



TOWN OF THREE HILLS

POLICY # 610

COUNCIL COMPUTER PROGRAM POLICY

Approved by Council on: July 13, 2020 by Resolution #356-2020

Amended by Council on: September 27, 2021

1. PURPOSE

1.1. The purpose of this Policy is to:

1.1.1. promote a more efficient, “paperless-type” business system, through the use of laptop computers; and

1.1.2. establish guidelines to regulate the use and buy-out of Town supplied computers for Councillors.

2. AUTHORITY

2.1. The authority for this Policy is by resolution of the Council of the Town of Three Hills.

2.2. The CAO is accountable and responsible for the development, evaluation, and implementation of this Policy.

2.3. The CAO reserves the right to exercise appropriate managerial judgement to take such actions as may be necessary to achieve the purpose of this Policy.

3. DEFINITIONS

3.1. Whenever the singular masculine gender is used in this Policy, the same shall include the feminine and neutral or other gender whenever context requires.

3.2. In this Policy, unless the context otherwise requires:

3.2.1. “CAO” shall mean Chief Administrative Officer for the Town of Three Hills or his designate.

3.2.2. “Council” shall mean the body of elected officials who govern the Town.

3.2.3. “Council Members” shall mean members that sit on Council for the Town.

3.2.4. “Town” shall mean the Town of Three Hills.

4. POLICY

4.1. Computers Supplied by Town:

- 4.1.1. The Town will supply laptop computers complete to all Council Members who do not wish to provide their own unit. These laptop computers shall meet the current town standards in place at the time of purchase.
- 4.1.2. One laptop computer shall be assigned to each Council Member for his/her sole use and said laptop computer shall stay in the Council Members’ possession until he/she resigns from Council, or chooses not to seek another term on Council, or is not successfully reelected, or the laptop computer is replaced with a new unit.
- 4.1.3. Council Members may use their assigned laptop computer for personal use.
- 4.1.4. Council Members shall not install personal software on their assigned laptop computer.
- 4.1.5. Council Members shall take all reasonable steps and precautions to protect their assigned laptop computer from damage, harm or theft.
- 4.1.6. The Town shall be responsible for costs incurred for the maintenance and repair of the assigned laptop computer.
- 4.1.7. Upon completion of the Council term, each Council member shall be entitled to keep his/her laptop.

4.2. Reimbursement for Provision of High-Speed Internet Service:

- 4.2.1. Each Council Member shall be responsible for providing high speed internet service at his/her place of business or place of residence to link his/her laptop computer to the Town’s Company Website.
- 4.2.2. The Town shall reimburse each Council Member for the provision of their high-speed internet service in accordance with the Town’s Council Remuneration and Allowance Policy, as amended.

5. PRIOR POLICY

- 5.1. This policy shall supersede and replace all prior policies, oral or written, regarding the Council Computer Program within the Town of Three Hills.
- 5.2. Policy C001 – Council Computer Program Policy is hereby repealed.

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