

**Audit & Finance Standing Committee**  
**March 21, 2012**

**TO:** Chair and Members of the Audit & Finance Standing Committee

**SUBMITTED BY:** Krista U...  
for Councillor Barry Dalrymple, Chair, Environment & Sustainability  
Standing Committee

**DATE:** March 8, 2012

**SUBJECT:** Disposal of Surplus HRM Assets

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**ORIGIN**

Motion of Environment and Sustainability Standing Committee of March 1, 2012:

*MOVED by Councillor Lund, seconded by Councillor Sloane that the Environment and Sustainability Standing Committee ask the Audit and Finance Standing Committee to examine opportunities to revise the Disposal of Surplus Assets Policy to enable donation of furniture, including filing cabinets, to not-for-profit community groups and report back to the Standing Committee on these opportunities. MOTION PUT AND PASSED.*

**RECOMMENDATION**

It is recommended that the Audit and Finance Standing Committee examine opportunities to revise the Disposal of Surplus Assets Policy to enable donation of furniture, including filing cabinets, to not-for-profit community groups and report back to the Environment and Sustainability Standing Committee on these opportunities.

## **BACKGROUND**

The Environment and Sustainability Standing Committee passed a motion at its February 6, 2012 meeting requesting a report on the disposal of surplus HRM equipment to ascertain environmental impacts of HRM's disposal practices. During the February 6<sup>th</sup> discussion, it was suggested the report also include information on the benefits of reusing equipment.

A staff information report dated February 20, 2012 was before to the Environment and Sustainability Standing Committee at its March 1, 2012 meeting in response to their February 6<sup>th</sup> request.

Additional information can be reviewed in the attached February 20th report.

## **DISCUSSION**

During the review of the February 20<sup>th</sup> report, reference was made to serviceable furniture that cannot be redistributed being sent to public auction for sale. It was noted that there are a number of not-for-profit community groups that could use this furniture rather than having to purchase new furniture. District funds have been used to in the past to assist with purchasing furniture for not-for-profit community groups.

The Environment and Sustainability is asking the Audit & Finance Standing Committee to examine the Disposal of Surplus Assets Policy for opportunities to revise the Policy to enable donation of furniture, including filing cabinets to not-for-profit community groups rather than going to public auction, and report back to them on these opportunities.

## **BUDGET IMPLICATIONS**

As the furniture cannot be redistributed internally, its residual value to HRM would be very low. Therefore, the amount that would be foregone by donating the furniture to not-for-profit community groups, rather than going to public auction would be minimal.

## **FINANCIAL MANAGEMENT POLICIES/BUSINESS PLAN**

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Project and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Project and Operating reserves, as well as any relevant legislation.

## **COMMUNITY ENGAGEMENT**

The Environment and Sustainability Standing Committee meetings are open to the public.

## **ALTERNATIVES**

None.

**ATTACHMENTS**

Staff Information Report dated February 20, 2012.

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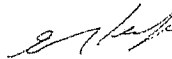
A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/cagenda.html> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by: Krista Vining, Legislative Assistant, Office of the Municipal Clerk, 490-6519

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**Environmental and Sustainability Standing Committee**  
**March 1, 2012**

**TO:** Chair and Members of Environment and Sustainability Standing  
Committee



**SUBMITTED BY:** \_\_\_\_\_  
Greg Keefe, Acting Director of Finance and Information Technology

**DATE:** February 20, 2012

**SUBJECT:** Disposal of Surplus HRM Equipment

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**INFORMATION REPORT**

**ORIGIN**

A request by the Environment and Sustainability Standing Committee on February 6, 2012 for a staff report on the disposal of surplus HRM equipment to ascertain environmental impacts of our disposal practices.

## **BACKGROUND/DISCUSSION**

In keeping with Procurement's commitment to sustainability, surplus equipment is either reused or disposed of in an environmentally responsible manner. End of life provisions are routinely incorporated into standing offers and tenders. As an example, for electronics, photocopiers have an end of life term requiring the vendor to take them back at the end of their useful life. At the end of life, computers, fax machines, printers and monitors have memory storage removed and destroyed and are sent to Atlantic Electronics Stewardship (ACES) depots. Computers that have some serviceability, but are unsuitable for HRM use, have the hard drives removed and are sent to Computers for Schools where they are refurbished for use at Nova Scotia schools. Surplus cell phones and batteries are returned to the distributor for appropriate disposal.

Furniture is redistributed internally whenever possible. Serviceable furniture that cannot be redistributed is sent to public auction for sale. Furniture that is no longer serviceable is treated as solid waste and is disposed of accordingly.

Surplus vehicles and other motorized equipment go to public auction and are mostly purchased by local individuals for reuse. Most 40 foot transit buses, once retired are no longer road worthy and not saleable as a vehicle. These are sent to Dartmouth Metals to be crushed as scrap metal. Occasionally surplus Access-A-Buses are donated to non-profit organizations for use within the community. Surplus fire apparatus is also sold or donated to other volunteer municipal fire departments. Smaller equipment including such items as appliances, generators, recreational sports and gym equipment are redistributed as viable or repaired and sold as appropriate.

## **BUDGET IMPLICATIONS**

There are no budget implications associated with this report.

## **FINANCIAL MANAGEMENT POLICIES/BUSINESS PLAN**

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Project and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Project and Operating reserves, as well as any relevant legislation.

## **COMMUNITY ENGAGEMENT**

No community engagement occurred in relation to this report.

## **ATTACHMENTS**

None

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Report Prepared by: Anne Feist, Manager, Procurement, Finance and Information Technology, 490-4200

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