



qathet

REGIONAL DISTRICT

SECTION 1	CORPORATE POLICIES
POLICY	1.17
SUBJECT	ELECTRONIC MOBILE COMMUNICATION DEVICE POLICY
ADOPTED	DECEMBER 6, 2023

1. POLICY STATEMENT

qathet Regional District (qRD) provides Users with access to Electronic Mobile Communication Devices to support activities directly related to the performance of their duties in service of the qRD.

Employees, Elected Officials, fire department members or any other User may request to use a personal Electronic Mobile Communication Device in service of the qRD and/or to connect to qRD's corporate email system only in accordance with the guidelines of this policy.

To maintain the security of Electronic Mobile Communication Devices, Users must follow the guidelines laid out in this policy, practice sound and prudent judgment and maintain high standards of ethical conduct in their use of Electronic Mobile Communication Devices.

2. DEFINITIONS

"Elected Officials" means the individual members of the qRD Board of Directors.

"Electronic Mobile Communication Device" means a computer with cellular data access, a cellular phone, or a smartphone.

"Non-Public Information" means information that is confidential or is exempt or is potentially exempt from disclosure under the *Freedom of Information and Protection of Privacy Act* (the FOIPPA).

"Users" means everyone who has access to any qRD-owned Electronic Mobile Communication Device, including but not limited to authorized employees, fire department members, Elected Officials, contractors and volunteers. It also means those who have been authorized to use a personal Electronic Mobile Communication Device in service of the qRD and/or to connect to qRD's corporate email system.

"Usage Plan" means a subscription plan and associated options negotiated by the device owner with external vendors to provide wireless cellular service and data connectivity on wireless devices, cellular phones, and smartphones. Usage plans

prescribe billing rates for minutes, long-distance charges, text messaging, and data charges.

3. PURPOSE

To establish a policy governing the provision and administration of qRD-owned Electronic Mobile Communication Devices and the guidelines by which a person may use a personal Electronic Mobile Communication Device in service of the qRD.

4. SCOPE

This policy applies to all Users, to all qRD-owned Electronic Mobile Communication Devices and to all personal Electronic Mobile Communication Devices that have been authorized by the Chief Administrative Officer (CAO) to be in service to the qRD and/or to connect to qRD's corporate email system.

Some aspects of this policy affect areas governed by local legislation in certain jurisdictions (e.g., employee privacy laws). In such cases, the need for local legal compliance has clear precedence over this policy within the bounds of that jurisdiction.

Exceptions to this policy may be made on a case-by-case basis where extenuating circumstances exist, as approved by the CAO.

5. GUIDELINES

5.1 Eligibility

The issuance of a qRD-owned Electronic Mobile Communication Device to a User or the use of a personal Electronic Mobile Communication Device in service of the qRD and/or to be connected to qRD's corporate email system must be approved by the CAO. At the discretion of the CAO, criteria for eligibility includes but is not limited to:

- a. User is an Elected Official.
- b. User is a fire chief or deputy chief for one of the qRD's volunteer fire departments.
- c. User requires for job related safety.
- d. User spends time working alone and is required to check in on a regular basis.
- e. User requires for emergency or on-call contact purposes.
- f. User requires for "field to field" or "field to office" communications and/or where alternative communication devices (radios, etc.) are ineffective.
- g. User requires when the device is used to monitor critical equipment.
- h. User requires due to considerable time spent out of office with requirement to communicate with staff and/or public and to manage email in order to ensure uninterrupted customer service.
- i. User requires for operational efficiency.

5.2 Supply, Replacement and Disposal of qRD-owned Electronic Mobile Communications Devices

- a. Any employee wishing to be issued a qRD-owned Electronic Mobile Communication Device in service of the qRD and/or to connect to qRD's corporate email system must submit their request to their manager who will forward the request to the Technical Services Department. Technical Services Department staff will consult with, and obtain approval from the CAO.
- b. Any Elected Official wishing to be issued a qRD-owned Electronic Mobile Communication Device in service of the qRD and/or to connect to qRD's corporate email system must submit their request to the Technical Services Department. Technical Services Department staff will consult with, and obtain approval from the CAO.
- c. Any fire department chief or deputy wishing to be issued a qRD-owned Electronic Mobile Communication Device in service of the qRD and/or to connect to qRD's corporate email system must submit their request to the Manager of Emergency Services who will forward the request to the Technical Services Department. Technical Services Department staff will consult with, and obtain approval from the CAO.
- d. qRD's Technical Services Department staff will work with the User to identify and supply an Electronic Mobile Communication Device and associated Usage Plan that allows the User to perform their duties in service of the qRD.
- e. qRD's Technical Services Department staff will inform Users of details related to the Usage Plan including, but not limited to usage limits and travel roaming options/considerations.
- f. qRD's Technical Services Department will assist Users in configuring basic connectivity, including connecting the Electronic Mobile Communication Device to qRD's corporate email system.
- g. If a qRD-owned Electronic Mobile Communication Device needs to be replaced for reasons including, but not limited to damage, poor functionality or loss, the User will contact Technical Services Department staff who will work to replace the Electronic Mobile Communication Device at a reasonable cost to the qRD.
- h. qRD-owned Electronic Mobile Communication Devices which have been damaged and will not be replaced should be reported to Technical Services Department staff who will immediately stop the monthly Usage Plan.
- i. qRD-owned Electronic Mobile Communication Devices which are not going to be used for an extended period of time (more than one month) should be reported to Technical Services Department staff who may move the unit to a minimum monthly cost Usage Plan.

- j. Any qRD-owned Electronic Mobile Communication Device that is no longer being used must be returned to Technical Services Department staff who will retain the device and all of its content in accordance with the FOIPPA.

