

TOWN OF STETTLER

Prepared by: Administration Number: 1-5(c)
Adopted by: Town of Stettler Council Original Policy: 2025 06 17
Previous Policy:
Current Policy: 2025 06 17

Title: **Council Electronic Devices**

Purpose: To establish clear guidelines for the use, ownership, and security of electronic devices used by members of Council for official Town business.

Policy Statement: Members of Council require access to electronic devices to efficiently review agendas, attend meetings, and conduct Town-related business. This policy outlines the available options and responsibilities for the use of such devices during their term.

Policy Guidelines:

Device Options

Council members may choose to use either a Town-supplied device or their own personal device for Town-related business.

Acceptable devices for the purpose of attending and participating in meetings include laptops or tablets only. Cell phones shall not be used for accessing Council documents or information while participating in meetings.

Personal Device Allowance

At the beginning of each term, any Council member opting to use their own personal device will receive a \$1,000 technology allowance.

This allowance is intended to offset the cost of purchasing and maintaining a suitable device for the duration of their term.

Device Use Expectations

Council members are expected to bring their designated electronic device to all Council, Committee, and Board meetings.

Members should not use cell phones to access agendas, notes, or other Council materials during meetings.

Devices must be used exclusively by the Council member to whom it is assigned. Shared use is not permitted.

Data Management and Security

All Town-related documents and communications must be stored and accessed only on the designated device.

Council members are responsible for maintaining the confidentiality and security of any sensitive or confidential Town information stored on their device.

Appropriate security measures, such as strong passwords and device encryption, are expected to be used at all times.

End of Term

All Town-issued electronic equipment must be returned to the CAO at the end of the Council member's term.

If a member used a personal device, they are eligible to keep that device however they are responsible for ensuring all Town documents and data are removed upon the conclusion of their service. All Town of Stettler documents shall be deleted or returned to the CAO.