



## RM OF LUMSDEN NO. 189 POLICY

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

Effective: November 17, 2016

Amended: January 21, 2021

October 7, 2021 (*added 'proof of purchase' in section 2.a)*)

### **Policy Statement:**

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

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 an advantage and cost savings resulting from all of the RM 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 RM will provide Council members with an RM-owned electronic device and protective equipment at the beginning of each electoral term. Council members elected to a second or subsequent term, may choose to receive a stipend from the RM; equal to 75% of the value of a device that would have otherwise been provided by the RM. 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.
- b) The RM 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.

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- d) The Chief Administrative Officer shall designate the make, model and specification of the electronic devices to be provided by the RM. Electronic devices purchased by the RM are the property of the RM of Lumsden, until or unless purchased by a council member in accordance with Section 4.

### 3. Device Replacement & Support

- a) Any faulty device or accessory provided by the RM must be taken to the Chief Administrative Officer for evaluation.
- b) Throughout the electoral term if a device provided by the RM becomes faulty due to manufacturer error, the RM 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 electronic device purchased by the RM, the RM 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 RM will provide support for electronic devices provided by the RM. The RM will not provide support for other devices.

### 4. Disposal

- a) Council members may purchase an electronic device provided by the RM, 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 an RM-owned device, the electronic device will be returned to the RM.
- c) If a council member resigns their position midway through their term and is in possession of an electronic device purchased using an RM stipend, a portion of the purchase price will be required to be repaid to the RM 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>

### 5. Personal Use

RM 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 of advantage to the user or a loss to the RM, will be permitted.

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### **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).