

Council Policy No.:	CP2026-064
Council Policy Name:	Council Computer Systems
Date Approved by Council:	June 23, 2026 CR2026-212
Date revision approved by Council:	
Related SOP, Management Directive, Council Policy, Forms	Information Systems Management Directive

Policy Statement and Rationale:

The Corporation of the City of Kawartha Lakes supports the strategic use of technology ensuring better service to our citizens now and in the future. As part of this use, it is important to ensure that Members of Council are equipped with the technological resources to assist them in carrying out the City's business.

This technology will facilitate communication amongst Members of Council, City staff, and residents and will support Council in providing an enhanced level of service to City residents. In addition, Staff will be better able to disseminate information and to collaborate with Members of Council. Councillors will have the opportunity to access the Internet for gathering external information relevant to City business.

Scope:

This policy applies to all Members of the Council of the Corporation of The City of Kawartha Lakes while serving their respective elected or appointed full terms.

Definitions:

"Cellular Services" shall mean the delivery of wireless voice and/or data services to Mobile Hardware by way of a mobile service provider.

"Computer Hardware" shall mean a City provided laptop.

"Computer Software" shall mean software installed by the Information Technology Division on Computer Hardware.

“Consumables” shall mean ink or toner for use in Printing Hardware.

“Information Services” shall mean technology services provided by the City including e-mail services and remote access services.

“Internet Services” shall mean the delivery of Internet connectivity to a Councilmember primary residence.

“IT Service Desk” shall mean the established and defined day-to-day contact point for Councillors and staff with the Information Technology Division and the service provided therein.

“Mobile Hardware” shall mean a City provided cellular connected device in the form of a Smart Phone.

“Network Hardware” shall mean modems, routers, antennas, cabling and any other device utilized in providing Internet Services.

“Printing Hardware” shall mean a City provided device capable of providing print services.

“Security Camera Hardware” shall mean a camera(s) and supporting hardware acquired by an individual council member for the purpose of providing surveillance at their primary residence.

“Smart Phone” shall mean a Mobile Hardware device for which a mobile operating system is utilized (e.g. iOS (iPhone), Android).

Policy:

1.0 Provision of Hardware and Services at the Beginning of Council Term

1.01 At the beginning of each term of Council all Councilmembers will be provided with Computer Hardware, Printing Hardware and Mobile Hardware.

1.02 The Information Technology Division will provide Consumables for Printing Hardware as required. Paper will be provided to the Councilmembers by the Clerk’s office.

1.03 It will be the responsibility of individual Council members to make the necessary arrangements for the installation and payment of required Internet Services at their place of residence. The City will reimburse any one-time cost for Network Hardware and recurring costs for Internet Services up to the maximum allotment as detailed in Appendix 1. Council members will provide the Mayor’s office with all relevant receipts related to the purchase of Network Hardware and recurring

costs associated with Internet Services at the Council member's place of residence.

- 1.04 The Mayor's Office will acquire Mobile Hardware and the accompanying Cellular Services for use by Council members utilizing the City's ordering portal and the City's service provider on record.
- 1.05 In the event that an individual Member of Council requires Internet Services that exceed the maximum allotment as detailed in Appendix 1 the Mayor will, at the request of the Councillor review the proposed services along with their associated costs. Based on that review the Mayor will decide if an exception will be made, due to unique circumstances, to reimburse the Councillor beyond the maximum allotment as detailed in Appendix 1.
- 1.06 At the beginning of each term of Council all Council members will attend a cyber security awareness session organized by the Information Technology Division. In addition, all Council members will complete the City's yearly Cyber Security Awareness Training.
- 1.07 It will be the responsibility of individual Council members to make the necessary arrangements for the installation and support of Security Camera Hardware at their place of residence. The City will reimburse any one-time cost for Security Camera Hardware up to the maximum allotment as detailed in Appendix 1. Council members will provide the Mayor's office with all relevant receipts related to the purchase of Security Camera Hardware at the Council member's place of residence.

