

To:	Warden Halliday and Members of Grey County Council
Committee Date:	November 8 th , 2018
Subject / Report No:	ITR-CW-07-18
Title:	Disposal of Council Surplus Technology Equipment
Prepared by:	Jody MacEachern, Acting Director of Information Technology
Reviewed by:	Kevin Wepler, Director of Corporate Services
Lower Tier(s) Affected:	All
Status:	Recommendation adopted by the Committee as presented as per Resolution CW267-18; Endorsed by County Council on November 22, 2018 as per Resolution CC110-18.

Recommendation

1. That report ITR-CW-07-18 be received; and
2. That staff follow the County's Purchasing Procedures Section 11.2 g) and that Council's surplus technology equipment be sold through a public process.

Executive Summary

- Based on the lifecycle of the technology used by County Councillors, new and returning members of Council will be provided with new iPad tablets and mobile phones.
- Current Council members returned technology will be considered surplus assets.
- As per the County's Purchasing Procedure, these surplus assets are to be sold through a public process.

Background and Discussion

At the beginning of each four-year council term, council members are assigned a new mobile phone and a new iPad tablet for use in conducting the business of council, for the duration of their term as council members.

In the fall of 2014, incoming council members were issued mobile phones and Apple iPads, mainly for accessing and reading council documents, managing email, and conducting further research online if necessary.

With the acquisition of new mobile phones and iPad tablets for the incoming Council, the technology assets used for the past four years will be asked to be returned and these assets will be considered surplus assets. As per Grey County's purchasing procedures section 11.2 g):

“Surplus assets shall not be sold directly to an employee or to a member of Council, although this does not prohibit any employee or member of Council from purchasing Surplus Assets being sold through a public process.”

This clause was included in the purchasing policy and procedures to remove all appearances of conflict of interest, real or perceived, in the disposal of Grey County assets. Staff recommends adhering to the approved purchasing procedures and disposing all out-going council IT hardware through a public auction.

As per the current policy, council members who wish to possibly purchase their devices will be advised as to when their device is posted on the public auction website, and which item was employed to them.

County staff recognizes that individual council members may have gained a level of experience and comfort with a particular device, and staff will take steps to ensure an individual council member wishing to purchase can bid on that device. For example, if Grey County purchasing staff is aware that a council member wishes to purchase their device, they will post that device individually to the government auction website, rather than posting multiple items in a single sale, as is often the practice.

As corporate phones, tablets, computers, etc., are owned and managed by the corporation and used to conduct corporate business, they will first be released to the IT department for data erasure before being sold through public auction. The devices will be erased, and reset to factory conditions. The IT department is not responsible for the loss of personal information stored on these devices before or after they are decommissioned, and they are no longer supported by Grey County IT after they are sold.

Council members who wish to keep their cellular number may arrange to have that number ported to another wireless carrier. The individual council member is responsible for contacting another wireless carrier and arranging for transfer of that number to a personal cellular plan. The council member will also be responsible for reimbursing the County for any monthly fees incurred on cellular plan past the end of council term, before the account is transferred to a personal plan. The council member will be responsible for transferring any personal data stored on that phone, such as photos, to the new device or some intermediary storage service.

Legal and Legislated Requirements

None

Financial and Resource Implications

Grey County recuperates value from decommissioned hardware through public auction of surplus materials. Assuming fair market value is assigned to decommissioned hardware, the County will still receive value for this surplus IT hardware.

Relevant Consultation

Internal IT and Finance staff

External (list)

Appendices and Attachments

[Grey County Procedure A-FIN-001-001, Purchasing Procedures](#)