
Council Computer Purchasing and Replacement Policy

Policy Number: CA280/2013

Approval Date: September 10, 2013

Supersedes Policy: Council Computer Usage and Replacement Policy CA246/2011

SECTION A

1.0 Policy Purpose

- 1.1 To provide Councillors with the resources to view digital data with respect to Municipal matters. Morinville views technology as being supportive to the business of municipal governance and will take advantage of current technology for the purposes of communicating with the public, other Councillors, other organizations and the municipal office.

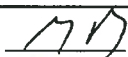
2.0 Definitions

- 2.1 **“Councillors”** means the duly elected officers of the Town of Morinville and the Chief Elected Officer or Mayor.
- 2.2 **“Electronic Device”** means any electronic mobile computer equipment such as a tablet or laptop computer that permits access to the internet and email and review of electronic information.

3.0 Policy Statements

3.1 Budget

Each Councillor will receive computer hardware and software for the duration of their term and Administration will make provision in the municipal budget for same.



Mayor Initials



CAO Initials

Councillors, who choose to purchase an electronic device of their own choice, will be provided up to \$1,000 to do so. Morinville's technical support will provide support and software for windows based electronic devices and software only. Software and support for non-windows based electronic devices will be at the expense of the Councillor.

3.2 Technical Continuity

In order to maintain technical continuity, Councillor electronic devices will be replaced every 4 years preceding the Municipal Election in October.

3.3 Provision of Hardware, Software and Internet Connection

Administration will facilitate the provision of an electronic device and an Internet Connection to Morinville Councillors in order to maintain communications with regard to municipal business.

3.4 Disposition of Computer Equipment

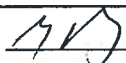
Councillors will have the option at the end of their term (or upon resignation from Council) to return all electronic devices, peripherals and software to Morinville; or purchase the same at a cost that has been depreciated based on $\frac{1}{4}$ of the original cost per year in each of the four years with a residual balance of zero.

3.5 FOIP

Records stored on a device that relates to the business of the municipality are covered by the *Freedom of Information and Protection of Privacy Act* and amendments thereto. Personal records and records relating to an election campaign are excluded from the Act.

3.6 Parameters for Computer Usage

Computer resources are the property of Morinville and are provided to Councillor's to assist in the performance of their duties as Councillor's. Councillors are therefore required to utilize computer resources in accordance with Morinville's Acceptable Use of Technology policy (CF20/2010).



Mayor Initials



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4.0 Expiry Date

4.1 Every 4 years preceding Municipal Elections in October.

SECTION B

1.0 Reference to other Policy and Legislation

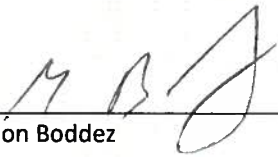
Freedom of Information and Protection of Privacy Act, RSA 2000 and amendments thereto
Acceptable Use of Technology Policy CF20/2010

2.0 Persons Affected

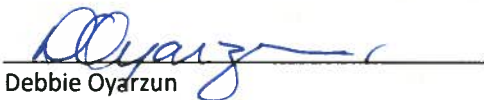
Council
Financial Services
Technical Support Services

3.0 Review/Revision History and Author

Reviewed September 2013
Reviewed November 2011
Reviewed October 2011



Gordon Boddez
Mayor



Debbie Oyarzun
Chief Administrative Officer