2.0 Use and Support of Hardware, Software and Services

- 2.01 The Information Technology Division will communicate to Council members via the Mayor's Office the procedures for obtaining support when technical problems occur with Information Services, Computer Hardware, Printing Hardware, Mobile Hardware, Computer Software.
- 2.02 Should technical problems occur with Information Services, Computer Hardware, Printing Hardware, Mobile Hardware or Computer Software the Information Technology Division will be responsible for providing assistance and resolution to the identified issues. The Information Technology Division will provide assistance via the IT Service Desk in the form of web portal (Self Service), email, phone or at the IT Suite located in City Hall.
- 2.03 The Information Technology Division will be responsible to provide support services only to the Computer Hardware, Printing Hardware, Mobile Hardware, Computer Software and Information Services outlined in this document. In the event that an individual Member of Council requires an alternative device due to

accessibility needs, the Mayor will decide if an exception will be made, due to unique circumstances and justified Councilor's needs.

3.0 Budgeting

- 3.01 A sufficient Capital Budget will be established to provide allotments for the purchase of Computer Hardware, Printing Hardware and Mobile Hardware and for the reimbursement of Network Hardware. This will be budgeted for by the Information Technology Division within the Capital Budget during budget deliberations in the year of the election.
- 3.02 A sufficient Operating Budget will be established annually within the Information Technology Division budget for Computer Software and Cyber Security training.
- 3.03 A sufficient Operating Budget will be established annually within the Mayor and Council budget for Internet Services, and Consumables.
- 3.04 Items included in Section 3.0 are considered to be a City expense in providing members of Council with the tools to conduct their duties. They will not be included in the annual Statement of Remuneration and Expenses in accordance with Section 284 of the Municipal Act.

4.0 Return or Purchase of Council Computer Hardware

In the event that a Member of Council does not complete his or her full term of office, the departing Council member must either return their Computer Hardware, Mobile Hardware, Printing Hardware or reimburse the City at a depreciation rate of 25% per year calculated on a monthly basis based on the term served. The departing Council member must reimburse the City for Network Hardware at a depreciation rate of 25% per year calculated on a monthly basis based on the term served. The reimbursement of the identified hardware will take the form of a deduction from the Council member's final pay cheque with any remaining balance paid within 30 days as agreed to in the Purchase of Council Computer Hardware, Appendix 2. The Mayor's Office may at its sole discretion waive the requirement to reimburse the City for the identified hardware. Before taking ownership of Computer Hardware and Mobile Hardware it must be provided to the Information Technology Division to allow for the removal of Computer Software.

Revision History:

Proposed Date of Review:

Revision	Date	Description of Changes	Requested By
0.2	06/23/2026	Allotment for mobile and printer hardware, cellular services, consumables, and support services replaced by City provided devices and services. Included addition of cyber security training.	Staff
0.1	12/16/2022	Updated to reflect City provided Computer Hardware, Computer Software	Staff
0.0	01/20/2021	Updated Policy Template	

Appendix 1

Description	Allotment (\$)
Network Hardware	400.00/term
Internet Services	100.00/month
Capital Expense Allowance for Security Camera Hardware	500.00/one time

Appendix 2

Purchase of Council Computer Hardware

I, _____
Print or Type Elected Official Name

acknowledge that the City of Kawartha Lakes has reimbursed me \$_____ for the hardware required to fulfil my duties as an Elected Official.

I understand and agree that:

1. The hardware is depreciating at a rate of 25% per annum calculated on a monthly basis based on the term served.
2. If for any reason, I do not complete my term as an Elected Official of The Corporation of the City of Kawartha Lakes, the net book value (amount reimbursed minus the depreciated amount) of the hardware shall become due and payable and will be deducted from my final pay. I will remit to the City, any balance still owing after deduction from my final pay, by cash or by certified cheque, on or before my last day as an Elected Official.

DATED at **Lindsay**, in the **City of Kawartha Lakes** _____ day of _____ **20**____
this

Witness Signature

Elected Official Signature

Print or Type Name of Witness

Print or Type Name of Elected Official