

The following policy was approved as an Administrative Policy November 2, 2020.

PURPOSE

This policy governs the requirements, conditions, terms of use and compensation for employees required to carry a **Cell Phone** to support job-related functions and ensure effective and efficient job-related communication.

For the purpose of this Policy **Cell Phone** is defined to mean a cellular device that is capable of voice, SMS, email and that can access various applications (apps) used by municipal departments.

POLICY

1. REQUIREMENT

- 1.1. All Directors and Managers are required to carry and use a Cell Phone for job-related communication.
- 1.2. Each Department Director is responsible for determining Exempt and Union positions within their department that are required to carry and use a Cell Phone for job-related communication.
- 1.3. Generally, a Cell Phone is required where:
 - (a) it is deemed necessary for safety purposes
 - (b) there is a need for “field to office” communication
 - (c) alternative communications methods are not available, or
 - (d) it is required for responding in times of emergency.
- 1.4. The Information Technology (IT) Department is responsible for:
 - (a) the procurement of appropriate Cell Phones and associated technology for District business applications
 - (b) maintaining an inventory of District owned cellular equipment and service contracts
 - (c) the management and use of the District’s Mobile Device Management system

2. CELL PHONE PROVISION

- 2.1. Employees required to carry and use a Cell Phone may choose:
 - (a) a District Owned Device, or
 - (b) subscribe to a Bring Your Own Device (BYOD) Option;

- 2.2. Notwithstanding item 2.1:
 - (a) Summer Student positions identified as requiring a Cell Phone will be reimbursed \$100.00 for use of their personal phone at the end of their summer employment.
 - (b) Lake Country Fire Department (LCFD) Paid-on-Call (POC) Members and LCFD Employees identified as requiring a Cell Phone by the Fire Chief to support their duties:
 - (i) will be reimbursed \$100.00 per year for use of their personal phone on the first pay period of January each year,
 - (ii) are not eligible for a District Owned Device or BYOD Option.
- 2.3. Where the BYOD Option is selected or a personal device is used under section 2.2, the IT Department will provide best-effort support for the installation and setup of apps required to conduct District business. The IT Department will not provide support for BYOD devices outside of the specified manufacturing support period.

3. BYOD OPTION

- 3.1. Employees who select the BYOD Option will be reimbursed \$50.00 per month in consideration of cellular plan use and wear and tear on personal Cell Phones being used for job-related communication. Requests for reimbursement must be submitted on the appropriate expense form on June 30 and December 31 of each year.
- 3.2. BYOD Devices are not managed under the IT department's Mobile Device Management system.
- 3.3. A BYOD device may:
 - (a) connect to the District's Staff Wifi
 - (b) connect to apps and services used and maintained by the District to conduct business

4. DISTRICT OWNED DEVICE

- 4.1. Employees who select a District Owned Device may use the Cell Phone for personal use so long as they make every effort to ensure personal data, voice and SMS usage Employees are within the monthly cell use payment plan.
- 4.2. The Department Manager and Employee will be notified of overages exceeding \$5.00 above the base bill of the current payment plan.
- 4.3. Overages due to personal use will be paid by the Employee to the District at the Customer Service Centre and allocated to the Cellular Telephone GL Account of the employee's department.
- 4.4. Acceptable use of a District Owned Device is governed by the IT & Computer Use Policy No. 14.143
- 4.5. District Owned Device invoices will be monitored monthly by the Finance Department with assistance from IT.
- 4.6. District Owned Devices will be eligible for one new upgrade within the current cellular service plan agreement term.
- 4.7. District Owned Devices will be managed in the District's Mobile Device Management system.

5. DEVICE CARE AND SECURITY

5.1. The physical security and care of District Owned Devices and BYOB devices are the responsibility of the Employee it has been assigned to, as follows:

- (a) All Cell Phones will include a protective cover/case selected by the IT department. Any alternate protective cover/case must be approved by the IT department
- (b) All District Owned Devices and BYOD Devices must be protected using a password or passcode with a minimum of six characters or a biometric passcode. Passwords and passcodes must be kept confidential.
- (c) Cell Phones should be set to lock after five minutes of inactivity.
- (d) Employees are required to immediately report any lost or stolen cell phones to the IT department.
- (e) The IT department may remotely wipe any lost or stolen cell phone.
- (f) Cell Phones should not be left unattended in a vehicle or public place. If the Cell Phone must be left unattended it must be securely stored in a locked storage compartment.

6. PRIVACY AND FREEDOM OF INFORMATION

6.1. All Cell Phone users identified under this policy must use any Cell Phone in compliance with the Freedom of Information and Protection of Privacy Act (FOIPPA). Personal information must only be collected, used, or disclosed for authorized work purposes. Any loss, theft, or unauthorized access involving personal information must be reported immediately to the IT Department. Any record within the custody and control of the District of Lake Country belongs to the District and will be subject to disclosure under FIPPA.

7. EMERGENCY OPERATIONS CENTER (EOC) PROVISION

7.1. In the event of EOC activation, the CAO or the Department Director may authorize temporary exceptions to this policy.

8. USE OF DEVICES WHILE DRIVING

8.1. While driving a District vehicle to perform job-related duties, Employees must not:

- (a) operate or hold hand-held Cell Phones or other electronic devices.
- (b) send or read emails and/or texts on Cell Phones.
- (c) manually program or adjust GPS systems, whether built into the vehicle or not. Settings must be programmed before driving.

8.2. While driving a District vehicle to perform job-related duties, Employees may use:

- (a) hands-free Cell Phones built in or securely fixed to the vehicle used by pressing a single button - once only -to activate a hands-free device for incoming or outgoing calls.
- (b) Cell Phones for GPS when the GPS device is pre-programmed, and voice activated.
- (c) Cell Phones or hands-free devices if the vehicle is legally parked and not impeding traffic.

8.3. Notwithstanding items 9.1 and 9.2:

- (a) LCFD Fire Department Employees required to make calls in the performance of their duties are exempt from Section 8.
- (b) New drivers are prohibited from using hand-free communication devices while driving with a 'Learners' or 'Novice' designation.

9. REPEALS

9.1. The following policies are hereby repealed:

- (a) Use of Cellular Telephones Policy No. 159
- (b) Cellular Telephones for Management Policy No. 14.136 are hereby rescinded

10. APPROVALS, AMENDMENTS AND ANNUAL REVIEWS

Date	Approver	Type
November 2, 2020		Approved by CAO
November 26, 2020		Amended
July 8, 2025		Amended

Original signed by Paul Gipps

Paul Gipps, Chief Administrative Officer

January 12, 2026

Date

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the above policy and acknowledge unauthorized use of my cell phone may result in disciplinary action:

Employee Signature

Director/CFO/CAO Signature

Print Name

Print Name

Date

Date

District Owned Device

BYOD

Summer Student Provision

LCFD/POC Provision

Cell Number:
