



TOWN OF RAYMOND

Adopted by: Town Council

Motion Number: 13-29-10-2013

Authority to Administer: CAO

Policy Number: GP - 2017-04

Policy Name

Council Computer Policy

Policy Purpose

- i. To identify the responsibilities of the Council and the Town of Raymond regarding the ownership, maintenance and replacement of Council's laptop computers.
- j. To reduce the amount of printed material necessary for communication between Council and Town Administration by creating and distributing Council Agenda's and other correspondence through email.

Policy Statement

The Council of the Town of Raymond recognizes the importance of providing an efficient, "paperless - type" business system, through the use of laptop, tablets and or smartphone devices to improve their ability to govern, while limiting the amount of printed material.

Policy Procedure

1. Hardware & Software Supplied by Town:

- Each Councillor at the beginning of each term will receive a maximum amount of funding that they can spend on any type of electronic device, software or accessory that they feel is required for them to their Council obligations. These devices shall meet the current town standards in place at the time of purchase;
- Ownership of the devices will be term specific. If a Councillor, for any reason cannot serve for the full four years, they will have the option of purchasing their device for a \$300.00 fee, otherwise the device will be returned to the Town;
- Council Members who are elected in a by-election will have an allowance provided to them to purchase their devices for use during the remainder of the term;
- Council Members may use their devices for personal use;
- Council Members may install personal software on their devices if it does not conflict with software provided and installed by the Town;

- Council Members shall take all reasonable steps and precautions to protect their assigned laptop computer from damage, harm or theft;
 - The Town shall be responsible for costs incurred for the maintenance and repair of the device.
2. Ownership at term's end:
- Council members will own their device at the end of the four-year term;
 - If the Councillor is re-elected, a new allowance will be supplied for the Councillor to use during the next four-year term.
3. Current Term Allowance:
- The current device allowance per term is \$2600/Councillor.

Policy Approval Date: August 19, 2008
Policy Amendment Date & Motion #: October 29, 2013, 13-29-10-2013