



# County of Lethbridge Policy Handbook

**EFFECTIVE:** February 6, 2012

**SECTION:** 100 NO. 158

**APPROVED BY:** County Council

**SUBJECT:** Technology for  
County Councillors

**REVISED DATE:**

## **PURPOSE**

The purpose of this policy is to ensure that each member of County Council, during their term of office, has access to the technology needed to perform their official functions.

## **OBJECTIVE**

The elected officials of the County of Lethbridge have a broad mandate to provide good government, develop and maintain safe and viable communities, and to supply desirable and/or necessary services to the County of Lethbridge. Therefore, it is the policy of the County of Lethbridge to provide each member of County Council with standard technological equipment for business use and to provide updates and technical support for this equipment as required.

## **PARAMETERS:**

The Information Technology Department shall:

- Provide each member of County Council with tablet technology. All necessary business related software will be supplied.
- The Reeve's Office and Council Members' Office will be provided with:
  - Internet connectivity
  - Computer with access to corporate network printing, scanning and faxing
  - County issued desk phone.
- The Reeve will be provided with a Smart phone as well as a tablet.
- Provide technological updates and assistance when required.
- Identifying the changing technological needs of members of County Council.

## **GENERAL**

It is recommended that County Councilors purchase their own Smart phones. The County of Lethbridge will provide an allowance of \$50 per month to County Councilors to cover council business usage of those phones. This is based on the current County voice/data rate plans for smart phones. Future changes in the voice/data rate plans will be reviewed on an annual basis.

All technology and devices supplied by the County of Lethbridge will remain the property of the County of Lethbridge. Upon the conclusion of their term of office, Council members will return any technology and/or devices to the Information Technology Department.

On annual basis, the Computer Services Manager shall review this policy and make recommendations on any updates or amendments.

As a reminder, the Computer Usage Policy also applies to tablet technology.