



CULTUS LAKE PARK

Corporate Policy

Section:		
Sub-Section:		
Title:	Electronic Agendas and Provision of Corporate Tablets	

RELATED POLICIES

Number	Title

APPROVALS

Approval Date: March 14, 2012	Approved by: Cultus Lake Park Board
Amended: April 11, 2012	Approved by: Cultus Lake Park Board
Amended:	Approved by:
Amended:	Approved by:

POLICY STATEMENT:

The Cultus Lake Park Board is aware of and concerned with the amount of paper, staff time and cost to prepare regular agendas, in-camera agendas and special meeting agendas. As a result, the Board sees value in moving to electronic agendas which would result in a significant reduction of paper, reduced staff time, cost savings, and will be more efficient for Board members. Therefore, corporate tablets will be made available to the Board, Chief Administrative Officer and Corporate Clerk for electronic agendas.

DEFINITIONS:

Board means Commissioners elected to the Cultus Lake Park Board.

Corporate tablet means a handheld electronic computing device owned by the Park.

Park means Cultus Lake Park as defined in the Cultus Lake Park Act 1932.

Staff means the Chief Administrative Officer and the Corporate Clerk.

PROCEDURES:

Staff, with input from the Information Technology (IT) consultant, will determine the most suitable and cost effective corporate tablet to be purchased which interfaces with our current and potential future computer software programs. The IT consultant will be responsible for any computer upgrades and ongoing maintenance to the Park computer system to support and maintain compatibility with the tablets. Every three years from the time of adoption of this policy, staff and the IT consultant will analyze new technology to determine if the corporate tablet should be upgraded. If upgrades are warranted staff will include the cost of the proposed upgrade in the appropriate budget for Board consideration.

Board or staff members wishing to use tablets for electronic agendas will be provided with a tablet and required accessories. Any Board member wishing to use a preferred tablet will be required to fund the difference in cost and the preferred tablet must be able to interface with the Park computer system without modification and be approved by the IT consultant. Any Board or staff member using a corporate tablet will not be provided with paper copies of the agendas. Board members will be e-mailed agendas that are 10 MB or less. Regular agendas of more than 10 MB will require downloading from the website, remotely. If an in-camera agenda exceeds 10 MB, Board members will be required to attend the Park Office to upload the agenda package.

The executive assistant/corporate clerk (hereinafter referred to as the coordinator) will be responsible for the overall administration of the corporate tablet program.

All corporate tablets issued must be screen locked with the use of a security code. The coordinator will establish the security codes for all tablets. However if a Board member

wishes to use their own code the code of their choice must be provided to the coordinator.

Agendas will be removed from the download site by the coordinator the day after the meeting was held.

It is required that in camera agendas be removed, by Board or staff members from their tablets the day after the meeting was held.

Corporate tablets provided to Board or staff members will remain the property of the Park. When a Board or staff member ceases to be an elected official or an employee of the Park they will have the option of either purchasing the corporate tablet at the then current market value or returning it to the Park. Should a corporate tablet be returned to the Park all personal information and/or modifications to the corporate tablet shall be deleted from the corporate tablet by the Board or staff member. If personal information and/or modifications have not been removed from the corporate tablet the cost of removing the modifications and/or information will be charged back to the Board or staff member.

Should a corporate tablet be lost, stolen or damaged, the Park will replace or repair the corporate tablet on any one of the above mentioned occurrences once during a three-year term. Should any one of the aforementioned occurrences take place more than once within a three-year term it will be the responsibility of the Board or staff member to replace or repair the corporate tablet.

Board or staff members making use of a corporate tablet will use it primarily for Park business, however moderate personal use and modifications to the corporate tablet for personal use is acceptable under the following terms and conditions:

- Any customization of the corporate tablet such as e-mail set up, applications downloaded or any other personal usage shall be at the sole responsibility and cost of the Board or staff member.
- If a corporate tablet is customized for personal use, repair and maintenance of the corporate tablet shall become the sole cost and responsibility of the Board or staff member.
- If a corporate tablet is customized for personal use any technical support required for the corporate tablet will be at the sole cost of the Board or staff member.
- If a corporate tablet is customized for personal use and the corporate tablet becomes disabled and is not repairable, the Board or staff member will be responsible for replacing the corporate tablet with the same make and model at their sole expense. If the same make and model is no longer available the Board or staff member will be required to replace the corporate tablet with one of equal value and capabilities. If a Board member has augmented the cost to upgrade to a preferred tablet, their responsibility will be limited to the replacement of the standard corporate tablet.

Any Board or staff member provided a tablet shall not use it for any purpose that is prohibited by provincial or federal law and the Park's Personal Computer and Electronic Communications Use Agreement.