



qathet REGIONAL DISTRICT

SECTION 1 CORPORATE POLICIES

POLICY 1.10

SUBJECT CORPORATE ELECTRONIC DEVICE PURCHASE POLICY

ADOPTED NOVEMBER 27, 2014

POLICY STATEMENT

The qathet Regional District is aware of and concerned about the ever increasing amount of paper, staff time and resources used in preparing agendas for its various standing committees. As a result, the Regional District sees value in moving to electronic agendas which would result in reduced paper costs, reduced staff time and reduced resources to produce agendas. This move will also result in reduced travel time and carbon emissions that Directors spend in collecting agenda packages from the Regional District office.

Definitions

“Regional Board” means the Board of the qathet Regional District.

“Senior Administrative Staff” means the Chief Administrative Officer and Corporate Officer (currently the Manager of Administrative Services) of the qathet Regional District.

“Corporate Electronic Device” means a handheld electronic device used to access Regional District agendas and Regional District business emails.

PURPOSE

The purpose of the policy is to ensure that both the Regional Board and senior administrative staff are prepared to meet this new value of using corporate electronic devices.

SCOPE

This policy applies to all Regional Board members and senior administrative staff.

POLICY/GUIDELINES

It shall be the policy of the qathet Regional District that Corporate Electronic Devices be provided to all Regional Board members and senior administrative staff.

RESPONSIBILITY/AUTHORITY TO ACT

It shall be the responsibility of senior administrative staff, in consultation with Information Technology staff, to ensure the most suitable product be purchased to interface with authorized Regional District software and programs.

PROCEDURES

1. At the start of each political term, each Regional Board member will be issued a corporate electronic device to access both their Regional District issued email address account and standing committee agendas, i.e., Committee of the Whole, Rural Services Committee, Planning Committee, and both Regional Hospital Board and Regional Board agendas, plus any other agendas published electronically.
2. Information Technology staff will continue to monitor upcoming products to ensure the Regional District keeps abreast of new technology and will recommend as required.
3. Information Technology staff will include a sufficient amount in each year's budget to ensure ongoing required maintenance and upgrading.
4. The Corporate Officer (currently the Manager of Administrative Services) will be responsible for the overall administration of the corporate electronic device program.
5. All corporate electronic devices must be screen-locked with a security code. These codes will be issued by the Corporate Officer (currently the Manager of Administrative Services). If a Board member has a particular code that they prefer, then they must provide that code to the Corporate Officer.
6. Accounts will be set-up on each corporate electronic device to allow for the downloading of AgendaNotes, the iCompass application that allows access to Regional District committee agendas.
7. Corporate electronic devices are considered the property of the qathet Regional District until such time as the Regional Board member is no longer a member of the qathet Regional District. At that time, all Regional District related business will be wiped clean from the corporate electronic device and the Regional Board member will have the option of keeping it. If the Regional Board member chooses not to keep the corporate electronic device, the unit will be repurposed.

Using the Device

The protection of privacy and the protection of commercially sensitive material in accordance with the Freedom of Information and Protection of Privacy Act are paramount considerations in the use of corporate electronic devices.

Regional Board members and senior staff must therefore:

1. Take all reasonable precautions to safeguard the corporate electronic device used to access any Regional District related information to ensure that the integrity and confidentiality of the information is not compromised.
2. Use the corporate electronic device for nothing other than Regional District business and affairs.
3. Accept that all information, work-related or not, stored on and transmitted to/from the corporate electronic device are subject to formal disclosure requests through a Freedom of Information request.

Wifi Access

1. Electronic devices have internet access only when they are connected to the internet through a wifi connection.
2. A Regional District password will be issued for access to wifi in the Regional District Boardroom when at meetings. A wifi connection will also be needed at home to allow you to access your regional district emails and agendas.

Breakage and Lost or Stolen Device

The Chief Administrative Officer or Corporate Officer (currently the Manager of Administrative Officer) must be notified immediately in the case of a lost or stolen device.

Regional Board members must ensure that the corporate electronic device remains in their custody at all times and is not handled or accessed by any unauthorized persons.

The Regional District will arrange for any repairs or replacement for damages incurred while using the device for Regional District business. If broken during any unauthorized personal use, the Regional Board member or senior staff member will pay for the repair or replacement.

Ownership

All documents, files, electronic communications (including regional district and personal emails) and Internet usage created on, generated by or transmitted through qathet Regional District owned corporate electronic devices is deemed to be the property of the qathet Regional District, including that marked personal, private or confidential.

Closed Agendas

Closed agendas will not be accessed through the Agenda Notes application. These agendas will continue to be emailed with a link to access the agendas and paper copies will be provided at the meeting as per current practice.