



## Council Policy

Council Policy No.:	CP2018-015
Council Policy Name:	Council Computer Systems
Date Approved by Council:	September 25, 2018 CR2018-589
Date revision approved by Council:	
Related SOP, Management Directive, Council Policy, Forms	Information Systems Management Directive

### Policy Statement and Rationale:

The Corporation of The City of Kawartha Lakes supports the strategic use of technology ensuring better service to our citizens now and in the future. As part of this use, it is important to ensure that Members of Council are equipped with the technological resources to assist them in carrying out the City's business.

This technology will facilitate communication amongst Members of Council, City staff, and residents and will support Council in providing an enhanced level of service to City residents. In addition, Staff will be better able to disseminate information and to collaborate with Members of Council. Councillors will have the opportunity to access the Internet for gathering external information relevant to City business.

### Scope:

This policy applies to all Members of the Council of the Corporation of The City of Kawartha Lakes while serving their respective elected or appointed full terms.

### Definitions:

"Cellular Phone" shall mean a Mobile Hardware device for which a mobile operating system is not utilized.

"Cellular Services" shall mean the delivery of wireless voice and/or data services to Mobile Hardware by way of a Mobile Provider.

"Computer Hardware" shall mean a ~~computing device such as a laptop, tablet or workstation.~~

“Computer Software” shall mean software installed by the Information Technology Division on Computer Hardware.

“Consumables” shall mean ink or toner for use in Printing Hardware.

“Information Services” shall mean technology services provided by the City including e-mail services and remote access services.

“Internet Services” shall mean the delivery of Internet connectivity to a Councillor’s primary residence.

“IT Service Desk” shall mean the established and defined day-to-day contact point for Councillors and staff with the Information Technology Division and the service provided therein.

“Mobile Hardware” shall mean a cellular connected device such as a Smart Phone or Cellular Phone.

“Network Hardware” shall mean modems, routers, antennas, cabling and any other device utilized in providing Internet Services.

“Printing Hardware” shall mean a device capable of providing print services.

“Smart Phone” shall mean a Mobile Hardware device for which a mobile operating system is utilized (e.g. ~~IOS-iOS~~ (iPhone), Android, ~~Blackberry OS, Windows Phone~~).

**Commented [JC1]:** Removing as these operating systems are no longer available

“Support Services” shall mean maintenance or support for ~~Computer Hardware~~, Mobile Hardware, Printing Hardware and Network Hardware.

## Policy:

### 1.0 Provision of Hardware and Services at the Beginning of Council Term

1.01 At the beginning of each term of Council all Councillors will ~~acquire their own~~ be provided with Computer Hardware ~~as their individual needs dictate. The City will reimburse the one-time cost of acquisition up to the maximum allotment as detailed in Appendix 1. Councillors will provide the Mayor’s office with all relevant receipts related to the purchase of the Computer Hardware. Councillors are free to purchase Computer Hardware of their choosing.~~

1.02 It will be the responsibility of individual Councillors to make the necessary arrangements for the acquisition of any Printing Hardware required for printing at their place of residence. The City will reimburse the one-time cost of acquiring necessary Printing Hardware and a yearly allowance for the purchase of replacement Consumables up to the maximum allotment as detailed in Appendix

1. Councillors will provide the Mayor's office with all relevant receipts related to the acquisition of Printer Hardware and Consumables. Councillors are free to purchase Printer Hardware of their choosing. Paper will be provided to the Councillors by the Clerk's office.

- 1.03 It will be the responsibility of individual Councillors to make the necessary arrangements for the installation and payment of required Internet Services at their place of residence. The City will reimburse any one-time cost for Network Hardware and recurring costs for Internet Services up to the maximum allotment as detailed in Appendix 1. Councillors will provide the Mayor's office with all relevant receipts related to the purchase of Network Hardware and recurring costs associated with Internet Services at the Councillor's place of residence.
- 1.04 It will be the responsibility of individual Councillors to make the necessary arrangements for the acquisition and payment of required Mobile Hardware and Cellular Services. The City will reimburse the one-time cost of acquiring the necessary Mobile Hardware and recurring costs for Cellular Services up to the maximum allotment as detailed in Appendix 1. Councillors will provide the Mayor's office with all relevant receipts related to the purchase of Mobile Hardware and recurring costs for Cellular Services. Councillors are free to purchase Mobile Hardware of their choosing. It is the recommendation of the Information Technology Division that Members of Council outright purchase Mobile Hardware as opposed to entering into binding contracts that bundle in the cost of the Mobile Hardware as the former greatly reduces the overall cost during a term of Council.
- 1.05 In the event that an individual Member of Council requires Internet Services or Cellular Services that exceed the maximum allotment as detailed in Appendix 1 the Mayor will, at the request of the Councillor review the proposed services along with their associated costs. Based on that review the Mayor will decide if an exception will be made, due to unique circumstances, to reimburse the Councillor beyond the maximum allotment as detailed in Appendix 1.

