

Town of Eatonia Statement of Policy and Procedure			
Subject:	Municipal Hardware Policy	Policy No:	19
Date of Council Approval:	June 8, 2021	Resolution No.	20/6/21

**1. Purpose:**

To establish responsibility for the tablets and accessories that the municipality lends to each Councillor.

**2. Application:**

- a) The Dragon Touch K10 Tablet, serial number \_\_\_\_\_, is on loan to you for you to use as a town Councilor for municipal use.
- b) It is anticipated that the usable life of each tablet is approximately four (4) years.
- c) The Councillor is required to set up a PIN as a screen lock to secure your tablet. The PIN for your tablet is \_\_\_\_\_.
- d) If a Councilor should resign from their position before their term is up, they are to return the tablet immediately to the town office. If not returned within one week of vacating their position, they will be responsible for purchasing the tablet at a fair market value set by the council.
- e) If a Councilor serves the 4-year term but loses their position in an election or chooses not to run in a subsequent election, the Councillor shall be given the opportunity to purchase the tablet at a fair market value set by the council.
- f) If a Councillor serves the 4-year term and is re-elected or acclaimed to another term, the Councillor may purchase the tablet at a fair market value set by the council. The funds received from the sale will be used toward the purchase of a new tablet for their municipal use.
- g) It is expected that Councillors will limit the use of the tablet to municipal duties.
- h) Please be aware that your town SaskTel email account is set up and paid for by the Town and should only be used for municipal purposes.
- i) If the tablet is lost, stolen or rendered unusable by damage before the Councillor's 4-year term is up, the Councillor must replace it either at their own cost or substitute a similar device suitable for attending paperless meetings.

Review Date: November 2024

I have read this policy and agree to abide by it:

\_\_\_\_\_  
Councillor

\_\_\_\_\_  
Date