| LEGISLATIVE ASSEMBLY OF BRITISH COLUMBIA<br>POLICY MANUAL | |
|---|---|
| **SECTION** | Members' Policies |
| **POLICY** | 7405 – IT Resource Allocation for Members and Employees of a Member or Caucus |

**Objective**

To outline the allocation, repair, and replacement of IT resources in a cost-effective manner to ensure that Members of the Legislative Assembly and employees of a Member or caucus are equipped with the IT resources necessary to fulfill their respective roles.

**Application**

This policy applies to Members of the Legislative Assembly, employees of Members, and employees of a caucus.

**Authority**

Policies affecting Members of the Legislative Assembly are approved by the Legislative Assembly Management Committee, as per *Policy 1000 – Legislative Assembly Policy Framework*.

**Key Definitions**

"**apps**" and "**software**" means an electronic mobile or desktop application, or application plug-in that adds functionality, that can be used to create, access, share, modify, or store information;

"**device**" means any electronic computing or communication technology, including, but not limited to, computers, laptops, tablets, smartphones, telephones, printers, monitors, and headsets;

"**ITD**" refers to the department responsible for Information Technology;

"**IT resource**" means all information and communications technologies including, but not limited to apps, software, devices, peripherals, and information storage;

"**peripherals**" refers to the equipment that supports the function of a specific device, such as a mouse, keyboard, webcam, docking station, carrying case, power supply and display connection cords;

"**refresh**" refers to the cycle of regularly updating or replacing IT resources to provide a modern computing platform and maximize IT resource performance;

"**supervisor**" refers to the person to whom an employee of a Member or a caucus directly reports;

"**user**" means a Member, employee of a Member, or employee of a caucus;

"**user group**" means a constituency office, caucus office, or legislative office of an Independent Member.

**1. General**

.01 The use of IT resources must comply with *Policy 7410 – Appropriate Use of IT Resources for Members and Employees of a Member or Caucus.*

.02 Users must submit all IT resource requests in writing using the Service Desk User Portal accessible via the Legislative Assembly's intranet or via email to ServiceDesk@leg.bc.ca.

.03 All IT resources purchased with Legislative Assembly funds are assets of the Legislative Assembly; users and the ITD share responsibility in caring for and tracking these assets.

**2. Standard IT Resource Allocation**

.01 The standard IT resources listed in Appendix A are allocated to every individual user or user group. Standard IT resources are configured for each unique user or user group with appropriate security measures, essential apps and software, and access to Legislative Assembly information resources.

.02 Appendix A may be amended by the Director of the ITD in alignment with the timing of a provincial general election or the annual budget cycle to address user business needs or emerging requirements. New Appendix A allocations may be delivered to users in phases.

.03 To be flexible to unique user needs and evolving technology, the specific devices and peripherals allocated as standard IT resources will be determined by the ITD in consultation with each user. The specific model and make of a standard IT resource is determined at the sole discretion of ITD.

*Example: Depending on user need, the standard allocation of a computing device may be a tablet, laptop, or a device with a specific operating system, and the allocated peripherals would be unique to the device, such as a stylus or mouse, keyboard, carrying case, docking station, connection cords, etc.*

.04 IT resources that specifically meet a user's accessibility needs are considered standard IT resources; this includes but is not limited to, assistive technology such as screen reading, magnification, or dictation software, tactile or braille displays, adaptive keyboards, and alternative input devices.

**3. Non-Standard IT Resources**

.01 Non-standard IT resources are:

a) IT resources that exceed the Appendix A allocations or allocations otherwise provided by the ITD;
b) specific devices or peripherals that the ITD determines are beyond a reasonable cost or scope of what is required to fulfill a user role; and
c) apps or software that require a subscription or purchase cost beyond what is provided as standard by the ITD.

.02 The Director of the ITD or their designate will determine what constitutes a non-standard request. If a user wishes to appeal the ITD decision, they can submit the request in writing to the Subcommittee on Administration and Operations of the Legislative Assembly Management Committee.

.03 Non-standard devices must be requested through the ITD to ensure devices are assessed for security, recorded as Legislative Assembly assets, and configured to the individual user or user group with the appropriate apps, software, and access to Legislative Assembly information resources. An employee of a Member or caucus must ensure they have supervisor pre-approval to request a non-standard device.

.04 Unless prior written approval is granted by the ITD, a user must not acquire a non-standard device from any source other than the ITD using Legislative Assembly funds.

.05 For cost efficiency, users are encouraged to purchase non-standard peripherals and non-standard apps and software through the ITD.

**4. IT Resource Lifecycle**

.01 Standard IT resources are refreshed by the ITD when the IT resources meet or exceed their defined useful life; when possible, this refresh is aligned with a provincial general election.

| Standard IT Resource | Useful Life (years) |
|---|---|
| Smartphone | 2 to 3 |
| Tablet | 2 to 3 |
| Computing Device (desktop, laptop, notebook) | 3 to 5 |
| Printer | 3 to 5 |
| Monitor | 4 to 8 |

| | |
|---|---|
| Peripherals and all other devices | At the ITD's determination |

.02 If an IT resource (standard or non-standard) fails, is damaged, or lost:

a) the user must inform the ITD;
b) the user must not attempt to repair the IT resource, seek external repair, or dispose of the IT resource, unless explicitly directed by the ITD;
c) the ITD manages and determines the repair, replacement, and disposition of all IT resources which may include assigning a user a different device to meet the user's immediate business needs and reassigning the repaired device to another user; and
d) the cost of repairing or replacing a standard IT resource is borne by the ITD.

