

## **BTS-1.03 - Ownership of Information Technology Assets**

### **OWNERSHIP OF INFORMATION TECHNOLOGY ASSETS**

*Administrative Rule Adopted by Council*

ARC-BTS-1.03

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#### **Purpose**

Consistent, efficient, accountable management and maintenance of the City's Information Technology (IT) environment can best be achieved through consolidated ownership of all corporate Information Technology assets by the Bureau of Technology Services.

A key to the City's ability to work and communicate effectively is dependent on our capacity to gather, analyze and distribute data and information. Maintaining hardware/software assets at a consistent level is essential in order to meet the public's service expectations, conduct efficient business operations, and achieve organizational goals.

The Chief Technology Officer (CTO) is the City's authority for IT issues and related purchases, installation and support matters. As such, the CTO has the responsibility for ensuring interoperability and sustainability of the City's IT components with the City's IT architecture, standards and policies.

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#### **Administrative Rule**

The Bureau of Technology Services (BTS) owns and manages all IT assets with the exception of assets where it is determined by Council or the CAO to be in the City's best financial interest for a customer bureau to own the asset. IT assets are defined as IT applications, IT systems, and assigned IT equipment.

All new desktop equipment (thick, thin, tiered, client-server, peripheral) for normal business/staff use, must always meet minimum technology standards as defined by BTS.

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#### **Responsibility**

BTS will charge rates for IT assets. These rates will include a replacement component or a debt service component; unless it is determined by Council or the CAO if it is in the City's best financial interest for a customer bureau to fund replacement resources on its own.

Ownership of IT assets will transition to BTS as assets are replaced. At the time of purchase, the new asset will be booked to the BTS Fund.\* This provision shall be fully in effect as of July 1, 2005.

Prior to their time of replacement, IT assets may still be owned by bureaus and their costs booked to the bureau's fund. However, BTS will manage these IT assets during the transition period.

Upgrades of IT assets, or the purchase of additional IT assets, will be funded via cash transfers from the receiver bureau.\*

IT equipment will only be purchased by BTS personnel and assigned to bureaus use.\* ( \* or as otherwise determined by Council or the CAO)

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#### **History**

Originally published as PPD number ARC-BIT-1.06, authorized by Ordinance No. 177048, passed by Council and effective November 6, 2002.

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