



ADM-5 Council Office Equipment Policy

Department: Administration

POLICY OBJECTIVE:

The County of St. Paul desires to establish standards for the acquisition, use, and maintenance of laptops, printers and other equipment or devices for Councillors.

DEFINITION:

“Councillors” means the individuals elected to Council in accordance with the *Municipal Government Act*;

POLICY STATEMENTS:

1.0 Equipment Provision

- 1.1 Councillors will be provided with a laptop/tablet and printer at the beginning of their term. The County will provide cartridges, paper, and IT support as required. Councillors will receive agendas, correspondence, and calendar information via this laptop.
- 1.2 Internet hardware and service charges will be paid by the County during the four-year term. Payment will be made directly to the service provider on behalf of the Elected Official.

2.0 Email Address

- 2.1 Each Councillor will be provided a county email address.

3.0 Councillor Responsibilities

- 3.1 Councillors must enter a contractual agreement with the County for a payroll deduction every month during their four-year term, which will pay half the cost of their laptop/tablet and corresponding hardware. When the term is over the equipment will become their property.
- 3.2 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.
- 3.3 When a Councillor is leaving their position, they are required to submit their laptop to County administration for the purpose of removing all County-related programming.

Council Approval: September 14, 2010

Amended: April 8, 2014

Amended: December 14, 2021

Amended: July 10, 2025