			
TOWN OF GIBBONS Policy		Council Electronic Device	
POLICY TYPE Legislative	DATE APPROVED May 14, 2025	RESOLUTION 25.224	POLICY # L 3-25

STATEMENT

In the performance of their duties, Council Members require access to electronic information and to communicate with each other, residents, stakeholders, and Administrative Staff in a timely and efficient manner.

PURPOSE

To establish guidelines for the provision and use of electronic equipment and email resources for Council Members.


GUIDING PRINCIPLES

1. Definitions


- 1.1** “CAO” means the Chief Administrative Official or their designate.
- 1.2** “Electronic Device” means laptops or tablets, or any other electronic device provided to Council Members, but does not include cell phones.
- 1.3** “Town” means the Town of Gibbons.

2. Procedures

- 2.1** The CAO will ensure that electronic devices are provided to Council Members and will make a provision in the budget for the same.
- 2.2** The style, design, specifications and cost of Electronic Devices shall be determined by Administration.
- 2.3** All Electronic Devices, applications, and software purchased and installed on said Electronic Devices shall be the property of the Town of Gibbons.
- 2.4** Each Council Member will receive an Electronic Device for the duration of their term of office.

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- 2.5 All Electronic Devices must be locked by requiring a passcode, password, fingerprint, facial recognition, or another similar security mechanism.
- 2.6 Each Council Member shall assume all and complete liability for the Electronic Device safekeeping and use.
- 2.7 Should a device become lost or stolen; the Council Member is to notify the CAO immediately. The Town will purchase a replacement device, and the Council Member will be required to reimburse the Town for the cost of the new device. The Town will determine if the replacement device is the newest version available for the same version of what was lost or stolen.
- 2.8 At the end of the term, Council Members may:
 - 2.8.1 Purchase the electronic device based on the following depreciation schedule:
 - 2.8.1.1 Within 1 year of services of said device, at 80% of the purchase price excluding GST
 - 2.8.1.2 From 1-2 years of service of said device, at 60% of the purchase price excluding GST
 - 2.8.1.3 From 2-3 years of service of said device, at 40% of the purchase price excluding GST
 - 2.8.1.4 From 3-4 years of service of said device, at 20% of the purchase price excluding GST
 - 2.8.2 Or return the device to the Town, along with their log-in credentials to allow the Town to clean all of the information off the device.
- 2.9 As the device will be at the end of its life cycle, at the end of the term Council Members may keep the electronic device provided to them on condition that it has first been serviced to remove all Town applications and documentation.
- 2.10 Each Council Member will be provided with an email account for the purposes of communicating with the public, Administrative Staff and for conducting Town Business.
- 2.11 All emails remain the property of the Town of Gibbons and are considered public documents.
- 2.12 Emails are subject to the most current Privacy and Confidentiality legislation.

			
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2.13 All emails must be retained according to the most current Records Retention Policy.

2.14 Once a Council Member is no longer on Council, their email log-in credentials will be deactivated.

2.15 Council Members will be paid a monthly allowance for the usage of their personal cell phone for Town Business.

This Policy shall come into effect at the Organizational Meeting held after the 2025 General Municipal Election.


Supersedes:

[ORIGINAL DOCUMENT IS SIGNED]

 Acting Mayor Dale Yushchyshyn

[ORIGINAL DOCUMENT IS SIGNED]

 Interim CAO Eric Lowe

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DOCUMENT HISTORY

NATURE OF CHANGE	ADOPTED DATE	ADOPTED/APPROVED BY	INITIAL	NEXT REVIEW DATE
New Policy		Council		