

# Lac La Biche County *Policy*

**TITLE:** COUNCILLOR ELECTRONIC EQUIPMENT

**POLICY NO:** GOV-11-009

**RESOLUTION:** 19.1220

**EFFECTIVE DATE:** March 9, 2010

**DEPARTMENT RESPONSIBLE:** INFORMATION TECHNOLOGY

**NEXT REVIEW DATE:** December 3, 2022

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## **POLICY STATEMENT:**

Lac La Biche County recognizes the importance of providing Elected Officials with electronic equipment to assist in the performance of their duties as Councillors.

## **DEFINITIONS:**

## **PRINCIPLES:**

As electronic equipment is the property of Lac La Biche County, it is desirable to establish policies for the use of this equipment to ensure that it is used appropriately and for its intended purpose.

- Each Council Member shall be provided with a computer or equivalent at the commencement of their term as Council Member for Lac La Biche County.
- Councillors are eligible for a cellphone as per the Councillor Remuneration & Expenses Policy CS-11-001.
- All electronic equipment shall remain the property of Lac La Biche County and be returned at the end of the term.
- Each Council Member shall accept responsibility for the safety and security of electronic equipment and information stored within it. It is expected that Council Members will use passwords to protect sensitive County information.

When requested through the Chief Administrative Officer, or designate, the Information Technology department will provide technical support to individual Council Members. This includes, but is not limited to, group and one-on-one training sessions.

## **Hardware/Software:**

- i. Administration will ensure that all Councillor computers are appropriately equipped with software to assist Council Members in executing their duties. Should an individual Council Member require additional software, associated costs will be allocated to their Computer

Software budget. In order to obtain approval for office use of computer software purchased or downloaded by Councillor, the following criteria must be met:

- a. Software must be specifically job or project related;
  - b. Software must first have approval from the Legislative Services and Information Technology Departments to verify compatibility; and
  - c. Proof of purchase, license, and/or authorization must be presented.
- ii. Installation or use of unauthorized computer software is prohibited, unless it has been provided for use by the Information Technology Department.
  - iii. Downloading, installation or use of computer software or games that is not authorized by the Information Technology department is prohibited.
  - iv. No Council Member is authorized to access electronic equipment assigned to another Councillor without their approval.
  - v. Computer configuration can only be changed or updated by the Information Technology department.
  - vi. Council Members shall be responsible for any penalties that are related to illegal activity of internet usage and computer software copyright infringement.
  - vii. Software that is the property of Lac La Biche County should not be supplied to anyone except by the authorization of the Chief Administrative Officer or his/her designate.

**Equipment Use:**

- i. Council Members will acknowledge that all information stored electronically on County issued equipment is under the control of Lac La Biche County and therefore subject to the use, collection and disclosure provisions of the Freedom of Information and Protection of Privacy Act (FOIP Act) and amendments thereto.
- ii. Under no circumstances shall a Council Member use the Lac La Biche County issued equipment to knowingly transmit, retrieve or store any communication that is:
  - a. Discriminatory or harassing;
  - b. Derogatory to any individual or group;
  - c. Obscene, sexually explicit or pornographic;
  - d. Defamatory or threatening;
  - e. In violation of any license governing the use of the software;

- f. Engaged in for any purpose that is illegal or contrary to Lac La Biche County policies, bylaws or business interests; or
  - g. Used in such a way to damage the name or reputation of Lac La Biche County, its Council Members or employees.
- iii. Council Members shall use the equipment primarily for Lac La Biche County business. However, limited, occasional or incidental use of County laptops for personal or non-business purposes is understandable and acceptable if that use does not negatively affect Lac La Biche County in any manner.

**Use of Internet Services at County Buildings:**

- i. Wireless internet service shall be available for Council Member’s use within County buildings where available.
- ii. The Internet is an unsecured system and should never be used to transmit confidential or sensitive information, unless the communication has been encrypted to ensure security.

**Email:**

- i. Each Council Member shall be issued a Lac La Biche County email account in order to conduct County business.
- ii. All items within the electronic mailbox are automatically archived to allow for easy retrieval if accidentally deleted and allows for efficient FOIP Act searches.

“Original Signed”  
\_\_\_\_\_  
Chief Administrative Officer

December 10, 2019  
Date

“Original Signed”  
\_\_\_\_\_  
Mayor

December 11, 2019  
Date

**SPECIAL NOTES/CROSS REFERENCE:** CS-11-009; GOV-11-009 Procedure

**AMENDMENT DATE:** December 3, 2019



# Procedure

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## **GENERAL GUIDELINES:**

To establish the use of electronic equipment to ensure appropriate and intended use.

## **DEFINITIONS:**

## **PROCEDURE:**

If a Councillor requires technical support for their County assigned technology, such as a cellphone or computer. Councillors may engage the Information Technology department directly, by contacting the IT Help Desk with any of their technical questions or problems.

Councillor questions about what the Information Technology department does, future plans or about department processes, should be directed to the CAO as she/he are best equipped to provide those answers.

“Original Signed”  
Chief Administrative Officer

December 10, 2019  
Date

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