



Signed Date: September 17, 2014	Motion: 47/14 Date: September 17, 2014
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Title: Council Electronic Device Policy	Policy No. 26
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COUNCIL ELECTRONIC DEVICE POLICY

POLICY STATEMENT:

WHEREAS, the Council of the Village of Bawlf, being both cognizant of the cost and environmental impact of receiving paper packets of the regular meetings of Council and Committees, together with paper copies of general Village information; and,

WHEREAS, the Council of the Village of Bawlf desire to eliminate as much as possible the provision of paper packets by providing an electronic device (e-reader, tablet, etc.) to Village Councillors for their use on Village business; and,

WHEREAS, the Village of Bawlf will make said device available to all elected officials following the administration of the Oath of Office after each municipal election; and,

NOW THEREFORE BE IT RESOLVED, that the Village Council in Bawlf Alberta hereby declares that at the beginning of each term for elected officials, an electronic device will be issued to each member of Council based on the following understandings and conditions:

- i. It is the elected official's responsibility to take appropriate precautions to prevent damage to or loss/theft of the electronic device and of any of the private Village information contained therein.
- ii. Councillors are encouraged to reduce the need for paper -based information packages for Council meetings except where electronic copies of necessary documents are not available.
- iii. The Village of Bawlf will provide internet connections at the Municipal Office only.
- iv. The Village of Bawlf will provide necessary upgrades and maintenance during the 3 year term.
- v. The laptop/tablet belongs to the position, not the person.
- vi. Use of the electronic device for personal purposes will be strictly prohibited and shall be used for the sole purpose of acquiring and reviewing Council Agenda Packages.

BE IT FURTHER RESOLVED, that the Village Council hereby delegates that administration of this policy to the Chief Administrative Officer.

Mayor

Interim Acting CAO