

# **R.M. OF LAKE LENORE #399**

## **Council Electronic Device Policy**

**The RM of Lake Lenore No. 399 shall provide an electronic device, in the form of a tablet or an device, at the discretion of each council member, for the purposes of participating in paperless council meetings.**

The municipality shall purchase a new device for Council members at the time of general election. The municipality shall replace these devices every general election for the respective divisions.

The municipality shall purchase a new device for any Council member elected in a by-election. The municipality shall replace these devices after a general election for the respective division as follows:

If by-election is held in Year 1 of term of office: device to be replaced at time of ~~next~~ first general election for the division, should the councillor be re-elected to office

If by-election is held in Year 2 of term of office: device to be replaced at time of ~~next~~ first general election for the division, should the councillor be re-elected to office

If by-election is held in Year 3 of term of office: device to be replaced at time of the second general election for the division, should the councillor be re-elected to office

If by-election is held in Year 4 of term of office: device to be replaced at time of the second general election for the division, should the councillor be re-elected to office

Council members shall be responsible for the device for the duration of the term of office. Council members shall be responsible for the repair or replacement of the device should it become damaged during the term of office. At the end of the term of office, Council members shall retain the device in their possession, after first having returned the device to delete any municipal information from it.

If a returning Council member should prefer to continue using their existing device instead of having the municipality purchase a new device at the time of re-election, and the device becomes obsolete during the new term of office, then the Council member shall be eligible to have the device replaced in accordance with the terms of an device purchased for a by-election.

Adopted by resolution of Council # 250/2021

Rural Municipality of Lake Lenore No. 399	Policy Name Council Member Electronic Devices	Doc No. GG-010	
		Version 2	Date 18-Nov-2021
Controller:	Approved by Council:	Review Date	
ADMINISTRATOR		April 2024	

## 1.0 Purpose

The purpose of this policy is to establish a policy for the municipality to purchase electronic devices, in the form of a tablet or an I-Pad, for Council members to participate in paperless meetings.

## 2.0 Policy

1. The municipality shall purchase for each member of Council an electronic device, in the form of either a tablet or an i-Pad, whichever is preferred by each individual council member, for the purpose of participating in paperless Council meetings.
2. The municipality shall purchase a new device for newly elected Council members following each general election. "Newly elected" includes all incumbents who have been re-elected, but does not include any council members whose term was not ended at the time of the general election. [i.e. Reeve and Div.1-3-5 get devices following their general election, and Div.2-4-6 get devices following their general election.]
3. The municipality shall purchase a new device for any Council member elected in a by-election. If the Council member is re-elected to Council in subsequent general elections, the municipality shall replace these devices for the respective division as follows:

Year By-Election held for Term of Office	1 <sup>st</sup> General Election for Office	2 <sup>nd</sup> General Election for Office
Year 1	X	
Year 2	X	
Year 3		X
Year 4		X

4. Council members shall be responsible for their respective device for the duration of the term of office, including the repair or replacement of the device should it become damaged during the term of office.
5. At the end of the term of office, Council members shall return the device to the Administrator for removal of all municipal documents.
  - a. If the Council member has served a full term of office, and is not returning to Council, the member may retain the clean device.
  - b. If the Council member has served a full term of office, and is returning to Council for a new term, the Administrator shall recycle the device and supply a new device for the new term,

- c. If the Council member resigns from his/her position during a term of office, the Administrator shall retain the device to give to the candidate elected in a by-election for the position.
6. If a returning Council member should prefer to continue using their existing device instead of having the municipality purchase a new device at the time of re-election, and the device becomes obsolete during the new term of office, then the Council member shall be eligible to have the device replaced in accordance with Section 3 of this policy.

### **3.0 Review Date**

This policy has a life of four years or less at the discretion of the Council of the day. It will be reviewed in April 2024.

Resolution # 255/2021

Council Meeting Held On: November 18, 2021

#### versions

I-Pad Policy v1 adopted by Resolution of Council #10-18 @ 15-Jan-2018 regular meeting

I-Pad Policy v2 adopted by Resolution of Council #250-21 @ 18-Nov-2021 regular meeting