



Improvement District No. 9 (ID9) P-2015-02 – Council Computer Policy

Resolution No. 11-10-12-2015

Policy Name: Council Computer Policy

Policy Statement: The Council of Improvement District No. 9 recognizes the importance of providing an efficient, “paperless - type” business system, through the use of laptop computers, and other similar electronic equipment, to improve their ability to govern, to facilitate effective interaction with administration and participation during Council meeting, while limiting the amount of printed material.

Definitions:

- a) **“Council”** – for the purpose of this policy, “Council” refers to those individuals serving as members of the Municipal Council for Improvement District No. 9.
- b) **“Computer” or “Devices”** – for the purpose of this policy, “computer” or “device” shall mean any laptop, tablet, smartphone, or any other similar electronic device that will assist Council to undertake their responsibilities, connect with each other, participate during Council meetings using the digital agenda and servicing local citizens
- c) **“Allowance”** – for the purpose of this policy, “allowance” is a stipend or grant to be made from the ID9 Budget to assist Council Members to acquire new, functional, Computer Devices during each term to assist them in the performance of their responsibilities as a reimbursement for such expenditures.

Policy Purpose:

1. To provide Council with an allowance that may be spent towards the purchase of computer and other similar electronic devices for use throughout a Council term
2. To reduce the printed material needed in the production of Council agenda packages and in the correspondence undertaken by Council by creating a system where correspondence is undertaken and Council agenda packages produced via digital means.
3. To assist Council in acquiring up-to-date modern technology for the purpose of being more effective and productive in the conducting of ID9 business, undertaking ID9 responsibilities, working cooperatively with other municipalities, levels of government, key organizations, and in serving the citizens.
4. To identify the responsibilities of the Council regarding the use of the allowance, ownership, maintenance, and replacement of such devices purchased with the assistance of said allowance.

Principles:

1. An Allowance is to be provided to each Council member at the start of every new Council Term, the amount to be set by motion of Council.
2. The Allowance may be spent throughout the course of the term towards any computer devices the Council member deems to be useful, as well as towards any repairs, maintenance, upgrades, software or replacement devices.
3. The allowance will be paid out in portions on an as-used basis as a reimbursable expense, which must have a receipt or clear copy thereof accompanying the expense submission.

4. The allowance is a type of stipend; the computer devices are to be owned by the various Council members who purchase them.
5. Due to this ownership, the Council member who purchase the computer devices may use them for any other legal business or private matter, provided these activities do not interfere with the use of these devices for ID9 business.
6. Council Members who join Council after the term has already started will be provided with a portion of this allowance for the remainder of the term, the amount of which to be set by motion of Council.
7. All repairs, maintenance, upgrades or software or replacement devices over and above the allowance amount for the term will not be funded and will be the sole responsibility of the owner, unless due to a special circumstance, as decided by Council, Council passes a motion to provide an additional allowance for the term either to one individual or to the whole.
8. Any allowance received will have a tax benefit implication for the portion of a term not completed.

Adopted by the above-noted resolution this 10th day of December, 2015.



Chairman – Dave Schebek



Chief Administrative Officer – Ethan Gorner