

Policy No.: A-01-13	Section: Administration	Page #1 of 5
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Title:	Technology Devices for Councillors
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Legislation Reference:	Municipal Government Act
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Policy Statement: To provide Councillors with Electronic Devices to view digital data with respect to municipal business. The Town of Smoky Lake views technology as being supportive of municipal governance and a resource to improve communication with the public, fellow Councillors, organizations, and the Town Office.

Purpose: To establish guidelines for the use of electronic devices for Council members during the term of their office.


DEFINITIONS:

- a) **"Councillors"** means the duly elected officers of the Town of Smoky Lake including the Mayor.
- b) **"Council Approved Activity"** means any conference, seminar, course, training or event with content or subject matter directly related to Council business.
- c) **"Electronic Device"** means computers, cell phones or any other electronic device provided to Councillors.
- d) **"Town"** means the Town of Smoky Lake.
- e) **"Town Manager"** means the Chief Administrative Officer as appointed by Council, or the Chief Administrative Officer's designate.

PROCEDURES:

Provision of Electronic devices

- 1. Administration will facilitate the provision of an electronic device to Councillors to maintain communications with regard to municipal business and will provide training.
- 2. Each Councillor will receive an electronic device for the duration of their term of office and administration will include it in the operating budget.
- 3. Each Councillor must sign an "Acknowledgement and Responsibilities Agreement". This agreement is attached as Schedule "A" and shall form part of this policy.
- 4. Councillors shall be assigned an electronic device for the purpose of council approved activity, including:



- Receiving and reviewing municipal government correspondence electronically i.e., agendas, minutes, daily correspondence, e-mails, bylaws, and policies.
 - Attending Council meetings, Committee meetings, appointed Board and Commission meetings, government related meetings and other meetings as may be required.
5. The style, design, specifications, and cost of electronic devices shall be determined by Administration and approved by Council during the budget process.
 6. All electronic devices shall be the property of the Town of Smoky Lake.
 7. All applications and software purchased and installed on electronic devices shall be the property of the Town of Smoky Lake. No other software other than software installed by the Town of Smoky Lake shall be permitted.
 8. The Town of Smoky Lake shall be responsible for downloading software, maintenance and troubleshooting issues for electronic devices assigned to Councillors during their term of office.

Disposition of Electronic devices

1. Members of Council assigned electronic devices shall have the option of returning the devices or retaining at the end of their term of office:
 - Electronic devices retained by a Councillor must be returned to administration where the electronic device shall be restored to its original setting. All municipal related information shall be removed and network connections to the Town of Smoky Lake shall be disconnected.
 - Electronic devices returned to Administration shall be restored to its original setting. Upon restoration, the Electronic Device shall become part of the Town's electronic equipment inventory and Administration shall determine its future allocation.
2. If a Councillors term ends prior to the four-year term of office the Councillor will have the option of purchasing the electronic device at a cost that has been depreciated based on $\frac{1}{4}$ of the original cost in each of the first four years with a residual balance of zero.
3. It is the responsibility of the Councillor to maintain good physical condition and physical safety of the electronic device and to ensure they are the only person that uses it.

Freedom of Information and Protection of Privacy (FOIPP)

Councillors will conduct electronic communications in accordance with the



Freedom of Information and Protection of Privacy Act, RSA 2000, and amendments thereto.

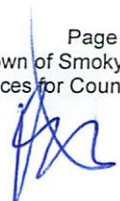
Parameters for Electronic Device Usage

Electronic Devices are provided to Councillors for municipal business use only and Councillors are required to adhere to the following restrictions:

- Do not store personal documents on the hard drive.
- Do not play or install games on the hard drive.
- Do not download or install any software.
- Electronic devices and related software and equipment are Town of Smoky Lake's property. To prevent problems and protect the Town from liability, the Town of Smoky Lake reserves the right to examine all files, e-mail directories and other information stored on the electronic devices, tapes, and disks.
- Software is subject to licensing agreements. To prevent liability, do not remove copy or install company software on a personal computer. Should a Councillor need access to software at home, the Town Manager will determine if such access is necessary and may obtain a valid copy.
- To prevent viruses, only open business-related e-mail attachments when they come from a known and reputable source. Avoid opening e-mail attachments that contain wave files, video files or executable files as they may contain viruses.

Internet and E-mail

1. The Town of Smoky Lake may set up internet and e-mail access to enable Councillors to perform their job effectively. The Town of Smoky Lake expects internet and e-mail use to be restricted to work-related activities.
2. Internet and e-mail are effective business tools, but they can also be misused or abused. To prevent problems and protect the Town of Smoky Lake from liability, the Town of Smoky Lake reserves the right to monitor Councillor internet use, including any web sites visited, and reading e-mail messages, and any attachment.
3. E-mail or Internet access may not be used to:
 - Engage in any illegal or unethical activities.
 - Distribute a virus or other harmful component.
 - Violate copyright laws by unlawfully downloading or using information or software that is protected by copyright.




- Indiscriminately copy e-mail messages to individuals or send irrelevant messages (e.g., jokes, pictures, junk mail, "chain letters", inappropriate e-mail or pictures).
 - Disclose confidential information about the Town of Smoky Lake or its taxpayers.
 - Express opinions that appear to be on behalf of or representing the Town of Smoky Lake.
4. E-mail is a form of business communication and should be treated as such. Councillors are required to be professional in all e-mail communications.
 5. The Town of Smoky Lake may discontinue a Councillors internet or e-mail access at its sole discretion. The Town of Smoky Lake reserves the right to block any websites deemed inappropriate.

Security

1. To prevent unauthorized access, devices must be password protected using the features of the electronic device and a strong password is required to access the Town network.
2. The device must lock itself with a password or PIN if it is idle for five minutes.
3. An electronic device may, where possible, be remotely wiped by the Town if
 - the device is lost,
 - a data or policy breach, a virus or similar threat to the security of the company's data and technology infrastructure.
4. It is the responsibility of the device owner to take additional back up precautions for their electronic device.
5. Lost or stolen electronic devices must be reported to the Town Manager immediately.

	DATE	RESOLUTION NUMBER
Approved	May 1, 2013	282-13
Amended	July 20, 2021	488-21
Amended		



Hank Holowaychuk
 Mayor



Adam Kozakiewicz
 Chief Administrative Officer

