

# TOWN OF GRAND COULEE

## Purchasing of Electronic Devices

|                        |                       |
|------------------------|-----------------------|
| <i>Section</i>         | <i>Classification</i> |
| General Governance     | Policy                |
| <i>Approved (Date)</i> | <i>Motion No.</i>     |
| May 9, 2023            | #2023-97              |

### GENERAL POLICY:

1. This policy is set forth to ensure all council members and staff that may require electronic are supplied a device to conduct business pertaining to the town effectively.

### COUNCIL

2. All Council may be provided with an electronic device to conduct Town Council business once elected.
3. Devices supplied shall provide the following:
  - must allow for mobile use
  - must have relevant applications required to conduct Council business (examples , Microsoft, All-net)
  - are to be used for Town business
4. All Council shall acknowledge and sign Schedule A upon receiving device.
5. A Budget for purchase of devices will be set in the Capital budget for the fiscal year of Urban Municipal Election.

### STAFF

6. All staff that require a mobile electronic device to conduct Town business shall be supplied by the town.

### OWNER SHIP

7. Ownership shall remain that of the Town of Grand Coulee of all devices supplied to Council members and staff.

### Disposal of devices

8. All Devices shall be returned to the town office and submitted to the Chief Administrative Officer at the end of term or employment.
  - a. The Chief Administrative Officer shall return electronic device to the Mayor and/or the Administrative Assistant.

When disposing of a tablet or laptop that has been used for Town of Grand Coulee business please contact Administration to confirm how and what needs to be done to ensure compliance under The LAFOIP Act and The Municipalities Act

# Schedule A

## Acknowledgement of Receiving Electronic Device for Town Business

I, \_\_\_\_\_, hereby acknowledge that I have received the following electronic device from the Town of Grand Coulee for the purpose of conducting official Town business and operations:

Device Description: \_\_\_\_\_

Serial/Asset Number: \_\_\_\_\_

Date of Receipt: \_\_\_\_\_

I understand and agree to the following terms and conditions regarding the use and safekeeping of the aforementioned electronic device:

- **Safekeeping:** I will ensure that the device is kept in a secure and safe location when not in use and take necessary precautions to prevent loss, theft, or damage.
- **Responsible Use:** I will use the device solely for authorized Town business activities and operations. I understand that personal use is strictly prohibited unless explicitly authorized.
- **Protection of Information:** I will take all necessary measures to safeguard any sensitive or confidential information stored on the device. This includes using strong passwords, employing encryption when applicable, and refraining from sharing or disclosing confidential information without proper authorization.
- **Reporting Loss or Damage:** In the event of loss, theft, or damage to the device, I will immediately report the incident to my supervisor or the designated authority.
- **Return of Device:** Upon termination of my employment or when requested by the Town of Grand Coulee, I will return the device and any accompanying accessories in the same condition as received, normal wear and tear excepted.

I acknowledge that I have read and understood the above terms and conditions, and I accept the responsibility for the proper care and use of the electronic device entrusted to me by the Town of Grand Coulee. I further understand that any violation of these terms may result in disciplinary action, including but not limited to, termination of employment.

Employee's Full Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

CAO Full Name: \_\_\_\_\_

CAO Signature: \_\_\_\_\_

Date: \_\_\_\_\_