	<b>MUNICIPAL DISTRICT OF PEACE NO. 135</b>	
<b>PREPARED BY:</b> Lyle McKen	<b>ADOPTED BY:</b>	<b>NUMBER:</b> ADM - 25
<b>REVISED BY:</b> Barbara Johnson	COUNCIL	Page <b>1</b> of <b>2</b>
<b>TITLE:</b> Electronic Technology Resources	<b>DATE:</b> August 9, 2016 <b>AMENDED:</b> July 14, 2020, November 9, 2021	

### **Purpose**

To establish a guideline to staff and Elected Officials for provision and use of electronic technology for municipal purposes.

This policy applies to all staff and Elected Officials who are provided with some form of electronic technology that is to be used for municipal purposes. Technology will include but not be limited to desktop computers, laptops, tablets and cell phones.

### **Provision and Ownership**


All electronic devices, applications and software purchased by the MD are municipal property. Upon termination of employment with the MD of Peace, all electronic devices and software are to be returned to the Municipality unless other arrangements have been made with the CAO.

Elected Officials will be provided with a new tablet, laptop or other similar device upon their election to municipal office in order to enhance communication effectiveness and to aid them in addressing the needs and concerns of residents. The appropriate electronic equipment available to Council members will be determined by the CAO.

Elected Officials who complete their term of office will be eligible to keep the electronic device which was provided to them; however, the CAO will arrange to have the Office 365 license deactivated from the device if they are not returning for another term. Elected Officials who do not complete their term of office must return the device to the CAO or may purchase said device using a reasonable form of depreciation to determine the price.

Elected Officials who return for another term of office may also be provided with a new electronic device comparable to the ones to be issued to new Elected Officials.

The CAO and Director of Legislative Services will be provided with identical devices as Elected Officials for use at Council or other meetings. These will be replaced at the same time the Elected Officials start their term of office if the current devices are considered by the CAO to be outdated or worn out. The old devices may be kept by them for personal use when devices have been replaced with updated devices, as long as the Office 365 license has been deactivated from the old devices.

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### **Usage**

Personnel designated by the CAO may be issued a cell phone or qualify to receive a monthly reimbursement for the purpose of conducting municipal business using their personal cell phone. Said reimbursement will be at the same rate as set by Council at the annual Organizational meeting as a telecommunications allowance.

All Elected Officials and staff are required to attend training sessions as necessary to become familiar with municipal technology equipment.

The user must ensure that municipal electronic equipment remains in good repair, that protective covers or cases are used and that equipment is not subjected to extreme heat or cold. For security purposes, users are encouraged to set a password on the electronic device.

Occasional or incidental personal use of municipal technology is permitted provided that it does not violate this policy or adversely affect an individual's performance of work related responsibilities.

When using municipal technology, users should not have reasonable expectation of privacy.

The CAO has the authority to monitor and/or seize staff issued technology at any time. Council has the authority to monitor and/or seize municipal issued technology designated to the CAO or Council, initiated by Council resolution.

All Elected Officials must bring their technology equipment to each Council meeting in order to view the agenda and attachments as required.

### **Replacement**

Users of electronic devices must ensure that the device is safe and secure at all times. In the event that the device is lost or stolen, based upon the circumstances, the device may be replaced by the MD at the discretion of the CAO.

If a Councillor's or staff member's device quits working and cannot be repaired, it may be replaced with a new one or a refurbished one at the discretion of the CAO, depending on the circumstances and time remaining before regular replacement of devices.