



Policy #1027

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Policy Title: Councillor Communications and Technology Devices

Policy No.: 1027

Approval: County Council

Effective Date: October 21, 2013

Supersedes Policy No.: New

Policy Statement: The Council of Mountain View County shall receive electronic communication and technology devices while undertaking their role as elected representatives for Mountain View County.

Purpose: To provide Council with communication and technology devices that provides for efficient communication between councillors, administration and ratepayers.

Principles:

1. Councillors will have a choice between a County provided smartphone device or a personally supplied device.
2. Mountain View County will supply a laptop for use by Councillors during their term that is consistent with county standards.
3. Councillors will have Internet Access.

End of Policy

Approved: August 28, 2013



Procedure Title: Council Communication and Technology Devices
Procedure No.: 1027-01
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Effective Date: October 21, 2013
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1. Guideline

Councillors will be given the choice of using a County selected smartphone or accepting a technology allowance at the beginning of the council term to compensate for use of a personal device. Councillors will be required to use County issued Laptop computers.

Councillors electing to use a personal smartphone shall receive a hardware allowance and monthly allowance for voice and data services.

Councillors will be required to have access to the internet and the County will reimburse the cost of either home or mobile ISP service.

County Policy No. 1019, Technology Use Policy, will apply to all technology used for County related business, including personal devices.

2. Smartphones

Councillors will be given the choice of using a county provided device or a personal device.

2.1 Use of County Device:

- a. Mountain View County shall provide councillors with a standard smartphone equipped with a voice and data plan required for carrying out their duties.
- b. Mountain View County will retain responsibility for repairing / replacing the smartphone as required throughout the term of office. One smart phone upgrade may be provided during each Council term.

2.2 Personal Device:

- a. Councillors shall be given \$600 at the start of their term. This is to allow for the purchase of a cellphone or smartphone.
- b. Councillors shall receive a monthly allowance for voice and data costs for use of their personal device. The amounts established to cover base costs are 20 dollars per month for voice, and 30 dollars per month for data.
- c. The IT department shall give full support for the integration of County services provided. Other support (for operating system, virus cleaning, etc.) may be provided as best effort only by County IT staff.
- d. Councillors shall be provided with a list of supported hardware to ensure compatibility when purchasing equipment. The list will be updated as needed to accommodate technology developments.

3. Home/Personal Internet Services

- 3.1 Councillors shall be reimbursed for equipment purchased to install an internet service in their home if required. Should a councillor leave office mid-term, the install cost shall be repaid on a pro-rated basis. The councillor may choose instead to have a mobile internet service such as an air card. The cost of the hardware shall be covered instead of installation of a home internet service.
- 3.2 Monthly costs associated to the internet service shall be reimbursed to councillors. The maximum that will be reimbursed is 65 dollars per month.

4. Laptops

- 4.1 Councillors will be provided a County issued Laptop computer at the commencement of their term.
- 4.2 Councillors may have other personal devices that could be used while performing their duties. Councillors shall be provided with a list of supported hardware to ensure compatibility when purchasing equipment. The list will be updated as needed to accommodate technology developments.
- 4.3 County staff will support Councillors in integrating calendars from external organizations to the extent possible.
- 4.4 The services provided to councillors are expected to include:
- i. email with calendaring (to allow sending email with very large attachments)
 - ii. web-based collaboration
 - iii. locally stored files with synchronized, server-based storage
 - iv. electronic document library

End of Procedure

Approved: **August 28, 2013**

