with any power supplies, storage media, user manuals, operating systems, software, firmware peripherals and documentation relating to or incorporated with any of the foregoing items.

SCOPE:

This policy applies to any equipment that is no longer needed, as determined by the department director and/or manager.

PROCEDURE:

Equipment meeting any of the following criteria may be considered surplus and designated for reallocation or disposal:

- Excess of useful life (equipment cannot provide basic level of service),
- Lack of continued need (equipment sits unused),
- Wear, damage or deterioration,
- Excessive cost of maintenance, and/or
- Equipment replaced (extra equipment after replacement purchase).

Outgoing Council members have the option to purchase City owned iPads or other electronic devices that were used during his/her term of office. The IT Department will calculate the fair market value of the device.

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PROCEDURE: (continued)

Based on the department's assessment of the equipment, the department will attempt, in this order, to dispose of surplus equipment by the following means:

1. Replenishment of Inventory

Recovered equipment will be used to ensuring the Department maintains, at the Manager's discretion, an inventory of spare equipment, intended to minimize potential service disruption or undue hardship to users in the event of unanticipated need.

2. Redistribution of Equipment

If not required as inventory, an effort will be made to redistribute the equipment within the City's departments that may make use of the equipment. Additional options for equipment use by redistribution may include temporary contract staffing, corporate partners, training and general access workstations for employees who don't have a dedicated office space. The City shall retain ownership of and responsibility for all redistributed equipment.

3. Sale of Equipment

Any equipment deemed as no further use or service to the City may be sold in one of the following ways at the discretion of the Manager or Director:

- Public Auction and/or online auction,
- Advertisement of sale via City Website or other online advertisement website such as Kijiji, EBay, etc.,
- Public tender, or
- Trade-In.

4. Donation of Equipment

Equipment deemed to have no further use or service to the City and after the equipment has been advertised for sale yielded no buyers, the equipment can be donated. Staff will write an administration report identifying the surplus equipment and requesting Council's direction to either:

- advertise the surplus equipment to eligible non-profit groups. Non-profit groups will be required to submit a letter to Council indicating their need for this equipment. All submissions will be presented to Council for their consideration, or
- donate the equipment to a specific organization or municipality in need.

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PROCEDURE: (continued)

5. Recycling or Discard of Equipment

As a final option, if it is determined that equipment cannot be used within the organization, sold, or donated then it will need to be disposed. City staff will dispose of the equipment in compliance with all provincial and federal laws making every effort to be environmentally responsible.

Additional Considerations

In the case of technology, additional considerations for storage media are outlined in the Cyber Security procedure that must be adhered to prior to disposition.

Prior to leaving the City's premises, all equipment must be removed from departmental inventory systems.