

**ALBERTA BEACH
VILLAGE POLICIES**

POLICY: G.3.6 COUNCIL ELECTRONIC DEVICE POLICY

1. PURPOSE

- a) The purpose of the Council Electronic Device Policy is to provide Councillors with the resources to view digital information with respect to municipal matters. Alberta Beach views technology as being supportive to the business of municipal governance and in communication with the public, other Councillors, other organizations and the municipal administration. The policy is intended to guide the acquisition, use and responsibility, replacement, disposal and personal use of electronic devices required by Council members. In preparation of this policy, it is recognized that the anticipated useful life of a typical electronic device is approximately 4 (four) years as the device depreciates over time.

2. ACQUISITION PROCEDURE

- a) Alberta Beach shall provide reimbursement to each Council member for the purchase of an electronic device to be used for Council business for each Council 4 (four) year term of office.
- b) Council members within 3 (three) months of taking office may purchase an electronic device and the Council member shall be reimbursed for the electronic device to a maximum of \$750.00 (seven hundred and fifty dollars) upon the completion of a waiver in accordance with 2.c), or the reimbursement shall be provided on a pro-rated basis of \$15.63 (fifteen dollars and sixty three cents) per month for the balance of the Council term of office or partial term of office in the case of a by-election.
- c) Council members shall sign a waiver (attached as Schedule "A") for the reimbursement of the electronic device agreeing to purchase the balance of useful life on the device in accordance with 5.a) should the Council member resign from their position on Council prior to the full term of office.
- d) Council members shall be individually responsible to decide on the electronic device preferred; and the electronic device reimbursement may include device hardware, software or can be a combination of both to the maximum reimbursement in accordance with 2.b) above.
- e) Council members shall submit the purchase receipt(s) to administration for reimbursement of the electronic device, hardware, software or combination thereof or may submit a request to administration to purchase the device directly through the municipality.
- f) Alberta Beach shall reimburse Council members for antivirus protection for the electronic device to a maximum of \$100.00 annually. Council members shall submit the receipt to administration for reimbursement or may submit a request to administration to purchase the antivirus protection directly through the municipality.

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3. USE AND RESPONSIBILITY

- a) Council members shall be responsible for the operation, care and maintenance of the electronic device.
- b) Council members shall take every reasonable precaution to secure the electronic device and its contents including password protection.
- c) Council members shall ensure their electronic device has antivirus protection.
- d) Council members shall use the electronic device for all Council business, email, for reference and viewing of the Council and/or committee meeting agenda and associated meeting packages.
- e) Council members shall use the electronic device in accordance with Policy G.3.2 Email and Internet Use Policy as well as all other Alberta Beach policies and bylaws.
- f) Records stored on the electronic device as it relates to the business of the municipality are covered by the *Freedom of Information and Protection of Privacy Act*.
- g) The electronic device is the property of Alberta Beach until or unless purchased by a Council member in accordance with section 4 of this policy, or disposed of in accordance with section 5 of this policy.

4. DEVICE REPLACEMENT

- a) Should a Council member lose the electronic device, the Council member will replace the device at their own cost.
- b) Should a Council member break an electronic device, the Council member will repair or replace the device at their cost.
- c) Should an electronic device become faulty due to manufacturer error, the Council member will arrange to have the electronic device repaired or replaced and any costs associated with the repair or replacement not covered by the manufacturer will be the responsibility of the Council member.
- d) Any expense incurred through the use of the electronic device is the responsibility of the Council member.

5. DEVICE DISPOSAL

- a) The useful life of the electronic devices is approximately 4 (four) years as the device depreciates over time. The depreciation on the electronic device shall be calculated on a monthly rate depending on the purchase price of the electronic device to a maximum depreciation of \$15.63 (fifteen dollars and sixty three cents) per month.
- b) Upon the completion of the Council 4 (four) year term of office the Council members shall be entitled to retain their electronic device for personal use, subject to all Council information being wiped clean and Council data removed from the device.
- c) Should a Council member resign from their position on Council before the term of office has expired, the Council member shall purchase the balance of the useful life remaining

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on the device calculated in accordance with section 5.a) above and subject to all Council information being wiped clean and Council data removed from the device.

6. PERSONAL USE

- a) Electronic devices are tools for Council members to conduct municipal business and shall not be permitted to be used by others.
- b) Electronic devices may be used for personal business, however are subject to FOIP (*Freedom of Information and Protection of Privacy Act*), the Council Code of Conduct Bylaw as well as all Alberta Beach bylaws and policies and shall not be used for any illegal or unlawful purposes.

7. POLICY REVIEW

- a) This policy shall be reviewed every four (4) years or as needed.
- b) Any change to this policy shall be at the discretion of Council.

DEPARTMENT: COUNCIL

ADOPTED AND APPROVED BY COUNCIL: MARCH 15, 2022

RESOLUTION NO: #038-22

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SCHEDULE "A"

WAIVER

I, _____ have read and agree to Policy #G.3.6 Council Electronic Device Policy. I agree that should I resign from my position on Council prior to the end of the term of office that I shall purchase and reimburse the municipality for the balance of useful life on the electronic device in accordance with the policy. I further agree that this amount may be deducted from any monies the municipality may owe me for my term on Council.

Print Name

Signature

Date