

SECTION: Finance SUBJECT: <b>Mayor and Councillors' Office Technology, Equipment and Furniture Policy</b>		Policy:
EFFECTIVE: December 1, 2014	REPLACES: Policy dated February 9, 2011	PAGE: 1 OF 11
APPROVED BY: Council Resolution C165-2014 (Recommendation CW224-2014)	PROCEDURAL UPDATES:	APPROVAL DATE: June 4, 2014

## **POLICY STATEMENT:**

The Mayor and Councillors are entitled to corporate technology and office equipment and furniture in fulfilling their role as elected officials and may incur related expenses which are of relevance to their duties.

This policy provides guidelines regarding the corporate provision of technology and equipment and furniture, as well as authorization and types of additional technology and equipment and furniture expenses that may be incurred by the Mayor and Councillors of the City of Brampton in carrying out their duties as a Member of City Council.

Any exception to this policy requires Council approval, based on a recommendation from the accountable Department.

## **PURPOSE:**

The purpose of this Policy is to ensure clear accountabilities and guidelines are in place for the corporate provision, individual purchase and support and maintenance responsibilities for technology and office equipment and furniture for the Mayor and Councillors.

## **SCOPE:**

This Policy applies to all Members of Brampton's City Council including the Mayor, City Councillors and Regional Councillors.

Details of the specific technology and office equipment and furniture offerings will be presented to the Mayor and Councillors at the beginning of each new Term of Council.

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**PROCEDURE:**

**INTRODUCTION**

This Policy covers the following general categories of technology and office equipment and furniture provided to, purchased by and used by the Mayor and Councillors of the City of Brampton:

1. Mayor and Councillor Technology Assets and Support
2. Mayor and Councillor Office Equipment and Furniture Assets and Support

1. Mayor and Councillor Technology Assets and Support

**Standard Technology Offerings:**

At the start of each term of Council, the Corporation will provide to the Mayor and each City and Regional Councillor the standard technology assets listed in Appendix A. Standard technology provided to the Mayor and Councillors are not expenses and are not reported on the Annual Statement of Remuneration and Expenses because these assets are part of the City's pool of corporate assets.

Standard technology assets are to be used only for City purposes as set out in the City's Information Technology Use Policy.

**Standard Technology Maintenance and Support:**

Technical maintenance and warranty support to all standard technology will be provided by the Corporation from Corporate facilities or through remote access by the Information Technology Division. Maintenance and support will not be provided by the Corporation at the residence of the Mayor or Councillors.

Decisions to replace any standard technology asset provided to the Mayor or Councillors will be made by the Executive-Director, Information Technology, or designate. Additional standard

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technology may include additional technology related devices provided as a replacement for non-functioning devices or as a result of a technology driven upgrade, as determined by the Information Technology Division.

Technical support for City-standard equipment and software will be provided by the Information Technology Division.

Standard technology will be replaced, upgraded or refurbished in accordance with City policy and standards. For the purpose of replacement/upgrade/refurbishment, all standard technology will be deemed to have a four (4) year life span, unless otherwise determined by the Executive-Director, Information Technology. Replacement of any standard technology prior to reaching its full life is subject to approval by the Executive-Director, Information Technology.

### **Standard Technology Communication Equipment Expenses – Cell/Smartphone /Home Telephone /Fax/Internet Connection**

The following monthly costs associated with the operation of standard technology and communication devices shall be charged to the elected official's expense budget:

- one cellular or smart phone service plan for City business use, including air time or data charges;
- service plan for one City standard tablet/notepad or equivalent device; and
- the costs of home communication lines and related service plans (i.e. one home telephone/fax line, one home Internet line), when the use is primarily for City business.

The Mayor and Councillors are responsible for ensuring that bills for these home services are in the name and address of the elected official and not that of the City. Elected officials may either charge the bill to their City-issued procurement card (e.g., PCard) or pay the service provider directly and submit the receipt to the City for reimbursement from their business-related office expense account. The City will not be responsible for any late payment charges for communication equipment expenses.

### **Non-Standard Technology Offerings, Maintenance and Support:**

Non-standard technology includes any technology hardware or software not listed in Appendix A.

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Non-standard technology will not be provided by the Corporation or expensed from corporate accounts. The Mayor and Councillors may purchase from their business-related office expense account non-standard technology assets for their use. All non-standard technology purchased by the Mayor or Councillors from an individual business-related office expenses account remains the property of the Corporation and will be inventoried by the Corporation.

Requests for non-standard technology must be forwarded to the Executive-Director, Information Technology, for approval prior to purchase.

Non-standard software and licensing purchases as an alternative to City-provided standard technology is subject to approval by the Executive-Director, Information Technology, and must be expensed to the Mayor or Councillors business-related office account.

The Mayor and Councillors are prohibited from connecting non-standard technology to the City's network or IT infrastructure unless prior approval is obtained from the Executive-Director, Information Technology.

Non-standard technology support and maintenance may be purchased by a third-party supplier, subject to consultation and approval by the Information Technology Division, and expensed from the Members' business-related office expense account.

