

COUNCIL POLICIES & PROCEDURES

SECTION H

MISCELLANEOUS

SUBJECT: Information Technology Equipment

POLICY NUMBER: H-14

APPROVAL DATE: December 8, 2004

AMENDED DATE: January 20, 2021

PREAMBLE: Administrative policy regarding information technology equipment purchased or leased by the municipality for elected municipal officials.

TERMS:

1. The Warden and Councillors will be provided with a device for their four (4) year term to be funded through operating expenditures by either one of the following methods:
 - Four (4) year lease.
 - Out right purchase.
2. All devices 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 equipment must be returned back to the Municipality, If leased, items will be returned 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:

Undepreciated balance of the computer equipment using CRA class 10 (30%) rate.

Example: Purchase price of computer \$1,500.00

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

5. All other information technology information equipment must be returned to the municipality within 30 days of the individual leaving office.