

## TITLE: COUNCIL COMPUTER POLICY

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RESOLUTION NUMBER: 2024-04-16

POLICY #: CP-002

EFFECTIVE DATE: APRIL 23, 2024

SUPERSEDES: 100-02/20

UP FOR REVIEW: 2028

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### **PURPOSE**

The Council of the Town of Magrath recognizes the importance of providing an efficient, “paperless-type” business system, through the use of laptop/tablet computers to improve their ability to govern, while limiting the amount of printed material.

The purpose of this policy is:

1. To identify the responsibilities of the Council and the Town of Magrath regarding the ownership, maintenance, and replacement of the Council’s laptop/tablet computers.
2. To reduce the amount of printed material necessary for communication between the Council and Town Administration by creating and distributing Council Agenda’s and other correspondence through email.

### **POLICY STATEMENTS**

1. Laptop/tablet Supplied by the Town:
  - a) The Town will supply laptop/tablet computers to all Council Members and the total cost per laptop/tablet will be determined at the beginning of each term. These laptop/tablet computers shall meet the current town standards in place at the time of purchase;
  - b) Ownership of the laptop/tablet will be term-specific. If a Councilor, for any reason cannot serve for the full four years, they will have the option of purchasing their laptop/tablet at a pro-rated fee (year 1 – 80%, year 2 – 60%, year 3 – 40% and year 4 – 20%) of the original purchase price, otherwise the laptop/tablet will be returned to the Town;
  - c) If necessary, Council Members who are elected in a by-election will have a new laptop/tablet purchased for their use;
  - d) Council Members may use their assigned laptop/tablet computer for personal use providing Town use is given priority;

- e) Council Members may install personal software on their assigned laptop/tablet computer as long as it does not conflict with software provided and installed by the Town;
- f) Council Members shall take all reasonable steps and precautions to protect their assigned laptop/tablet computer from damage, harm or theft;
- g) The Town shall not be responsible for costs incurred for the maintenance and repair of the assigned laptop/tablet computer. Councillors should consult with the Town prior to any repairs being completed to see if there is any warranty available on their products.

2. Ownership at term's end:

- a) Council Members will own their laptop/tablet at the end of the four-year term;
- b) If the Councilor is re-elected, a new laptop/tablet will be supplied, based upon the new council's discussion as to budget and system requirements.

3. Confidential and Proprietary Information:

“Confidential and Proprietary Information” means all information relating to the operations, assets and affairs of the Town of Magrath and all information supplied to Council Members. All information remains the property of the Town of Magrath and as such, any information stored on a personal laptop/tablet must be removed at the end of the Councilor's service to the Town of Magrath.

This includes all written materials, records, data and other documents (hard and electronic copies) prepared or obtained by the Councilor in the course of their service for the Town of Magrath and they shall not retain, copy or distribute any such information to any third person.