



# **VILLAGE OF BITTERN LAKE**

## **POLICY AND PROCEDURES**

### **POLICY # 03/23 – ELECTRONIC DEVICES POLICY**

#### **MOTION**

#### **1. PURPOSE**

The Village of Bittern Lake recognizes that the use of Electronic Devices may be necessary and useful when performing various duties for the Village of Bittern Lake. This policy is to establish the expectations in accordance with the usage of Village provided devices.

#### **2. GUIDELINES/PROCEDURES**

##### **COUNCIL MEMBERS**

When a person is elected as a Councillor, provision shall be made by the Village for the dissemination, viewing, and storage of electronic information and documents obtained and created during the Term of Office as well as the ability to receive and transmit data, electronic messaging and to provide a portal of interaction with the public.

1. Newly elected Council Members will be supplied with one (1) laptop per member, (Information and Technological Services to determine most appropriate device at the time), at the expense of the Village of Bittern Lake based on the following understandings and conditions:
2. The laptops are for Council use and NOT personal use until the end of their term, therefore no personal information including apps/documents are to be downloaded to the laptop.
3. The Village of Bittern Lake will provide necessary upgrades and maintenance during the 4-year term.
4. The said laptops may be retained by the member of Council at the end of a full term(s) of office after the IT department has wiped any, and all Village related access and related software and documents from the hard drive. Generic operating systems and software will become property of the Councillor.
5. Should a councillor resign from his position mid-term, he shall have the option of purchasing the laptop as per the pro-rated chart below. The newly elected councillor shall have the same option at the end of the regular term. The decision to purchase must be made as soon as practicable following a municipal election or upon resignation and prior to final payment being issued to the outgoing Elected Official.
6. The cost of the laptop, for the retention of the laptop by the member of Council at term end, will be pro-rated as follows:



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- 4 years old – 0% of the cost
- 3 years old – 25% of the cost
- 2 years old – 50% of the cost
- 1 year old – 75% of the cost

#### **EMPLOYEES**

Where job or business needs demand immediate access to an employee, the Village may issue a cell phone to an employee for work-related purposes only.

1. An employee shall restrict personal use of cell phone during working hours. Any personal cell phone calls, text messages or internet use are prohibited and only allowed during breaks or lunch periods.
2. An employee must have the cell phone with them while at work or on standby and answer when available so that the CAO can communicate with them when needed.
3. Casual or seasonal employees are not eligible to receive a cell phone or cell phone allowance.
4. Electronic devices and media cannot be used for transmitting, retrieving, or storing any communication that is:
  - a) Discriminatory or harassing
  - b) Obscene, sexually explicit, or pornographic
  - c) Defamatory or threatening
  - d) In contravention to a signed “confidentiality agreement”
  - e) Engaged in anything that is illegal or contrary to Village policy or business interests
  - f) Used in such a way as to damage the name or reputation of the Village of Bittern Lake, its employees, or elected officials
5. Any employee who abuses the privilege of his access to electronic media and services in violation of this policy will be subject to corrective action, including but not limited to possible termination of employment, legal action, and criminal liability.
6. An employee whose job responsibilities include regular or occasional driving is prohibited from using the cell phone while driving. Safety must come before all other concerns and adherence to the *Traffic Safety Act* must be followed. Employees who are charged with traffic violations resulting from the misuse of the cell phone will be solely responsible for all liabilities that result from such actions.
7. The CAO will be responsible for ensuring all employees are aware of the Distracted Driving Legislation and have signed the agreement before the issuance of a Village provided cell phone.



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**3. LOSS AND THEFT**

**1. COUNCILLORS**

The Village of Bittern Lake owned devices (laptops) that are stolen, while attending Village business will be replaced at the Village's expense. Devices that are lost, broken, or misplaced will be the responsibility of the Councillor.

**2. EMPLOYEES**

Employees in possession of Village provided cell phones are expected to protect the phone from loss, damage, or theft. Lost or damaged cell phones must be reported to the CAO immediately. Upon resignation or termination of employment, or at any time upon request of the Village, the employee will be asked to produce the phone for return or inspection. Employees unable to present the phone in good working condition within the period requested (i.e., 24 hours) may be expected to bear the cost of a replacement.

**4. AGREEMENT**

All Council members and employees of the Village of Bittern Lake will be required to sign a copy of the "Electronic Devices Policy Agreement" to acknowledge their understanding of the policy, its contents, and the consequence of usage that contravene this policy.

**5. REVIEWMENT PLAN**

The Village of Bittern Lake will review its Electronic Devices Policy every 4 years.

a) This Policy was implemented on SEP 21 2023

b) This Policy must be review by SEP 25 2027 *Jep*

Approved by Council Resolution: # 195/23 Date: SEP 21 2023