

Policy Number: ply\_EXC\_Council\_Technology\_Allowance\_and\_Support

## Council Technology Allowance and Support

Date Approved by Council:

Resolution No.:

Mayor:

County Commissioner:

### 1. Purpose

This policy prescribes the technology allowance and support available to Elected Officials of Sturgeon County.

### 2. Revision History

<i>Approval Date</i>	<i>Revision Number</i>	<i>Modification</i>
xxxx	1.0	New Document

### 3. Persons/Areas Affected

Elected Officials of Sturgeon County

### 4. Definitions

The following definitions and interpretations apply in this policy:

*Council* means the Council of Sturgeon County

*County* means the Municipality of Sturgeon County.

*County Commissioner* means the person appointed as Chief Administrative Officer of Sturgeon County, or his or her designate.

*Elected Officials* are the Mayor and Councillors of Sturgeon County.

### 5. Policy Statement

- 5.1. Sturgeon County Elected Officials require technology and technological support in order to fulfill their duties effectively. This policy prescribes the technology allowance and support available to Elected Officials.



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## **6. Technology Allowance**

- 6.1. Upon being elected to Council, Elected Officials shall receive a cell phone, with the cost of the device and reasonable charges to be covered by the County. Costs for excessive data, roaming charges, and long-distance phone calls will be the responsibility of the Elected Official.
- 6.2. Upon being elected to Council, Elected Officials shall also receive a tablet or laptop and the required accessories and software to complete their work.
- 6.3. In recognition of the rapid pace of technological advancement, in addition to allocations for a cell phone and tablet/laptop, Council shall budget annually for emergent technological requests. Expenses less than \$1,000 shall be considered by the County Commissioner based on budget availability. Expenses more than \$1,000 shall be referred to the Governance and Council Services Committee for consideration.
- 6.4. Elected Officials shall use devices only in accordance with the County's acceptable terms of use.
- 6.5. Only devices that can be supported by the County's Information Services Department shall be issued.
- 6.6. Devices shall be replaced in accordance with the replacement schedule determined by the County Commissioner.

## **7. Technology Support**

- 7.1. The County Commissioner shall ensure technology support is made available to Elected Officials.

## **8. Effective Date**

- 8.1. This Policy takes effect on October 21, 2025.