



# TOWN OF LUMSDEN

## POLICY

Title: **Electronic Device Policy for Council Members**

Effective: October 25, 2016

Amended: September 7, 2021

October 12, 2021 (*add 'proof of purchase' in 2.a)*)

### **Policy Statement:**

This policy is intended to guide the acquisition, use, disposal, and replacement of electronic equipment required by Council members.

### **Purpose:**

In preparation of this policy, it is recognised that the anticipated useful life of a typical mobile electronic device is approximately 4 (four) years and that there is a significant maintenance advantage and cost savings resulting from all the town Council members using the same model and type of device. It is also recognized that a mobile electronic device depreciates over time.

#### **1. Meeting Procedures:**

- a) All Council members will use an appropriate electronic device during Council meetings for reference and viewing of the Council agenda and meeting package.
- b) The Council agenda and meeting package will be made available to Council through electronic means.
- 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 Town will provide Council members with a Town owned electronic device and a protective case at the beginning of each electoral term. Council members elected to a second or subsequent term may choose to receive a stipend from the Town; equal to 75% of the value of a device that would have otherwise been provided by the Town. If a Council member chooses to receive a stipend and purchase their own device, the stipend is subject to the signing of an agreement and the terms of subsection 4(c). In addition, those electing to receive a stipend are required to provide proof of purchase of a new device.

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- b) The Town will reimburse Council members for any applications that must be downloaded for use of the device for Council proceedings.
- c) Council members are responsible for the general care and maintenance of the electronic device they have been issued.
- d) The Chief Administrative Officer shall designate the make, model, and specification of the electronic devices to be provided. The electronic device is the property of the Town of Lumsden until or unless purchased by a Council member in accordance with Section 4.

### 3. Device Replacement

- a) Any faulty device or accessory provided by Town must be taken to the Chief Administrative Officer for evaluation.
- b) Throughout the electoral term if a device becomes faulty due to manufacturer error, the Town will replace the device.
- c) Should a Council member lose the electronic device, the Council member will replace the device, at their own cost.
- d) Should a Council member accidentally break an issued electronic device, the Town will replace or repair the device in the first instance. Any further instances will be at the cost of the Council member, subject to the discretion of Council.
- e) The Town will provide support for electronic devices provided by the Town. The Town will not provide support for other devices.

### 4. Disposal

- a) Council members may purchase an electronic device provided by the Town upon completion of a full electoral term (bi-elections included) when the device is scheduled for retirement. The cost of the purchase will be calculated using the residual value as follows:

*75% depreciation of the purchase price of the device*

- b) If a Council member resigns their position midway through their term and is in possession of a Town-owned device, the electronic device will be returned to the Town.
- c) If a Council member resigns their position midway through their term and is in possession of an electronic device purchased using a Town stipend, a portion of the purchase price will be required to be repaid to the Town in order for the Council member to retain ownership, as follows:

<i>Councillor resigns in 1<sup>st</sup> year of term</i>	<i>Repay 75% of the value of the stipend</i>
<i>Councillor resigns in 2<sup>nd</sup> year of term</i>	<i>Repay 50% of the value of the stipend</i>
<i>Councillor resigns in the 3<sup>rd</sup> year of term</i>	<i>Repay 25% of the value of the stipend</i>
<i>Councillor resigns in the 4<sup>th</sup> year of the term</i>	<i>Nothing is required to be paid</i>



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**5. Personal Use:**

Town issued electronic devices and accessories are tools for Council members to conduct municipal 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 Town will be permitted.

**6. Expenses:**

Any expenses incurred through the use of the electronic device is the responsibility of the Council member, unless it is the expense of purchasing applications in accordance with Section 2(b).

