

Council Technology Purchase Policy



Purpose:

To provide councillors with the resources to view digital information with respect to Municipal matters. St. Mary's views technology as being supportive to the business of municipal governance and in communication with the public, other councillors, other organizations and the municipal administration.

Procedure:

1. The Municipality will, upon Council member's request, supply one tablet for Municipal purposes.
2. All computing equipment will remain the property of the Municipality unless purchased by the Council member in accordance with clause 5 below of this policy. All tablets will be wiped clean and data removed before purchase of equipment by a Council member.
3. Tablet equipment supplied by the municipality will be the same for all Council members and will be configured with the software required for Municipal business for use during the Council member's term. This could include the following;
 - a. Basic Microsoft Office Suite (MS Word, Excel, Power Point, Outlook)
 - b. Adobe Reader
 - c. Antivirus protection
4. Councillor electronic devices will be eligible for upgrade 3 years after adoption of this Policy and subsequently, every four years, coinciding with the Municipal election year.
5. Council members have the option at the end of their 4 year term to return all electronic devices and software to St. Mary's; or may purchase the used equipment for personal use at a minimum 20% prorated cost of original purchase price once it has been wiped of municipal information.

Responsibility:

Each Council member is responsible for;

- Requesting through administration, the use of tablet
- Operating the tablet
- Taking every reasonable precaution to secure the tablet and its contents
- Assigning a password for each device that will be filed with administration
- Reporting any equipment problems to administration
- Using the equipment as intended, by the council member for Municipal business
- Returning the tablet to administration when it is no longer required or their term in office ends
- Paying the 20% depreciated value of the equipment if it is not returned
- Administration is responsible for supplying tablet equipment, installing and removing software, training and maintenance of updating the equipment
- Records stored on device that relates to the business of the municipality are covered by the *Freedom of Information and Protection of Privacy Act*.