
Date

The following policy was approved as an Administrative Policy effective May 16, 2024

This policy references the Cellular Device Policy 179, 2020 for the provision of Cellular devices.

Purpose

For effective and efficient communication relating to municipal business, Council members are provided with information technology equipment (IT Equipment), and support to perform their duties serving the citizens in the District of Lake Country (DLC).

This policy governs the requirements and general conditions for the provisioning of IT Equipment to Council members.

General Information

The procurement of IT Equipment for District business applications is the responsibility of the Information Technology (IT) Department. The objective of this policy is to ensure that there are reasonable controls in place to manage the procurement of IT Equipment for District of Lake Country Council members.

The IT department has preselected current and comparable Laptop, Tablet and Mobile devices as “Standard” IT Equipment. Selected devices will be revised as price points and technology change.

See SCHEDULE A – District of lake Country Standard IT Equipment for details.

Device Management:

All District supplied devices will be managed through Microsoft Intune mobile device management.

Centralized management provides tools for tracking a device if lost or stolen, wiping a device remotely and reset of a forgotten device PIN by the IT department.

Centralized management will not restrict the user from installing software or apps on their device.

Acceptable Use of District IT Equipment:

Acceptable use of District IT Equipment is governed by the IT & Computer Use Policy No. 14.143

Cellular Device Usage:

Cellular Device usage is governed by the Cellular Device Policy 179, 2020

Personal Use of a District Owned IT Equipment:

IT equipment offered under this policy may also be used for personal use.

Policy

Requirement:

Council members are required to have access to IT Equipment and mobile telecommunication devices to receive and review agendas, briefings and other information as well as maintaining a continuous flow of communication with other Council members, the Chief Administrative Officer, Senior staff, and residents.

Technology Options:

Council has the following options for their IT Equipment.

Laptop/Tablet Options (Please select one)

1. A standard DLC Laptop
2. A standard DLC iPad

Mobile Phone Options (Please select one)

1. A mobile phone of choice on DLC's current corporate cellular plan
2. Adding a second phone number to an existing personal mobile device that supports dual SIM cards. The number would be acquired through DLC's current corporate cellular plan.
3. Utilize an existing personal cellular device (BYOD) and be reimbursed for usage. The reimbursement amount considers wear and tear on the hardware while being used for council business.

Reimbursement amount: \$70.00 per month

Reimbursement for the BYOD option can be made June 30 and December 31 of each year using the standard District expense form.

A BYOD Mobile Phone device may:

- a. connect to the District's Staff Wifi
- b. connect to the District's email system through Microsoft Active Sync or Microsoft Mail app.

Technology Lifecycle and Refresh

IT Equipment selection will be offered upon approval of this policy and be offered at the beginning of each subsequent Council term. IT Equipment which has reached or exceeded the District's standard four year hardware lifecycle may be kept by the Councilor or returned to the IT Department for repurposing or recycling.

Internet Access

Mobile Phones will have continuous internet access through the Districts current, corporate cellular plan. Laptops and Tablets selected under this policy will have internet access only while the equipment is being used at the District hall or any other District building where District staff Wi-Fi is available. Provisioning of internet services for laptops and Tablets outside of District buildings is not provided by the District of Lake Country.

Paul Gipps, Chief Administrative Officer

Date

SCHEDULE A – District of lake Country Standard IT Equipment

District of Lake Country Standard IT Equipment:

Laptop

Make	Specifications	Software Included	Accessories
Lenovo	Minimum 256 GB solid state hard drive	Windows 11	Mouse of choice
	16 GB RAM	Office 365 (Outlook, Word, Excel)	Soft case
	15 inch display	escribe Professional	

Tablet

Make	Specifications	Software Included	Accessories
iPad Air	Minimum 256 GB Storage	escribe Professional	Keyboard case of choice
	Wi-Fi capable		

Mobile Phone

Android or iOS device acquired under the District’s current corporate cellular plan.

*Most current devices are available – Contact IT for device list.

Otterbox Symmetry or similar case.