Technology Assets for Staff Supporting the Mayor and Members of Council:

Technology assets provided to all staff supporting the Mayor and Members of Council will be in accordance with Corporate policy and procedure for computer and communication equipment.

Any non-standard technology procurement for staff supporting the Mayor or Councillors will be subject to the same provisions for non-standard technology for the Mayor and Councillors as set out in this policy (i.e., expensed from respective individual business-related office expense accounts and not supported by the Corporation).

2. Mayor and Councillor Office Equipment and Furniture Assets and Support

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Office equipment and furniture is provided to the Mayor and Councillors to assist in fulfilling duties as an elected official.

At the start of each term of Council, the Corporation will provide to the Mayor and each City and Regional Councillor the standard office equipment and furniture assets listed in Appendix B. Standard equipment and furniture provided to the Mayor and Councillors are not expenses and are not reported on the Annual Statement of Remuneration and Expenses because these assets are part of the City's pool of corporate assets.

**Standard equipment and furniture assets are to be used only for City purposes only.**

Equipment and furniture maintenance and warranty support to all equipment and furniture will be provided by the Corporation at Corporate Facilities Corporate facilities. Maintenance and support will not be provided by the Corporation at the residence of the Mayor or Councillors.

Alternatively, the Mayor or Councillors may purchase non-standard office equipment or furniture of their choosing and request reimbursement by the City. Reimbursement will be limited to a maximum of the cost of the equivalent item at City standards, as determined by the City Clerk, in consultation with appropriate City staff.

Decisions to replace any standard equipment and furniture assets provided to the Mayor or Councillors will be made by the City Clerk, Corporate Services, in consultation with appropriate staff.

Any corporate works of art procured by the Corporation used by the Mayor or Councillors in City Hall offices remains the property of the City. All Corporate artwork, furniture assets and equipment will be tagged with an asset barcode, catalogued and tracked by Facility Services Division staff.

**Non-Standard Equipment and Furniture Offerings, Maintenance and Support:**

Non-standard equipment and furniture includes any equipment not listed in Appendix B with a fair market value of more than \$50.

Non-standard equipment and furniture will not be provided by the Corporation or expensed from corporate accounts. The Mayor and Councillors may purchase from their business-related

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office expense account non-standard equipment and furniture assets for their use as an elected official. This may include purchases related to a home office for the Mayor or Councillors. All non-standard equipment and furniture purchased by the Mayor or Councillors from a City business-related office expenses account remains the property of the Corporation and will be inventoried by the Corporation.

Requests for office equipment, furniture or furnishings must be forwarded to the City Clerk for approval prior to purchase.

#### Office Accessories and Furnishings

City office accessories and furniture items (e.g. desk lamps, plants, picture/certificate framing), briefcases, non-subscription publications (e.g. maps, guide books), and other reasonable office items may be charged to the business-related office expense account. All non-standard furnishings, office décor and equipment items purchased through the business-related office expense account are deemed to be City property.

#### Miscellaneous Equipment

Reasonable miscellaneous equipment considered necessary to carry out the duties of office or for ward events, such as GPS equipment, hand-held device chargers or carrying cases, tents, portable signs and event equipment, will be eligible for reimbursement from business-related expense accounts. Equipment purchases are deemed to be City property.

#### Newly Elected Official - Office Setup Allowance

Whenever an elected official takes office as the result of an election or appointment, the new incumbent, in addition to a prorated portion of the annual elected officials' expense budget, will be entitled to a one-time start-up operating budget of up to \$2,000 to cover costs such as minor furnishings, office equipment and décor, start-up supplies, business cards, stationery and similar types of expenditures in order to create an office environment suitable to the elected official.

#### Purchase of Technology, Equipment or Office Furniture for Personal Use:



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All technology, equipment and office furniture provided by or purchased by the City using Corporate accounts or the Mayor or Councillor's business-related expense account for the usage by the Mayor and Councillors remains the property of the City of Brampton and shall be returned to the City of Brampton when it is replaced with newer equipment or in the event that the Mayor or Councillor is no longer a Member of Council, except as provided for in this policy.

At the end of a Term of Council, or if a Member leaves office before the end of the term, the Mayor or Councillor may purchase, at their own personal expense, their office technology, equipment, non-standard office furniture or other assets originally paid using City funds, unless expressly prohibited by law, by-law or City policy, for an amount based on the fair market value plus associated taxes and disposition costs at the time of purchase. Fair market value may be determined by a 3<sup>rd</sup> party auditor in the case of office equipment and furniture. The Information Technology Division will determine fair market value for office technology.

City art and other equipment or office furniture of long-term corporate value to the City cannot be purchased by the Mayor or Councillors for personal use.

## **ADMINISTRATION**

### **1. Technology**

#### **a. Relationship To Budget**

Standard technology offerings, as defined by the policy, including any support, maintenance and replacement, will be expensed from Corporate accounts, unless otherwise set out in this policy.

