



ELECTRONIC AGENDA SYSTEMS AND DEVICES, 2014

1. PURPOSE:

To govern the efficiency and security as well as records management, financial and technological implications of providing District of Sooke Council (“Council”) and Standing Committee documents like agenda, minutes and staff reports to Council members electronically through either an electronic device provided by the District of Sooke or one that the Council member provides.

2. POLICY:

To provide electronic agendas for Council and Standing Committee meetings and to govern the terms of use and management of electronic devices.

3. DEFINITIONS:

Device means an Apple iPad or other electronic device purchased and supplied by the District of Sooke.

4. PROCEDURE:

4.1 Council has moved from paper agendas and packages for Council and Standing Committee meetings to electronic versions using the Granicus meeting webcast software. To fully implement electronic agendas, a device will be provided to Council members as required.

4.2 Printed agenda material will be provided upon request.

4.3 The following policy is meant to cover the use and management of devices purchased by the District of Sooke for Council members.

4.3.1 A device will be provided to each Council member when appointed to the Council. Each device must be protected with at least a four digit passcode.

4.3.2 Each Council member will be provided with a username and be required to supply a secure password to access a secure site to retrieve agenda documents. Usernames will only be provided once the District of Sooke Oath of Office has been administered.

- 4.3.3 Non-Council members will not be provided with a device and will be required to use their own personal device or other device to access materials and for use at meetings. Non-Council members will be provided with a username and be required to supply a secure password to access a secure site to retrieve agenda documents.
- 4.3.4 Each device will be configured with:
 - (a) 32 gigabytes of storage.
 - (b) Two years of warranty service.
 - (c) Wireless networking capability (Wi-Fi). Wi-Fi communications access is provided in the Council Chambers and is also available at most municipal halls.
- 4.3.5 Cellular service will not be provided and is not required for general use of the device.
- 4.3.6 Electronic Agenda Application: The electronic agenda application is used to review each electronic agenda package, making notes and annotations as required.
- 4.3.7 Council members may purchase additional applications related to municipal business for the device at their own cost. No other applications other than those provided by the Apple store are to be installed.
- 4.3.8 It is expected that each device will have a normal life of approximately 3 to 5 years from date of purchase. The Finance Department will contact the Council member regarding the availability of a replacement device.
- 4.3.9 The *Purchasing and Disposal of Assets* will apply to devices provided to Council members.
- 4.3.1 Devices which are no longer functioning should be returned to the District of Sooke Information Technology staff who will manage the repair of the device.
- 4.3.2 If at any time the device is damaged due to abuse, misuse, neglect such that the warranty is voided during the normal lifecycle of the device, the Council member will be responsible for the repair or replacement costs of the device.
- 4.3.3 Initial training and use will be provided to the Council members by the District of Sooke Information Technology staff as needed. New Council members will be provided with basic device training as part of their orientation to the Council. In most cases, the training will be provided on a group basis.

- 4.3.4 District of Sooke Information Technology staff will be available to assist Council members with the devices at the municipal hall during normal working hours.
- 4.3.5 Training will include an introduction to *Freedom of Information and Protection of Privacy Act (FOIPPA)* legislation as it pertains to the use of the device and retention and disposition of records in accordance with policies.
- 4.3.6 Council members may be required from time to time to temporarily return their District of Sooke device to the Finance Department if data collection is required in association with a *FOIPPA* request or a legal hold order.
- 4.3.7 All District of Sooke data must be deleted from the device by District of Sooke Information Technology staff when a Council member's term ends or the municipally-owned device is lost or stolen.