

**Title: Council Electronic Devices**

**Resolution: 032-2014, 2025-0003**

**Special Notes/Cross Reference:**

**Revised:**

**Jan 13, 2025**

**Next Review Date:**

**POLICY STATEMENT :** Technology is an important resource for Council Members for the purposes of conducting Town business activities.

**PURPOSE :** To provide Council Members with Electronic Devices to perform municipal business and to establish guidelines for the use of Electronic Devices for Council members during the term of their office.

## **DEFINITIONS:**

**Chief Administrative Officer (CAO)** means the person appointed by Council to be the chief administrative officer for the Town of Westlock, or their designate.

**Council Members** means Mayor and Councillors who have been duly elected officers of the Town.

**Council Approved Activity** means any council meeting, conference, seminar, course, training or event with content or subject matter directly related to Council business.

**Electronic Device** means computers, cell phones, tablets or any other Electronic Devices provided to Council Members.

**Town** means Town of Westlock.

## **Procedures**

1. Administration will facilitate the provision of an Electronic Device to Council Members in order to maintain communications with regard to municipal business.
2. Each Council Member will receive an Electronic Device for the duration of their term of office and Administration will make provision in the budget for the same. Each Council Member must sign an Acknowledgment and Responsibilities Agreement (Schedule A) prior to receiving their device.
3. Council Members shall be assigned an Electronic Device for the purpose of Council

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Approved Activity, including;

- Receiving and reviewing municipal government correspondence electronically i.e. agendas, minutes, daily correspondence, emails, bylaws and policies;
  - Attending Council meetings, Committee meetings, appointed Board and Commission meetings, government related meetings and other meetings as may be required.
4. The style, design, specifications and cost of Electronic Devices shall be determined by Administration.
  5. All Electronic Devices shall be the property of the Town of Westlock.
  6. All Applications and software purchased and installed on Electronic Devices shall be property of the Town of Westlock. The Town shall be responsible for downloading software, maintenance and troubleshooting issues for Electronic Devices assigned to Council Members during their term of office.
  7. Council members shall assume all and complete liability for the Electronic Device safekeeping and use. Council Members are to advise the CAO immediately should the Electronic Device be lost, stolen or compromised in any manner.
  8. Should a Council Member's device be lost or stolen, the Town will purchase a replacement device for the Council Member and the Council Member may be required to reimburse the Town for the cost of the new device. The Town will determine if the replacement device is the newest version available or the same version of what was lost or stolen.
  9. At the end of a Council Members term on Council, the member has an option to;
    - a. purchase their device from the Town at a depreciated value.
      - i. Within 1 year of service of said device, at 80% of the purchase price (excluding GST)
      - ii. From 1 to 2 years of service of said device, at 60% of the purchase price (excluding GST)
      - iii. From 2 to 3 years of service of said device, at 40% of the purchase price (excluding GST)
      - iv. From 3 years of service of device, at 20% of the purchase price (excluding GST), or
    - b. return the device to the Town, along with their log in credentials to allow the Town to clean all of the information off of the device.
  10. Once a Council Member is no longer on Council, their log on will be deactivated, and their email address and mailbox will be permanently deleted.

- 11. FOIP** – Council Members will conduct electronic communications in accordance with the *Freedom of Information and Protection of Privacy Act, RSA 2000* and amendments thereto.

**12. Cell phone – Mayor**

A cell phone is available for use by the Mayor should they so choose. The Town shall be responsible for determining the most appropriate plan and it shall be included in the annual budget. The device shall be returned at the end of the term of office, unless purchased at an agreed upon purchase price.

**13. Guidelines for Electronic Device Usage**

**Electronic Device Use**

Refer to the Acceptable Use of Technology Resources Policy P-106-2024.

**Internet and E-mail**

The Town may set up Internet and email access to enable Council Members to perform their job effectively. The Town expects Internet and email use to be restricted to work related activities.

The Town reserves the right to monitor Council Member Internet use, including any websites visited, and reading email messages and attachments.

To prevent viruses, Council members should only open business-related email attachments when they are from known and reputable sources.

Council Members must refrain from any online practices or procedures that would expose the network or resources to virus attacks, spyware, adware, malware, or hackers.

The Town requires Council members to complete cyber security training as prescribed by the IT department.

Council Members are responsible for familiarizing themselves with procedures for downloading and protecting information in a secure manner, as well as identifying and avoiding any online material deemed sensitive, private, and copyrighted.

Internet and email must not be used to:

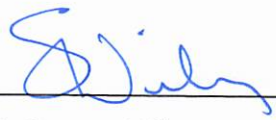
- Engage in any illegal or unethical activities
- Distribute a virus or harmful component

- Violate copyright laws by unlawfully downloading or using information or software that is protected by copyright
- Indiscriminately copy email messages to individuals or send irrelevant messages
- Disclose confidential information about the Town or its residents
- Express opinion that appears to be on behalf of or representing the Town

Email is a form of business communication and shall be treated as such.

The Town may discontinue a Council Members Internet or email access and reserves the right to block any websites deemed inappropriate.

  
\_\_\_\_\_  
Mayor, Jon Kramer

  
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CAO Simone Wiley

**Council Electronic Devices Policy P-56-2014  
Acknowledgement and Responsibilities User Agreement  
Schedule A**

I, \_\_\_\_\_ hereby acknowledge receipt of the Town Electronic Device, listed below. I acknowledge that this Electronic Device has been issued to me to be utilized in the course of my regular duties in connection with the Town of Westlock.

Equipment:	Serial Number	Location of Equipment	Will Equipment be taken home?	
I-Pad	_____	_____	Yes	No
Tablet	_____	_____	Yes	No
Cell Phone	_____	_____	Yes	No

I have been provided with a copy of the Council Electronic Devices Policy P-56-2014 and the Acceptable Use of Technology Resources Policy P-106-2024. I have read and agree to the terms and conditions outlined in both policies. I understand that individuals using Council Electronic Devices are subject to having their activities monitored. I further understand noncompliance with applicable policies may result in suspension or termination of privileges and other disciplinary actions consistent with Town policies and agreements.

\_\_\_\_\_  
Council Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CAO Signature

\_\_\_\_\_  
Date

**End of Council Members term**

Device Returned to the Town, along with log on credentials

Date: \_\_\_\_\_

Council Member purchased device from Town

Date: \_\_\_\_\_