Non-standard technology offerings, including any support, maintenance and replacement, will be expensed from individual Member of Council business related office accounts.

### **2. Office Equipment and Furniture**

#### **a. Relationship To Budget**

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Standard office equipment and furniture offerings, as defined by the policy, including any support, maintenance and replacement, will be expensed from Corporate accounts.

Non-standard office equipment and furniture offerings, including any support, maintenance and replacement, will be expensed from individual Member of Council business related office accounts.

The Mayor and Councillors may not acquire or accumulate, either directly or indirectly through the purchase of technology or office equipment or furniture, where the benefit does not accrue to the City of Brampton, points through loyalty programs such as Air Miles, Aeroplan, etc. when incurring expenses related to this Expense Policy.

The responsible staff person, as identified in the Accountability section of this Policy, is responsible for approval of all technology, equipment or office furniture offerings covered by this Policy.

### **DISPUTE RESOLUTION:**

The following steps set out the action to be taken to resolve any disputes or extraordinary circumstances that may arise regarding the application of this Policy.

- i. The responsible staff person, as identified in the Accountability section of this Policy, shall meet with the Mayor or Councillor(s) and make every reasonable effort to resolve the dispute or extraordinary circumstance.
- ii. The responsible staff person, as identified in the Accountability section of this Policy, shall report to the Committee of the Council to resolve disputes or extraordinary circumstances that cannot otherwise be resolved.

### **ACCOUNTABILITY:**

In regard to technology, the Executive-Director, Information Technology, or designate, in consultation with other departments and divisions, is authorized to create, amend and delete procedures necessary for the implementation/administration of this policy.



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In regard to office equipment and furniture, the City Clerk or designate, in consultation with other departments and divisions including the Executive-Director, Facility Services, is authorized to create, amend and delete procedures necessary for the implementation/administration of this policy.

**ADMINISTRATION:**

The City Clerk's Office, in consultation with the responsible departments and divisions, will be responsible for keeping this policy up to date. This Policy shall be made publicly available for review and reference.

Any significant amendment to this Policy, as determined by the City Clerk, shall be reported to Council for approval. Any minor update to this Policy shall be communicated directly to the Mayor and Councillors, and applicable Departments.

**RELATIONSHIP TO OTHER POLICIES AND PROCEDURES:**

This policy shall be read in consideration of the following City policy and procedures:

- Code of Conduct for Mayor and Councillors
- Mayor and Councillors' Expense Policy
- Remuneration and Expenses Report for Elected Officials Policy
- Information Technology Use Policy
- Purchasing By-law 35-2012, as amended (and related policies and procedures)

**CONTACT:**

Peter Fay, City Clerk, Corporate Services, 905.874.2172.

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### **Appendix A**

#### **Standard Technology Asset Offering to Mayor and Councillors for City Hall Offices**

The standard technology hardware for the Mayor and Councillors' City Hall Offices will include the following:

- One (1) computing device, including:
  - one (1) desktop computer and one (1) tablet or one (1) laptop computer; plus related computer peripherals.
- One (1) communication device, including:
  - One (1) cellular phone or smartphone; plus standard communication accessories

Licensing for standard corporate productivity software suite is included. Shared printers and copiers will be provided by the Corporation for City Hall offices, based on corporate policy and procedures.

#### **Standard Technology Asset Offering to Mayor and Councillors for Home Offices**

The standard technology hardware offering, including installation and set-up, will include the following:

- One (1) computing device, including:
  - one (1) desktop computer or one (1) docking station for a laptop; plus related computer peripherals.
- One (1) multifunction printer/fax/copier/scanner

To be coordinated by Mayor and Councillors with a third party vendor of their choice (e.g., Rogers, Bell, etc.)

- One (1) business telephone line for City business only
- One (1) fax line for City business only
- One (1) internet connection for City business only

#### Notes:

The Information Technology Division shall maintain a list of eligible standard technology assets (e.g., models), which may be updated from time to time by the Division.

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## Appendix B

### Standard Office Equipment and Furniture Asset Offering to Mayor and Councillors

The standard office furniture offerings for City Hall will include the following:

- One workstation/desk including keyboard tray appropriate for the office space provided:
  - Council offices standard furniture includes a suitable Global Boulevard corporate standard panel based workstation with a selection of light or dark wood veneer work surface finishes as matches the existing office space in a layout that is suitable to the architectural conditions of the office footprint.
  - One filing cabinet in wood veneer finishing matching office workstation provided or in standard metal finishes. Includes locks and keys for confidential storage.
- One Bookcase if required in a wood veneer finish to match the suite
- One standard ergonomic office task chair (typical or executive models)
- Two guest chairs to match the suite

Where new guest chairs or task chairs are required or existing require repair, reupholstering or due to typical wear and tear. A selection of standard grade fabrics can be presented and selected from.

Notes:

The City Clerk's Office and/or Facility Services Division, Public Services, shall maintain a list of eligible standard office equipment and furniture assets, which may be updated from time to time by City staff.