

**CITY OF SPRUCE GROVE
CITY POLICY**

**NUMBER
3,027**

REFERENCE:

RES. NO.: 027-97

**ADOPTED BY
CITY COUNCIL**

DATE: 10 FEB. 1997

**SUPERSEDES
"REVISED"**

Page 1 of 2

REFERENCE:

INVESTMENT IN TECHNOLOGY POLICY

POLICY STATEMENT

The following guidelines will apply with respect to the City's investment in technology.

1. Any new technology introduced into the organization must have the ability to be integrated within the existing systems, whether this integration takes place immediately or sometime in the future.
2. The standard for the City's personal computers shall be within two generations of the industry's standard.
3. All secretarial staff within the City of Spruce Grove shall operate under the same computer environment to allow for the sharing of data and expertise readily amongst departments. In addition, certain departments may have special needs to be addressed through specialized software applications.
4. The City of Spruce Grove will utilize the same software applications throughout the organization to allow for sharing of data and expertise. Upgrades to any software applications shall be made on an organization-wide basis to ensure compatability, subject to hardware limitations and future upgrade path.
5. All computer equipment shall be maintained through a common pool of resources. Each department will be levied an amount annually based on the number and type of equipment at the time of the annual budget. The basis for the levy shall be dependent upon its estimated useful life, as follows:

Personal Computer	3 years
Printers	3 years
Terminals	5 years
Scanners	5 years
Plotters	5 years

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* This policy is subject to any specific provision of the Municipal Government Act or other relevant legislation or Union Agreement.

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POLICY STATEMENT

Unexpended maintenance funds at the end of each fiscal year shall be transferred into the Computer Equipment Maintenance Reserve for future requirements. Annually, as the equipment breaks down or as the equipment is extended beyond its useful life, Administration shall follow the Purchasing Policy in securing its replacement, the funding to be provided from the annual budgeted contribution or from this reserve.

6. The City of Spruce Grove shall provide maintenance for computer equipment which is more than two generations behind the industry standard on a limited basis. This means that this equipment is not intended for active usage and will not be replaced or repaired if it should fail.
7. Obsolete equipment shall be kept for use as replacement parts if applicable or made available for staff purchase at fair market value. Unwanted equipment may be donated to community type organizations or scrapped.
8. Annually, prior to the establishment of the following year's budget, a Technology Plan will be prepared or updated to provide a framework for the City concerning planned computer projects. Priorities will be re-evaluated annually to ensure that they are still valid. This Technology Plan will be provided to Council annually at the time of budget. Throughout the year, should an opportunity present itself to improve the City's overall technology significantly, it will be evaluated and analyzed within the entire framework and not in isolation.

In unusual circumstances, exceptions may be considered.

THE PURPOSE OF THIS POLICY IS TO-:

Provide guidance to ensure that the technological needs of the entire organization are addressed through a coordinated and planned approach.

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