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**Use of Town owned Electronic Equipment**

Date Approved: April 19, 2021

Resolution Number:2021-102

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Replaces:

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**PURPOSE**

To establish a clear understanding and criteria for the use and maintenance of Town issued iPad to Councillors.

**DEFINITIONS**

“iPad” means the iPad computer or other portable computer issued to the Mayor and each Councillor or staff member by the Town.

“CAO” means Chief Administrative Officer.

“Administration Staff” means staff who work for the Town of Viking who are responsible for computer equipment hardware, software, and network.

“Councillor” means the Mayor and Councillors of the Town of Viking.

**POLICY**

1. Each Councillor shall be assigned an iPad for the purpose of:
  - a. receiving and reviewing Town correspondence electronically (e.g. agendas, minutes, daily correspondence, e-mails); and
  - b. using when attending Council meetings, Committee meetings, appointed Board and Commission meetings, government related meetings and other meetings as required.
2. Lending Conditions:
  - a. It is each Councillor’s responsibility to take appropriate precautions to prevent damage, loss or theft of the iPad and of any of the private Town information contained therein.
  - b. Each Councillor is required to return the iPad to the Town office when asked by administration for the purpose of upgrades and/or maintenance.
  - c. Use of the iPad for personal purposes should be within public standards of good judgment and common sense and as required through the terms and conditions of applicable software license agreements and must not be used for illegal activities.
  - d. Should a Councillor not have internet, it will be the Councillor’s responsibility to ensure all necessary files are downloaded on their iPad.
  - e. Each Councillor must sign an Acknowledgement and Responsibilities Agreement in Appendices Schedule A, which shall form part of this policy.

3. Purchasing of Electronic Equipment:
  - a. The style, design, specifications and cost of the iPad and applicable accessories shall be determined by the CAO.
  - b. Councillors may request electronic equipment other than the models selected by the CAO if the equipment meets or exceed the CAO's original specifications.
  - c. However, if the Councillor chooses different electronic equipment, the Councillor will reimburse the Town for any excess cost above the standard cost from those purchased in 3 (a).
4. Ownership of electronic equipment:
  - a. All electronic equipment and accessories shall be the property of the Town.
  - b. All applications and software purchased and installed on electronic equipment shall be the property of the Town.
5. Software Installation & Maintenance:
  - a. No other software other than software installed by the Administrative Staff shall be permitted.
  - b. The Administrative Staff shall be responsible for downloading software, maintenance and trouble shooting issues for electronic equipment assigned to each Councillor during their term of office.
6. Email Accounts
  - a. Each Councillor will be provided a Town email address.
7. Council Termination:
  - a. When a Councillor is no longer an elected official for the Town the Councillor will be given the option of returning the electronic equipment to the Town Office or purchasing the equipment at a cost established by the CAO.

**IMPLEMENTATION**

1. CAO has each Councillor sign Schedule A.
2. This policy shall be posted on the website.

Appendices

## Schedule A –Acknowledgement and Responsibilities Agreement

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Jason Ritchie  
Mayor of the Town of Viking

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Don McLeod  
CAO of the Town of Viking

Schedule A

**Acknowledgement and Responsibilities Agreement**

I, \_\_\_\_\_ hereby acknowledge receipt of the Town of Viking's \_\_\_\_\_ (electronic device). I acknowledge that this Electronic Device has been issued to me to be utilized in the course of regular duties in connection with the Town of Viking.

I acknowledge that I have read and agree to the term and conditions outlined in Town of Viking Policy GOV-013, Electronic Equipment and that I will not follow any policies or procedures that contradict, limit or vary the terms and conditions set out in Town of Viking Policy GOV-013, Electronic Equipment. I confirm my agreement to the said terms and conditions by signing below.

I shall undertake to protect and provide secure storage of the electronic device and while it is in my possession. I understand that it is my responsibility to safeguard the electronic device and assume all and complete liability for its safe keeping and use.

I realize that the electronic device is for my use only. Should the electronic device be lost, stolen, or compromised in any manner, I shall advise the town Administration immediately.

I acknowledge that no other software other than software installed by the Town of Viking shall be permitted.

I acknowledge that the electronic device does not provide me personally with any benefits or features and at all times, remains the property of the Town of Viking who has the right at any times, without notice, to revoke or withdraw all my rights and privileges in respect of the electronic device.

I acknowledge that the Town of Viking may amend, modify, or discontinue any of the terms of this Agreement and/or any benefits, features, or privileges available or offered with the electronic device.

If any provision of this Agreement is held to be unenforceable, invalid, or void, all provisions will nevertheless continue in full force and effect.

Mayor \_\_\_\_\_

CAO \_\_\_\_\_