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## **SECTION 8**

### **EQUIPMENT AND ACCOMMODATIONS**

#### **8.02 REDISTRIBUTION/DISPOSAL OF EQUIPMENT**

**AUTHORITY:** *FINANCIAL ADMINISTRATION ACT*

**ADMINISTRATION:** DEPARTMENT OF TRANSPORTATION AND  
INFRASTRUCTURE

**EFFECTIVE DATE:** JUNE 2024

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## 8.02 REDISTRIBUTION/DISPOSAL OF EQUIPMENT

### (1) PURPOSE

This policy sets out the procedures for the redistribution and/or disposal of equipment which is no longer required by departments and other Government entities to carry out their programs and responsibilities.

### (2) APPLICATION

This application of this policy is referenced to the Schedules of the *Financial Administration Act* (FAA) and applies as follows:

- Schedule “A” - Departments
- Schedule “B” - Crown corporations; **except**
  - Workers Compensation Board
  - Charlottetown Area Development Corporation
  - Summerside Regional Development Corporation
- Schedule “C” - Education Authorities
- Schedule “D” - Commissions

except to the extent that their enabling legislation may incorporate alternate requirements such as Ministerial or Board Authority.

While this policy **does not apply in** total to certain Crown corporations, or to reporting Entities subject to alternate legislation, the **spirit and intent** of the policy should serve as a **guideline** for those entities in developing its own policies. Reporting Entities that develop policies differing from Treasury Board policy require approval of Treasury Board.

### (3) DEFINITIONS

- (a) For the purposes of this policy and determination of surplus equipment, the Government and its entities are divided into the following three groups:
- (i) **Health Group** includes Department of Health and Wellness and Health PEI. It is suggested that the Health Group appoint a person as the central contact for the entities within the group.
  - (ii) **Education Group** includes the Department of Education and Early Years, the Public Schools Branch, and La Commission scolaire de langue française. It is suggested that the Education Group appoint a person as the central contact for the entities within the group.
  - (iii) **Government Group** includes the remaining departments and reporting entities. The Department of Transportation and Infrastructure (TI) is the central contact for the departments and reporting entities not in the Health Group and Education Group.

- (b) “**Computer-related equipment**” includes computer hardware, network hardware, printers, scanners, cellular phones, external hard drives and computer software including licenses.
- (c) “**Deputy Head**” means the Deputy Minister of a department or the Chief Executive Officer of a Crown corporation, agency or commission.
- (d) “**Equipment**” includes, but is not limited to, furniture, filing cabinets, small motorized equipment such as lawn mowers or snowblowers, and survey equipment.

This definition **excludes** any item that is deemed to form part of the real property, medical equipment including lab equipment, vehicles, and equipment utilized in highway construction and maintenance.

For the purposes of this policy, equipment does not include:

- medical equipment;
  - motor vehicles;
  - equipment utilized in highway construction and highway maintenance; and,
  - equipment used as a trade-in on another piece of equipment or returned for credit under a warranty.
- (e) “**Medical Equipment**” means all the technical medical equipment used in provincial healthcare facilities.
  - (f) “**Transportation and Infrastructure (TI)**” means the Accommodations Section of the Public Works and Planning Division of the Department of Transportation and Infrastructure.

#### (4) POLICY

- (a) All equipment donated, or purchased with public funds or donated funds, is the property of the Government.
- (b) All surplus or obsolete computer-related equipment must be sent to Information Technology Shared Services for redistribution or proper disposal (see Section 16 - Planning and Management of Information Technology).
- (c) School boards are included in the Education Group to support provision of used computer and other equipment to the school system. Equipment and computer-related equipment will only be offered as surplus to other Groups after the Education Group requirements are met.
- (d) Departments in possession of equipment which is no longer required and which is not needed for redistribution within the Department or Group, are required to make the equipment available for use in other departments or Groups. Needs within each Group are to be met prior to offering equipment to other Groups.

- (e) TI will:
- (i) make its best effort to offer equipment identified as surplus by the members of the Government Group to the remainder of the Government Group and then to the other Groups which may have a need for such equipment and, if appropriate, will complete the transfer;
  - (ii) dispose of the equipment, not needed by any Group, in accordance with the Equipment Disposal section set out below, with a view to obtaining the best return for Government.
- (f) Although TI is responsible for the overall management of surplus equipment, departments and Groups have the responsibility to establish administrative procedures to ensure effective management of equipment and redistribution and disposal. This includes the designation of authorized staff for this responsibility. Staff duties are not limited to, but should consider responsibility for:
- liaison with departmental staff for redistribution of equipment within departments;
  - providing information on the procedure relinquishing surplus equipment;
  - providing information on accessing the surplus equipment via TI; and
  - establishing internal departmental procedures for tracking equipment inventory.

## **(5) PROCEDURE**

- (a) Equipment Redistribution
- (i) TI will maintain and provide a Surplus & Obsolete Furnishings & Equipment Inventory form (Form) to be completed by departments and Groups when identifying surplus equipment.
  - (ii) Departments are to advise their respective Group contacts and Group contacts are to advise TI of surplus equipment as soon as the equipment is identified as surplus to that department and Group.
  - (iii) The completed Form is to be signed by the relevant Deputy Head or their designate to authorize the transfer of the identified surplus equipment to other parts of the Group.
  - (iv) When the equipment is deemed surplus to w Group, the completed and signed Form is to be forwarded to TI.
  - (v) Surplus items will be collected by TI and made available for redistribution. TI will provide delivery of redistributed equipment at the earliest opportunity.

(b) Equipment Disposal

- (i) The requirements noted in 5(a) above also apply to equipment disposal.
- (ii) All disposals of equipment by sale or scrap **must** be handled by TI.
- (iii) Items deemed to be surplus to Government's needs will be advertised by TI publicly or sold by public auction. Public advertising may include print or electronic media such as Facebook Marketplace, Kijiji, e-Bay, and other such forums. TI will handle all the arrangements.
- (iv) Payment to the Minister of Finance must be received before sold equipment is released to the buyer. Proceeds will be recorded as revenue by TI.
- (iv) When surplus equipment is deemed to have little or no recoverable value through the public sale process it may be disposed of as follows:
  - **No value to Government, but potentially reusable:** donation by TI to non-profit organizations.
  - **Equipment that has exceeded its useful life but is damaged beyond repair or would be of no benefit to a non-profit organization:** discarded at the discretion of TI declaring the item waste and non-saleable.

(6) INTERPRETATION

In cases where an interpretation is required, such should be referred to the Secretary to Treasury Board, or their delegated officer, who will make the interpretation or refer the matter to Treasury Board, if a Treasury Board decision is deemed necessary.