

# COUNTY OF ST. PAUL NO. 19

*Our Mission - To create desirable rural experiences*



## ADM-5 Council Office Equipment Policy

Department: Administration

### POLICY OBJECTIVE:

The County of St. Paul desires to establish standards for the acquisition, use, and maintenance of laptops, fax machines, printers and other equipment or devices for councillors.

### POLICY STATEMENTS:

#### 1.0 Equipment Provision

- 1.1 If a fax machine is required by a councillor, one will be provided by the County.
- 1.2 If a councillor wishes to install a separate line for his or her fax machine, the cost will be incurred by the councillor. The monthly rental fee for this separate line will be reimbursed by the County. The County will supply cartridges and paper as required, at no cost.
- 1.3 Councillors will be provided with a laptop and printer at the beginning of their term. The County will provide cartridges, paper, and IT support as required. Councillors will receive agendas, correspondence, and calendar information via this laptop.
- 1.4 Internet hardware and related service charges will be paid for by the County during the four-year term.

#### 2.0 Email Address

- 2.1 Each Councillor will be provided a county email address.

#### 3.0 Councillor Responsibilities

- 3.1 Councillors must enter into a contractual arrangement with the County for a payroll deduction every month during their four-year term, which will pay half the cost of their laptop/tablet and corresponding hardware. When the term is over the equipment will become their property.

- 3.2 In the event that a councilor does not complete their term, they will have the option of purchasing the laptop and its corresponding hardware for the remaining balance.
- 3.3 When a councillor is leaving their position, they are required to submit their laptop to County administration for the purposes of removing all County-related programming.

Council Approval: September 14, 2010  
Amended: April 8, 2014  
Amended: December 14, 2021