



Council Technology Policy
T-084-20

Effective Date:
May 27, 2020

Part 1 Purpose

- 1.1 To establish the standard for technology equipment and software for municipal councillors;
- 1.2 to ensure councillors have access to the technology necessary to perform their official functions;
- 1.3 to ensure municipal Information Technology programs run effectively and efficiently;
- 1.4 to ensure security of municipal information and processes.

Part 2 Definitions

“CAO” – Chief Administrative Officer

“Council” – Council of the Municipality of the District of Yarmouth

“Councillor” – a member of Council for the Municipality of the District of Yarmouth

“FOIPOP” – Freedom of Information and Protection of Privacy act and regulations

“IT” – Information Technology

“Municipality” – the Municipality of the District of Yarmouth

“MODY” – Municipality of the District of Yarmouth

Part 3 Policy

Technology resources shall be provided to members of Council to improve productivity of municipal business activities, enhance communication effectiveness and aid members of Council in addressing the needs and concerns of their constituents. Councillors shall use the technology equipment provided by the Municipality to conduct any and all municipal business. No municipal business shall be conducted on technological devices which store information other than municipally issued devices.

The quality of the equipment shall be of a high enough standard that it will last through the four-year term and well beyond. Where product accommodations are required, the CAO and IT services shall work with the elected official to ensure technology is accessible.



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Part 4 Rationale

- 4.1 Elected officials have a high standard of responsibility when utilizing technology to conduct municipal business and fulfill their responsibilities. Legislation, policy and codes exist which speak to conduct and privacy standards which must be upheld by municipally elected officials.
- 4.2 Elected officials are responsible to:
 - 4.2.1 prepare for meetings;
 - 4.2.2 review documents;
 - 4.2.3 participate in meetings using several mediums;
 - 4.2.4 communicate with colleagues, constituents, municipal staff and partners.
- 4.3 All of these activities require the use of technology and associated software programs. Municipalities have legislative standards with respect to managing all the information of and records pertaining to municipal operations. Therefore, it is appropriate to standardize the provision of technological resources required by elected officials in the execution of their duties.

Part 5 Equipment

- 5.1 The standard for technology equipment and software for Council members shall be established by the CAO, in consultation with IT services. The corporate standard for technology equipment and software for Council members shall be reviewed by the CAO, in consultation with IT services, for appropriateness prior to the acquisition of technology equipment and software for Council members for a new Council term.
- 5.2 Councillors shall be issued the following equipment:
 - 5.2.1 Tablet/Laptop
 - 5.2.2 Smart phone

Part 6 Ownership

All equipment shall be owned by MODY, and is to be returned to MODY at the end of the councillor's term if not re-elected or such time as the elected official vacates their seat on Council.



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Part 7 Care and Service

Municipally-owned equipment shall be serviced only through MODY IT services; MODY IT services shall only service municipally owned equipment.

Part 8 Acceptable/Unacceptable Use

- 8.1 Members of Council are expected to use technology resources in an acceptable manner as defined in this policy. Any use of MODY's technology resources that breaches this policy will be considered to be misconduct. Breaches may be reviewed and may result in action being taken, up to and including loss of use of municipal technology resources, seeking restitution, commencement of civil action, criminal prosecution or any combination thereof.
- 8.2 No Council member shall use the technology made available to them by MODY in a manner which compromises the security of the Municipality's systems or information or contravenes Federal, Provincial, Municipal legislation and policy.
- 8.3 Councillors shall act in accordance with the Council Code of Conduct and Violence in the Workplace policy.
- 8.4 It is a breach of this policy to purposely access, display, upload, download, view, read, transmit, circulate, save, store, distribute or possess any form of material of a nature that is pornographic, sexual, or erotic; obscene, lewd, offensive, or harassing; promotes violence, hatred, abuse or neglect. In this context, "pornographic, sexual or erotic" can include but is not limited to, all forms and degrees of nudity, whether complete, partial, scantily attired, veiled or otherwise suggested; depictions of sexual activity; any images or text that are explicit or suggestive in nature. It is also unacceptable to access/receive streaming audio/video files, dating services, escort services, Internet gaming, gambling and other types of personal referral services for purposes unrelated to municipal business.

Part 9 Responsibilities

- 9.1 Councillors are responsible for reporting any equipment problems, damage or loss to IT services. Users may be held responsible for costs related to repairs or replacement of damaged municipally issued equipment as a result of their reckless or negligent actions.
- 9.2 Administration is responsible for supplying hardware equipment, installing and removing software, maintenance, and updating the equipment. Administration will also be responsible for ensuring that councillors are trained and have knowledge of


MUNICIPALITY OF THE DISTRICT OF YARMOUTH

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how to use equipment.

Part 10 Security

- 10.1 The equipment issued is for municipal use only; no one who is not a councillor shall be permitted to use or access this technology. Only IT services will be provided with access. Councillors shall agree to protect and secure the equipment and its contents and keep their passwords secure.
- 10.2 All municipal information and work shall be kept on officially issued equipment. All information contained on this equipment is considered a municipal record and is property of MODY. As such it is subject to FOIPOP legislation and regulations.
- 10.3 Installing software that is not supported by and/or without the authority of the Municipality's Information Technology Services is prohibited.

Chief Administrative Officer's Annotation for Official Policy Book	
Date of Notice to Council members of Intent to Consider (7 days Min)	May 19, 2020
Date of Passage of current Policy	May 27, 2020
I certify that this Council Technology Policy T-084-20 was adopted by Council as indicated above.	
 <hr/> Chief Administrative Officer	June 4, 2020 <hr/> Date

Date last reviewed by Council:
Date last amended: