

Request for Decision



To: Regular Meeting
From: **Corporate Service / Information Technology**
Date: December 10, 2018
Subject: Policy 805 – exception for Technology Items
Recommendation: **THAT Council permits the disposal or sale of outdated or unused Technology Items without following Section 3.4.ii of Policy No. 805 – “Asset Disposal Procedure Policy” if the Items are sold via a public auction process.**

Background

Policy 805 – “Asset Disposal Procedure Policy” was created in 2012 in correlation with the Tangible Capital Asset Policy due to requirements from PSAB 3150.

Over the years, the City’s IT department has collected various *Technology Items* that are either obsolete, aged out, or simply not used enough. All these items are now in various storage locations, drawers, filing cabinets, etc. Some are still actively in use but create a security risk to the organization as they do not receive security updates by the manufacturer and should be replaced and then disposed of. A lot of the items should not be sold locally as they are only useful for parts and only qualified technicians should re-use and recycle the components.

Technology Items are defined as, but are not limited to:

- Computers
- Laptops
- Monitors
- Servers
- Routers
- Switches
- Printers/Copiers
- Cell phones
- Smart Phones
- VoIP phones
- Storage Devices
- accessories for items listed

The IT department is asking to waive, for *Technology Items* only, the requirement from Policy 805 Section 3.4.ii regarding Public Notice requirements as defined by the Community Charter.

The items would be posted at an online auction forum to allow for a transparent public sales process. In addition, the department would post notices at least once a year on the City’s social media sites as well as in the newspaper to ensure that the public is aware of the type of items being sold through the online auctions.

The department would also like to note that it would be beneficial for the Policy to be reviewed in its entirety in 2019 to also streamline the disposal for other departments as some of the requirements in Policy 805 are simply too time consuming to allow for an efficient and cost effective process throughout the organization.

Benefits or Impacts

General

Efficient disposal of Technology Items

Strategic Impact



Community Engagement

- partnership with SD51 to dispose of Technology Items in a public online auction
- notifications on social media



Fiscal Responsibility

- although obsolete, items can be sold in a fair and open way to receive some funds towards other Technology Items

Policy/Legislation

Policy 805, Community Charters Section 94, PSAB 3150, Tangible Capital Asset Policy

Attachments

Policy 805

CC Section 94

Recommendation

THAT Council permits the disposal or sale of outdated or unused Technology Items without following Section 3.4.ii of Policy No. 805 – “Asset Disposal Procedure Policy” if the Items are sold via a public auction process.

Options

1. THAT Council accepts the report.
2. THAT Council does not accept the report.
3. THAT Council refers the matter back to staff for further information.

Report Approval Details

Document Title:	2018 RFD - Policy 805 exemption for Technology Items.docx
Attachments:	- 805 - Asset Disposal Policy.doc - RFD 2018 - Policy 805 - exception - Community Charter S.94.pdf
Final Approval Date:	Nov 30, 2018

This report and all of its attachments were approved and signed as outlined below:

Diane Heinrich - Nov 30, 2018 - 11:30 AM