



**Date:** 10/04/2019

## **AGENDA ITEM SUMMARY**

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**To:** Chair and Directors, Policy Committee

**And To:** John MacLean, Chief Administrative Officer

**From:** Alice Johnston, Manager of Corporate Services/Deputy CAO

**Date of Meeting:** Policy Committee\_Apr17\_2019

**File:** 340-50

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### **Short Summary:**

Directors' Laptop – Software, Hardware and Support Policy Update

### **Voting:**

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### **Memorandum:**

The previous Policy Committee requested staff to review the existing policy and provide recommendations for updates. The previous version read as follows:

D1.2 Directors' Laptop - Software, Hardware and Support Policy  
Policy No. 03-05B-41

Elected officials of the Cariboo Regional District will be provided a laptop computer to facilitate access to the CRD website for the main purpose of providing electronic agendas and maintaining contact through the CRD email.

The laptop computers, accessories and software remain the property of the Cariboo Regional District. The following items are included for the Directors' use in carrying out CRD business:

- Laptop Computer
- Network care (wireless)
- Modem
- Carrying Case
- Software
  - o Word
  - o Excel
  - o PowerPoint
  - o Adobe Reader
  - o Windows 2000 OS and included accessories
  - o Anti-virus software
  - o Winzip

IT staff will provide installation and configuration support to ensure functionality of the above. Items specifically not provided include:

- Mouse
- Printer
- Floppy disc/CDs
- Storage media
- Supplies – printer cartridge, paper, etc

Directors are welcome to add hardware and licensed supported software at their own expense. IT staff are to be consulted prior to installation to ensure compatibility. IT staff will not be specifically available to install or support these additional packages.

Directors will be provided a secure password, which will not be released to any other party, in order to protect the privacy of Directors' e-mail and communication with the CRD. Security of the laptop computer is the responsibility of the Director

(Resolution No. 03-05B-41)

Staff have reviewed and provided the proposed updated Policy attached.

**Attachments:**

Draft policy updated.

**Financial Implications:**

N/A

**Policy Implications:**

This item requests updates to an existing policy.

**Alignment with Strategic Plan:**

- ☐ Ensuring Sufficient and Sustainable Funding
- ☐ Building on our Relationships
- ☐ Providing Cost Effective High Quality Services
- ☒ Focusing on Being Well Governed

Review and updating of existing policies is in alignment with the Board's goal of being well governed.

**CAO Comments:**

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**Options:**

- 1) Receipt and endorse updated policy;
- 2) Receipt and request amendments;
- 3) Defer.

**Recommendation:**

That the agenda item summary from Alice Johnston, Manager of Corporate Services/Deputy CAO, dated April 10, 2019, regarding Policy #03-05B-41 Directors' Laptop – Software, Hardware and Support Policy, be received. *Further action at the discretion of the Committee.*