

# COUNTY OF ST. PAUL #19

**Policy Number**

**PER-16**

**Title**

**Fax Machines/Laptops/Printers**

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**Date Approved**

***April 11, 2006***

**Objective:**

The County of St. Paul continuously endeavours to achieve best practice policies and procedures in its administration and operations. In order to enable and enhance the productivity of the County's strategic business units it is critical that we make use of the latest means of information and communication technology. This policy will set the guidelines for acquiring, using, and maintaining laptops, fax machines, and printers.

**Procedure:**

If a fax machine is required by a Councillor, one will be provided by the County.

If a County Councillor wishes to install a separate line for his or her fax machine the cost will be incurred by the councillor. The monthly rental fee for this separate line will be reimbursed by the County. The County will supply cartridges and paper as required.

Council members will be provided with a laptop and printer at the beginning of their term. The County will supply cartridges and paper as required as well as IT support. Council members will receive Council agendas, correspondence and calendar information via this laptop.

Each Council member will be provided a County of St. Paul email address and will need to review and sign the attached agreement regarding the use of the internet.

Councillors must enter into a contractual arrangement with the County. There will be a monthly deduction on all Council paycheques over the course of their term that will be allocated to cover the cost of their laptop and corresponding hardware (charger, modem, etc.).

When a Councillor completes their four-year term, they will own their laptop and corresponding hardware outright. In the event that a Councillor does not complete their term, they will have the option of purchasing the laptop and its corresponding hardware for the remaining balance.

When a Councillor leaves their position, they are required to submit their laptop to County administration for the purposes of removing all County-related programs.

	<b>Date</b>
<b>Approved by Council</b>	<b>September 14, 2010</b>
<b>Amended</b>	<b>March 8, 2014</b>
<b>Amended</b>	