



County of Wetaskiwin No. 10 Municipal Policy

Department:

Policy No.

11.0 Council

11.0.5

Title Council Technology Resources

1. Policy Statement:

1.1. Councillors, in the performance of their duties, require access to electronic information and to communicate with each other, residents, stakeholders, and County staff in a timely and efficient manner. This Policy establishes guidelines for the provision and use of equipment (i.e. tablets, etc.) and email resources for Councillors.

2. Responsibilities:

2.1. The computer network is the property of the County of Wetaskiwin to be used for legitimate business purposes.

2.2. Councillors are requested to complete Schedule "B" Request for email Account & Equipment and "C" Offsite Usage Agreement, of this Policy after reviewing Schedule "A".

2.3. Eligibility for subsidy is based on option chosen in Schedule "A".

3. Guidelines:

3.1. **Equipment Option 1:** County owned computer equipment (desktop, laptop, tablet or other device) with Councillor to provide internet access. Allowance for Councillor to provide their own communication device (cell phone or smart phone).

3.2. **Equipment Option 2:** Councillor owned computer equipment (desktop, laptop, tablet or other device) with Councillor to provide internet access. Allowance for Councillor to provide their own communication device (cell phone or smart phone).

3.2.1. The County is not responsible under this policy to provide hardware or software support to any equipment or software that is not County property. (Schedule "A" Option 2 & Offsite Usage Agreement)

3.3. **Equipment Disposal:** Any Councillor, at the end of their term of office, may elect to purchase this equipment subject to the following depreciation pro-rate:

3.3.1. Year 1 - 25%

3.3.2. Year 2 – 50%

3.3.3. Year 3 – 75%

3.3.4. Year 4 – 100%

This equipment would be subject to sanitization prior to the sale in order to protect the intellectual property of the County and the confidentiality of personal information.

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4. **Additional Pages:**

- 4.1. Schedule "A" Options for Offsite Usage
- 4.2. Schedule "B" Request e-mail Account & Equipment
- 4.3. Schedule "C" Offsite Usage Agreement

5. **Definitions:** are created & maintained in the Definition Index.

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Schedule "A"
OPTIONS FOR OFFSITE USAGE

Option 1: County owned computer equipment (desktop, laptop, tablet or other device) with Councillor to provide internet access. Allowance for Councillor to provide their own communication device (cell phone or smart phone).

The County will ensure that:

- Councillors will have access to email, calendars, etc. and meeting management software through the County website.
- All County owned equipment and software is standardized, current, compatible and updated on a regular basis
- All County owned equipment has real time protection from viruses, and other security risks.
- County Information Services staff will support all County owned equipment, and troubleshoot issues with hardware or software

Councillors will:

- Ensure that all County information is protected and held confidential, regardless of where it is stored.
- Be responsible for the operation of their own communication devices (cell phone or smart phones) and internet access and would need to contract a third party to troubleshoot their personal equipment.
- Provide administration with their cellular telephone number.
- Have the choice for type of internet account and communication device (cell phone, or smart phone).

Option 2: Councillor owned computer equipment (desktop, laptop, tablet or other device) with Councillor to provide internet access. Allowance for Councillor to provide their own communication device (cell phone or smart phone).

The County will ensure that:

- Councillors will have access to email, calendars, etc. and meeting management software through the County website.

Councillors will:

- Ensure that all County information is protected and held confidential, regardless of where it is stored.
- Be responsible for the operation of their own computer equipment, communication devices (cell phone or smart phones) and would need to contract a third party to troubleshoot their personal equipment
- Provide administration with their cellular telephone number.
- Have the choice for type of computer equipment, internet account and communication device (cell phone, or smart phone).

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Schedule "B"
County of Wetaskiwin No 10
Request for e-mail Account & Equipment

For protection of privacy reasons, County of Wetaskiwin No 10 will not automatically create an e-mail ID for any individual.

Councillor: _____
First
Middle Initial
Last

I hereby agree to the following:

1. I give authorization to County to create an email account on my behalf.
2. I choose the following option for the length of my term of office:

	Option 1 \$200.00/month	County owned computer equipment (desktop, laptop, tablet or other device) with Councillor to provide internet access. Allowance for Councillor to provide their own communication device (cell phone or smart phone).
	Option 2 \$250.00/month	Councillor owned computer equipment (desktop, laptop, tablet or other device) with Councillor to provide internet access. Allowance for Councillor to provide their own communication device (cell phone or smart phone).

Signature Date

For Office Use Only:	
	Date _____
email Account:	_____
Completed by:	_____
Notes:	_____

cc Accounts Payable

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Schedule "C"
Councillor Offsite Usage Agreement

Councillor: _____ Division _____

Description of Equipment: _____ Value: _____

Description of Software: _____ Value: _____

CAO Signature: _____ Date: _____

Councillor Signature: _____

Note: The intent of this document is to record the transfer of equipment, software and data for offsite use by County Councillors.

After Term of Office:

Date Returned: _____ CAO Initial: _____

Received by: _____ Signature: _____

OR

Date Purchased: _____ CAO Initial: _____

Original Cost: _____ Pro-rate: _____ Payment (if applicable): _____

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