



Council Policy 107 COUNCIL ELECTRONIC DEVICES

References:

Freedom of Information and
Privacy Act (FOIP)
Municipal Government Act
Records Management Bylaw

Effective Date: September 18, 2024

Council Resolution No: 2024-174

POLICY STATEMENT

The Council of the Village of Warner recognizes the importance of providing an efficient business system, through the use of an Electronic Device to improve their ability to govern, while limiting the amount of printed material.

PURPOSE

To identify the responsibilities of the Council and the Village of Warner regarding the ownership, maintenance and replacement of Council's laptop computers, iPad or Tablet.

SCOPE

This policy applies to all Elected Officials of the Village of Warner. Elected Officials must meet the duties expected of them as per the Municipal Government Act (MGA), other legislation and Council policies, procedures and bylaws.

DEFINITIONS

Electronic Device(s) means a laptop, iPad, tablet, or smartphone device.

RESPONSIBILITIES

The Chief Administrative Officer (CAO) and/or designate is responsible for ensuring the standards are performed as set out in this policy.

STANDARDS

1. At the beginning of each new Council term, each elected official will receive a maximum amount of funding that they can spend on any type of electronic device, software or accessory that they feel is required for them to their Council obligations. These devices shall meet the current Village standards in place at the time of purchase.
2. Ownership of the devices will be term specific. If a Councillor, for any reason cannot serve for the full four years, they will have the option of purchasing their device for a \$300.00 fee, otherwise the device will be returned to the Village.
3. Council Members who are elected in a by-election will have an allowance provided to them to purchase their devices for use during the remainder of the term.



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4. Council Members may use their devices for personal use, understanding that the device is subject to FOIP at any time. Council Members may install personal software on their devices if it does not conflict with software provided.
5. Council Members shall take all reasonable steps and precautions to protect their assigned laptop computer, iPad or tablet from damage, harm or theft.
6. The Village shall be responsible for costs incurred for the maintenance and repair of the device.
7. Council members will own their device at the end of the four-year term. If the Councillor is re-elected, a new allowance will be supplied for the Councillor to use during the next four-year term.
8. The current device allowance per term is \$1,000.00 per Elected Official.