5.3 Security and Acceptable Use of qRD-owned Electronic Mobile Communication Devices

qRD-owned Electronic Mobile Communication Devices are part of qRD's Computer and Networking Systems as defined in Policy 1.18 Computer and Network Systems Policy. Therefore, the Guidelines identified in that policy must be followed when using a qRD-owned Electronic Mobile Communication Device.

5.4 Use of Personal Electronic Mobile Communication Devices

- a. Any employee wishing to use a personal Electronic Mobile Communication Device in service of the qRD and/or to connect to qRD's corporate email system must submit their request to their manager who will forward the request to the Technical Services Department. Technical Services Department staff will consult with, and obtain approval from the CAO.
- b. Any Elected Official wishing to use a personal Electronic Mobile Communication Device in service of the qRD and/or to connect to qRD's corporate email system must submit their request to the Technical Services Department. Technical Services Department staff will consult with, and obtain approval from the CAO.
- c. Any fire department chief or deputy wishing to use a personal Electronic Mobile Communication Device in service of the qRD and/or to connect to qRD's corporate email system must submit their request to the Manager of Emergency Services who will forward the request to the Technical Services Department. Technical Services Department staff will consult with, and obtain approval from the CAO.
- d. Any User that has been authorized by the CAO to use a personal Electronic Mobile Communication Device in service of the qRD and/or to connect to qRD's corporate email system must sign a Personal Electronic Mobile Communication Device Usage Agreement in the substantial form of Schedule A.
- e. No connection of a personal Electronic Mobile Communication Device to qRD's corporate email system is permitted unless authorized by qRD's CAO and until the owner of the personal Electronic Mobile Communication Device and the CAO have signed a Personal Electronic Mobile Communication Device Usage Agreement in the substantial form of Schedule A.

- f. A User, with the exception of an Elected Official, will be entitled to a monthly stipend for the use of their personal Electronic Mobile Communication Device in service of the qRD and/or to connect to qRD's corporate email system, only if a Personal Electronic Mobile Communication Device Usage Agreement has been signed by the User and the CAO.

6. RESPONSIBILITY/AUTHORITY TO ACT

6.1 Board of Directors

- a. Make such revisions, additions or deletions to this policy as may be required.
- b. Review reports on claims of non-compliance of Elected Officials with this policy and take appropriate action.

6.2 Chief Administrative Officer

- a. Promote awareness and understanding of this policy.
- b. Approve the issuance of qRD-owned Electronic Mobile Communication Devices and approve the use of a personal Electronic Mobile Communication Device to be in service to the qRD and/or to connect to qRD's corporate email system.

6.3 Corporate Officer

- a. Promote awareness and understanding of this policy.
- b. Receive reports on claims of non-compliance with this policy and assist the Technical Services Department with investigations into such claims.
- c. Report findings of investigations into claims of non-compliance with this policy by Elected Officials to the Board of Directors.
- d. Report findings of investigations into claims of non-compliance with this policy by Users other than Elected Officials to the User's manager (or in the case of the User being a fire department member, to the Manager of Emergency Services) along with advise on the appropriate action to take to address the act of non-compliance.
- e. Work with the Technical Services Department to take all necessary steps to protect the qRD and its data and to mitigate risks to the qRD of non-compliance with this policy. Steps may include, but are not limited to, removing a User's access to a qRD-owned Electronic Mobile Communication Device or removing access to qRD's corporate email system from a personal Electronic Mobile Communication Device in service to the qRD until findings of any investigation into claims of non-compliance with this policy are resolved and appropriate action is taken.

6.4 Technical Services Department

- a. Provide guidance to Users on the interpretation of this policy.
- b. Oversee and administer the selection, acquisition, maintenance, disposal and other related processes of qRD-owned Electronic Mobile Communication Devices and their associated Usage Plans.
- c. Ensure that Users of qRD-owned Electronic Mobile Communication Devices are informed of the details of their Usage Plans and any other relevant device information.
- d. Provide Electronic Mobile Communication Device support to Users for any qRD related activity or business.
- e. Bring requests for the issuance of a qRD-owned Electronic Mobile Communication Device or for the use of a personal Electronic Mobile Communication Device in service of the qRD and/or to connect to qRD's corporate email system to the CAO for approval.
- f. Perform all duties and responsibilities of qRD's Technical Services Department as identified in Section 4 of the Personal Electronic Mobile Communication Device Usage Agreement (Schedule A).
- g. Assist the Corporate Officer with investigations into claims of non-compliance with this policy.
- h. Work with the Corporate Officer to take all necessary steps to protect the qRD and its data and to mitigate risks to the qRD of non-compliance with this policy. Steps may include, but are not limited to, removing a User's access to a qRD-owned Electronic Mobile Communication Device or removing access to qRD's corporate email system from a personal Electronic Mobile Communication Device in service to the qRD until findings of any investigation into claims of non-compliance with this policy are resolved and appropriate action is taken.

6.5 Managers

- a. Ensure that Users under their direct supervision are aware of, and comply with this policy.
- b. Bring requests for the issuance of a qRD-owned Electronic Mobile Communication Device or for the use of a personal Electronic Mobile Communication Device in service of the qRD and/or to connect to qRD's corporate email system to the Technical Services Department.
- c. Report any suspected acts of non-compliance with this policy to the Corporate Officer.
- d. Work with the Corporate Officer to take appropriate action against acts of non-compliance with this policy by Users under their direct supervision, hired contractors and other authorized Users.

6.6 Users

- a. Comply with this and related policies and acts.
- b. Report any suspected acts of non-compliance with this policy to the Corporate Officer.

7. POLICY REVIEW DATE

This policy will be reviewed periodically.

8. RELATED POLICIES AND ACTS

- 1.18 Computer and Network Systems Policy
- *Freedom of Information and Protection of Privacy Act*