

# City of Melfort Policy Manual

<i>POLICY TITLE:</i> <b>Information Technology Allowance Policy</b>	<i>POLICY NUMBER:</i> <b>1.2.15</b>	<i>EFFECTIVE DATE:</i> <b>May 12, 2015</b>
<i>ORIGIN:</i> <b>City Manager</b>	<i>ADOPTED BY COUNCIL ON:</i> <b>May 11, 2015</b>	<i>DATE AMENDED:</i>

## 1. PURPOSE

The purpose of this policy is to provide financial support to City Council for the purchase of electronic equipment to assist Council in the duties of their position.

This will allow Council members to:

- 1.1 Communicate with their constituents and colleagues regarding meetings and activities of City Council.
- 1.2 Communicate with their constituents regarding the business and services of the City and its agencies.
- 1.3 Receive all meeting packages and communications electronically.

## 2. POLICY

- 2.1 Each member of Council shall receive the Information Technology Allowance of \$600.00, including taxes, to procure electronic equipment (ie: laptop, iPad, tablet) to assist with the duties of their position.
- 2.2 This allowance will be paid once during their term of office.
- 2.3 Electronic equipment utilized or purchased by the Council members must be compatible with any system currently being used by the City for the provision of electronic agendas and communication with council.
- 2.4 Each member of Council will be responsible to purchase equipment of their choice.

- 2.5 In the event that a member of Council leaves his/her position prior to the end of his/her term, he/she will be required to repay, on a pro-rated basis, the portion of the Information Technology allowance he/she is no longer entitled to.
- 2.6 Members of Council shall be responsible for the cost of replacement and any other associated costs in the event the electronic equipment becomes lost or damaged.
- 2.7 Council members shall be responsible for maintaining the confidentiality of city information stored on their electronic device and for removing any and all confidential city information from their electronic equipment in the event they cease to become or continue as a member of Council.
- 2.8 Any additional costs over and above the Information Technology Allowance will be the responsibility of the individual member of Council.

### **3. RESPONSIBILITIES**

#### **4.1 City Clerk**

- 4.1.1 Will update and review this policy as required.