.03 The ITD maintains a small number of IT resources to loan to users on a temporary basis to address emergency business needs. Allocation of these IT resources is determined by the ITD, and users must comply with lending conditions and return dates specified by the ITD.

.04 At the conclusion of a user's role or employment, standard and non-standard IT resources must be returned, reassigned, or disposed at the direction of the ITD.

a) **Employee of a Member or Caucus:**
- A user's supervisor must immediately notify the ITD or provide advance notice when practicable, about changing a user's access to Legislative Assembly information systems and IT resources at the end of the user's employment.
- A user must return all IT resources to their supervisor on their last day of employment.

b) **Member:**
- Outside of a provincial general election, a departing Member must consult the ITD on the IT resources assigned to them and their constituency within 4 weeks of their seat becoming vacant in the Legislative Assembly.

- If a Member is not seeking re-election, the Member must consult the ITD on the IT resources assigned to them and their constituency within 4 weeks following the dissolution of the Legislative Assembly.
- If a Member is seeking re-election, the Member must consult the ITD on the IT resources assigned to them and their constituency within 4 weeks following general voting day.

.05 Following an election,

a) Standard IT resources are assigned to new and returning users. This may include the reuse of standard IT resources within their useful life by another user or for another purpose than previously assigned.
b) Non-standard IT resources are assigned to the same returning user or user group, such as a caucus or constituency.

If a user does not return to their role or employment, the ITD may reassign the non-standard IT resource to the same caucus or constituency as the previous user, or the ITD will dispose of the non-standard IT resource depending on its condition and useful life.

**5. User Costs**

.01 A Member or caucus are responsible for the following costs:

a) mobile data or telephone plans for an employee of a Member or employee of a caucus;
b) the purchase, refresh, repair, and replacement of non-standard IT resources; and
c) any elective replacement of standard IT resources before the maximum useful life defined in section 4.01.

**Contact**

Please contact the ITD Service Desk at ServiceDesk@leg.bc.ca with any questions regarding this policy.

**References**

***Policy 7410 – Appropriate Use of IT Resources for Members and Employees of a Member or Caucus***

Approved and authorized by the Legislative Assembly Management Committee on July 20, 2023.

| POLICY HISTORY | |
|---|---|
| Version 1 | July 20, 2023 |

## APPENDIX A: STANDARD IT RESOURCE ALLOCATIONS

*This appendix was last adjusted on March 11, 2025.*

Standard IT resources are centrally funded. IT resources exceeding the following standard allocations will be charged to the Member's constituency office allowance or requesting caucus.

### Member

**The standard IT resource allocation per Member is:**

- 1 computing device and 2 power adapters
- 1 headset
- 1 smartphone
- 1 tablet
- 2 widescreen monitors
- 2 workstation peripheral kits (keyboard, mouse, display connection cords)
  - *1 monitor and peripheral kit is provided for a Member's constituency office*
  - *1 monitor and peripheral kit is provided for a Member's office on the Legislative Precinct*

### Constituency

**The standard allocation per constituency is:**

- 3 computing devices and associated peripherals
- 3 headsets

} *Members with secondary offices will allocate these IT resources between constituency offices*

**The standard allocation per constituency office is:**

- 1 multi-functional printer and scanner
- 3 phone solutions
- 3 widescreen monitors

**Additional IT resources for distribution between constituency offices:**

Each caucus is allocated additional constituency IT resources based on the number of Members in a caucus. These IT resources are allocated as a "workstation" and are distributed to constituency offices as needed at the discretion of the caucus.

The formula allocating additional workstations is as follows:

*A caucus of 2 Members is allocated 1 workstation.*
*For every 5 additional Members, a caucus is allocated 1 additional workstation.*

| Workstation |
|---|
| 1 computing device and associated peripherals<br>1 headset<br>1 widescreen monitor |

| Members in a Caucus | Workstation Allocation |
|---|---|
| 2 | 1 |
| 7 | 2 |
| 12 | 3 |
| 17 | 4 |
| *…And so forth* | |

| Caucus |
|---|
| **The standard IT resource allocation per caucus employee or per legislative employee of an Independent Member is:**<br>• 1 computing device and associated peripherals<br>• 1 headset<br>• 1 widescreen monitor<br><br>**The standard IT resource allocation per caucus office or legislative office of an Independent Member:**<br>• 1 multi-functional printer and scanner |

| By Request to the ITD |
|---|
| If the ITD determines there is significant user demand, a reasonable business case, or it is necessary for business continuity due to delayed service access to the office location, the following may be allocated to a caucus office or constituency office:<br>• 1 additional multi-functional printer and scanner |