

# COUNCIL POLICIES & PROCEDURES

## SECTION H

### MISCELLANEOUS

**SUBJECT:** Information Technology Equipment Number H-14

**APPROVAL DATE:** December 8, 2004

**PREAMBLE:** Administrative policy regarding desk top computers, laptop computers or other information technology equipment purchased or lease by the municipality for elected municipal officials.

**TERMS:**

1. Beginning with the Municipal elections in October, 2004, and each Municipal election thereafter, the Warden and Councillors will be provided with a laptop computer for their four (4) year term to be funded through operating expenditures by either one of the following methods:
  - a. Four (4) year lease.
  - b. Out right purchase.
2. All desk top, laptops should be purchased with a minimum three year warranty on all parts and service to minimize the cost of maintaining spare parts inventory and service costs.
3. At the end of an elected official's four year term all leased equipment must be returned back to the Municipality, which in turn will return them back to the vendor that supplied the leased equipment.
4. At the end of an elected official's four year term for all computer equipment purchased by the Municipality, the elected official will have one of the following options:
  - a. Return the computer equipment back to the municipality or;
  - b. Purchase the computer from the Municipality using the following method
    - i. Undepreciated balance of the computer equipment using CRA class 10 (30%) rate.

**Example:** Purchase price of computer \$1,500.00

	Class 10 30.00%	
Purchase Price		\$1,500.00
Depreciation End of year 1		<u>(\$450.00)</u> <u>\$1,050.00</u>
Depreciation End of year 2		<u>(\$315.00)</u> <u>\$735.00</u>
Depreciation End of year 3		<u>(\$220.50)</u> <u>\$514.50</u>
Depreciation End of year 4		<u>(\$154.35)</u> <u>\$360.15</u>

5. All other information technology information equipment such as cell phones, palm pilot, etc., must be returned to the municipality within 30 days of the individual leaving office.