- 1.06 ~~If an individual Member of Council would like to utilize the Microsoft Office suite on their Computer Hardware the Councillor may make use of the City's Microsoft Home Use Program which allows for the purchase the Microsoft Office suite at a preferential rate as detailed in Appendix 1. The City will reimburse the one-time cost of acquiring the Microsoft Office suite up to the maximum allotment as detailed in Appendix 1. Councillors will provide the Mayor's office with all relevant receipts related to the purchase of the Microsoft Office suite. It is the Councillor's responsibility to acquire and install the Microsoft Office suite on their Computer Hardware.~~

**Commented [JC2]:** No longer needed as the laptops we are providing are licensed via our Enterprise Agreement

## **2.0 Use and Support of Hardware, Software and Services**

- 2.01 The Information Technology Division will communicate to Councillors via the Mayor's Office the procedures for obtaining support when technical problems occur with Information Services.
- 2.02 Should technical problems occur with Information Services, Computer Hardware or Computer Software the Information Technology Division will be responsible for providing assistance and resolution to the identified issues. The Information Technology Division will provide assistance via the IT Service Desk in the form of web portal (Self Service), email, phone or at the IT Suite located in City Hall.
- 2.03 The Information Technology Division will not be responsible to provide Support Services. It is the responsibility of the individual Member of Council to obtain and coordinate any Support Services required from service providers, manufacturers or other third parties. The City will reimburse the Support Services costs up to the maximum allotment as detailed in Appendix 1. Councillors will provide the Mayor's Office with all relevant receipts related to the Support Services.

## **3.0 Budgeting**

- 3.01 A sufficient Capital Budget will be established to provide allotments for the purchase of Computer Hardware and for the reimbursement of Computer Hardware, Mobile Hardware, Printing Hardware and Network Hardware. This will be budgeted for by the Information Technology Division within the Capital Budget during budget deliberations in the year of the election.

3.02 A sufficient Operating Budget will be established annually within the Information Technology Division budget for Computer Software.

- 3.023 A sufficient Operating Budget will be established annually within the Mayor and Council budget for Internet Services, Cellular Services, Support Services and Consumables.

- 3.043 Items included in Section 3.0 are considered to be a City expense in providing members of Council with the tools to conduct their duties. They will not be included in the annual Statement of Remuneration and Expenses in accordance with Section 284 of the Municipal Act.

## **4.0 Return or Purchase of Council Computer Hardware**

In the event that a Member of Council does not complete his or her full term of office, the departing Councillor must reimburse the City for their Computer Hardware, Mobile Hardware, Printing Hardware and Network Hardware at a depreciation rate of 25% per year calculated on a monthly basis based on the

term served. The reimbursement of the identified hardware will take the form of a deduction from the Councillor's final pay cheque with any remaining balance paid within 30 days as agreed to in the Purchase of Council Computer Hardware, Appendix 2. The Mayor's Office may at its sole discretion waive the requirement to reimburse the City for the identified hardware. Before taking ownership of Computer Hardware it must be provided to the Information Technology Division to allow for the removal of Computer Software.

### Revision History:

Proposed Date of Review:

Revision	Date	Description of Changes	Requested By
<u>0.1</u>	<u>12/16/2022</u>	<u>Updated to reflect City provided Computer Hardware, Computer Software</u>	
0.0	01/20/2021	Updated Policy Template	

## Appendix 1

Description	Allotment (\$)
<del>Computer Hardware</del>	<del>1500.00/term</del>
Mobile Hardware	6800.00/term
Network Hardware	3250.00/term
Printer Hardware	4600.00/term
Cellular Services	75.00/month
Consumables	400.00/year
Internet Services	60.00/month
Support Services	400.00/year
<del>Microsoft Office Suite</del>	<del>15.00</del>

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**Commented [JC3]:** This amount could potentially be reduced as they are no longer needing to seek out support for their laptops

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**Appendix 2**

**Purchase of Council Computer Hardware**

I, \_\_\_\_\_  
Print or Type Elected Official Name

acknowledge that the City of Kawartha Lakes has reimbursed me \$\_\_\_\_\_ for the hardware required to fulfil my duties as an Elected Official.

**I understand and agree that:**

- 1. The hardware is depreciating at a rate of 25% per annum calculated on a monthly basis based on the term served.
- 2. If for any reason, I do not complete my term as an Elected Official of The Corporation of the City of Kawartha Lakes, the net book value (amount reimbursed minus the depreciated amount) of the hardware shall become due and payable and will be deducted from my final pay. I will remit to the City, any balance still owing after deduction from my final pay, by cash or by certified cheque, on or before my last day as an Elected Official.

**DATED at Lindsay, in the City of Kawartha Lakes** \_\_\_\_\_ day of \_\_\_\_\_ **20**\_\_\_\_  
this

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Elected Official Signature

\_\_\_\_\_  
Print or Type Name of Witness

\_\_\_\_\_  
Print or Type Name of Elected Official