

VILLAGE OF BARONS

Reference: Council Meeting

Adopted By: Resolution

Number: 083

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Supersedes: 057

COUNCIL DEVICES POLICY

POLICY STATEMENT

The Council of the Village of Barons 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 Barons 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 Barons. 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, or tablet 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 has the option to:
 - a) Allow the Village to purchase said device up to a certain dollar amount;
 - b) Elected Official to provide their own and will receive a top up on their stipend over their term.

All devices shall meet the current Village standards.

2. Ownership of the devices will be term specific. In the event of a councillor not able fulfilling their term of four years, the member of council will be allowed to purchase their device from the Village for a set amount. This amount will be prorated based on the length of time (months of service) on Council.
3. Council Members who are elected in a by-election will have an allowance provided to them to purchase their device for use during the remainder of the term.
4. Council Members may use their device 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 only be responsible for costs incurred for the maintenance and repair of the device if purchased or subsidized by the Village of Barons.
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.
9. Any device purchased must have the capability of being able to utilize emails, Teams or other virtual communication programs, have access to email and any other program needed to be able to fully perform their duties of Councillor.

**** This policy is subject to any specific provisions of the Municipal Government Act, the Local Authorities Board Act or other relevant legislation.**