

Councillor Electronic Equipment Use

PURPOSE

The Town of Bruderheim recognizes the importance of providing Elected officials with electronic equipment to assist in the performance of the duties as Councillors. As electronic equipment is the property of the Town of Bruderheim, it is desirable to establish a policy for the use of this equipment to ensure that it is used appropriately and for its intended purposes.

POLICY

1. Administration

- a. Each Elected Official shall be provided with an electronic device at the commencement of their term as Council Member for the Town of Bruderheim.
- b. All electronic equipment shall remain the property of the Town of Bruderheim where Councillors will have the option at the end of their term (or upon resignation from Council) to return all hardware and software to the Town of Bruderheim or to purchase the same at a depreciated value as outlined below:
 - i. The device lifespan is approximately 4 years, at the end of which Council Members will be allowed to keep the device issued to them at no charge.
 - ii. Following an election, if a Council member leaves office prior to the end of the term, they will be allowed to purchase the devices through a prepared amount of 75% after one year, 50% after 2 years, 25% after 3 years and no charge at the end of a complete term.

DEVICE AND DATA OWNERSHIP

Town-owned mobile devices and all data, documents, and information remain the sole property of the Town. Subsidized mobile devices remain the sole property of the owner, but all Town data, documents, information, and work products created, received, transmitted, synchronized, or downloaded remain the sole property of the Town.

PURCHASING MOBILE DEVICES

The Town will maintain a consistent standard across the organization unless a specific position requires unique specifications which must be provided to the CAO prior to authorization to purchase.

SUBSIDIZATION OF PERSONAL MOBILE DEVICES

The Town may subsidize a personal mobile device at the request of the employee and at the discretion of the CAO. Subsidization of personal devices will be limited to a maximum of 50% of the employee's total monthly billing up to a maximum of \$15.00. This monthly subsidization will be deemed a taxable benefit. There will be no subsidization for the purchase of a device.

USER COSTS RELATED TO A TOWN-OWNED MOBILE DEVICE

The Town may recover costs incurred due to the personal use of a Town-owned mobile device. In the event the Town-owned device is lost, stolen, or damaged, the Town may also recover the costs of the device purchase by requiring the employee to repay the Town a prorated amount of the device's original cost based on an average 4-year useful life.

USER REQUIREMENTS

1. Mobile devices are electronic devices that are deemed to be computers. Users are required to use Town resources in an acceptable manner.
2. Users shall not drive or operate a vehicle, machinery, or equipment while at the same time holding, viewing, or manipulating a mobile device, and must at all times abide by the provisions of the Traffic Safety Act and any other federal, provincial or municipal laws which may apply.
3. Users are required to return Town-owned mobile devices to the HR Department upon termination, change of duties, or at the request of the Department Head, the COO, or the CAO.
4. Users must return out-of-service (obsolete, damaged, replaced, etc.) Town-owned mobile devices to the HR Department to wipe any Town information prior to disposal.
5. The abuse of the use of mobile devices, or this policy may result in privileges being revoked and may result in further discipline determined by the nature of the abuse.

Dated this 18th day of September 2024.

THE TOWN OF BRUDERHEIM

Per: Original Signed
Phyllis Forsyth, CLGM
Chief Administrative Officer

Date of Approval of Council: September 18, 2024
Lead Role: Chief Administrative Officer
Last Review Date: November 3, 2021

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