

	City of Wetaskiwin Policy:	COUNCIL ELECTRONIC DEVICE
Policy # CO-004 (Previously 1110)	Approved: September 9, 2013 Res. No.: 307/13 Date: September 9, 2013	Revised Res. No: Date:

Policy Statement

This Policy is intended to guide the acquisition, use, disposal, and replacement of electronic equipment required by Council members specifically for Council meetings. This policy may not cover every situation that may arise regarding the use, conduct and replacement of electronic equipment. Any specific circumstances will be addressed through Policy 1109 - Council Conduct Policy.

In preparation of this policy, it is recognized that the anticipated useful life of a typical mobile electronic device is approximately 4 years, and that there is a significant maintenance advantage and cost savings resulting from all of the City Council Members using the same model and type of device, with the same version of software installed. It is also recognized that a mobile electronic device has little or no value after a four year period of use.

Definitions

None

Standards

1. Meeting Procedures

- a. All Council members will use an appropriate electronic device during Council Meetings for reference and viewing of the Council Agenda.
- b. The Council Agenda package will be made available to Council for download through the electronic device.
- c. Council will not be provided with printed meeting packages, except in special circumstances or by special request.

2. Council Acquisition of Electronic Device

- a. The City will provide Council Members with a City owned electronic device and a protective case at the beginning of each electoral term.
- b. The City will reimburse Council Members for any applications that must be downloaded for use of the device for Council proceedings.

3. Device Replacement

- a. Council Members are responsible for the general care and maintenance of the electronic equipment.
- b. Any faulty device or accessory provided by the City must be taken to the Municipal Clerk for evaluation.
- c. Throughout an electoral term if a device becomes faulty due to manufacturer error the City will replace the device.
- d. Should a Council Member misplace or break a City owned electronic device the Council Member will replace the device at their cost.

4. Disposal

- a. At the end of each electoral term, the City may require that Council Members return the electronic devices to the City to be cleared of any City information or records, after which it will be returned to the Members.
- b. If a Council Member resigns their position the electronic device will be returned to the City and disposed of in accordance with the Workstation and Server Upgrade Policy.

5. City-issued Electronic Devices and accessories are tools for Council Members to conduct City business. Only personal use which is lawful, and which does not result in a gain or advantage to the user or a loss to the City is permitted.

Any expenses incurred through the use of the Electronic Device are the sole responsibility of the Council Member.