



Council Technology Policy
T-084-20

Effective Date:
May 29, 2024

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

- 2.1 “**CAO**” means Chief Administrative Officer
- 2.2 “**Council**” means *Council* of the Municipality of the District of Yarmouth
- 2.3 “**Councillor**” means a member of *Council* for the Municipality of the District of Yarmouth
- 2.4 “**FOIPOP**” means Freedom of Information and Protection of Privacy Act and Regulations
- 2.5 “**IT**” means Information Technology
- 2.6 “**MODY**” means Municipality of the District of Yarmouth
- 2.7 “**Municipality**” means the Municipality of the District of Yarmouth

Part 3 Policy

- 3.1 The *MODY* is committed to supporting *Councillors* with the tools necessary for the carriage of their duties. In addition, *Council* and staff are well trained in the purpose and application of Information and Privacy legislation in Nova Scotia. *Council* members will have individual styles and methods for managing their work on *Council* which requires the use of technology tools. Therefore, some flexibility is required.
- 3.2 Technology resources required by members of *Council* shall be provided to improve productivity of municipal business activities, enhance communication effectiveness and aid members of *Council* in addressing the needs and concerns of their constituents.



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- 3.3 *Council* members may use personal devices for municipal purposes, recognizing Municipal By-laws and Policies apply to activities on those devices.
- 3.4 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.

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 and oversight of technological resources required by elected officials in the execution of their duties.

Part 5 Equipment

- 5.1 The quality and operating 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* may be issued the following equipment



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- 5.2.1 Smart phone
- 5.2.2 Tablet or Laptop
- 5.2.3 Hearing assistance devices for audio systems in Council Chambers.
- 5.2.4 Assistive technology devices for the blind or visually impaired
- 5.2.5 Other technology required to address barriers for a given *Councillor*

Part 6 Expenses

- 6.1 The *MODY* shall make provision in budgets for the purchase, repair, replacement and subscription fees of municipally owned technology issued to each member of *Council*.
- 6.2 An amount equivalent to the *MODY's* monthly subscription fee for cellular service may be claimed as an eligible expense by *Councillors* choosing to use personal cellular devices; such expenses must be claimed in the fiscal year they were incurred.
- 6.3 In cases where a *Councillor* is using personally owned assistive devices or aids, arrangements for allowable expenses shall be approved by *Council* and recorded in writing.

Part 7 Ownership

- 7.1 All equipment owned by *MODY* is to be returned to *MODY* at the end of the *Councillors* term if not re-elected or such time as the elected official vacates their seat on *Council*.

Part 8 Care and Service

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

Part 9 Acceptable/Unacceptable Use

- 9.1 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, or resources paid for by *MODY*, 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.

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- 9.2 No *Council* member shall use the technology made available to them by *MODY*, or paid for by *MODY*, in a manner which compromises the security of the *Municipality's* systems or information or contravenes Federal, Provincial, Municipal legislation and policy.
- 9.3 *Councillors* shall act in accordance with the Council Code of Conduct and Violence in the Workplace policy.
- 9.4 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 10 Responsibilities

- 10.1 *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.
- 10.2 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 how to use equipment.

Part 11 Security

- 11.1 *MODY* owned 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.
- 11.2 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.
- 11.3 Installing software on *MODY* issued equipment that is not supported by and/or without the authority of the *Municipality's* Information Technology Services is prohibited.



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Part 12 Extended Absence

- 12.1 In cases where a *Councillor* will be granted extended absence from the Municipal *Council*, their continued use of municipally owned devices while on leave will be assessed on a case-by-case basis. This decision will be made by *Council*, with the CAO providing advice and recommendations based on security concerns. In considering if the devices must be returned while a *Councillor* is on extended absence, *Council* shall consider the anticipated length of the *Councillors* absence, nature of the leave, and operational requirements.

Part 13 Leaving Canada

- 13.1 All *Councillors* conducting business on behalf of the *Municipality* are subject to the Personal Information International Disclosure Protection Act. Accordingly, *Councillors* must inform the CAO any time a device with access to municipal data will travel outside of Canada. This includes a personal device where municipal data (including email) will be accessed.

Part 14 Procurement

- 14.1 Devices shall be acquired according to the provisions of the Procurement and Purchasing Policy. Devices will not be procured or assigned based on brand preference.

Part 15 Use of Personal Devices

- 15.1 Any personal device used for municipal business (including texting) is subject to FOIPOP legislation and regulations.

Part 16 No Expectation of Privacy


- 16.1 *Councillors* should be aware that electronic communications could, depending on the technology, be forwarded, intercepted, printed, and stored by others.

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Chief Administrative Officer's Annotation for Official Policy Book	
Date of Notice to Council members of Intent to Consider (7 days Min)	May 17, 2024
Date of Passage of current Policy	May 29, 2024
I certify that this Council Technology Policy T-084-20 was adopted by Council as indicated above.	
 Chief Administrative Officer	<u>June 11, 2024</u> Date

Date last reviewed by Council: May 29, 2024
Date last amended: May 29, 2024

Amendment Log

Date	Amendment Description
October 13, 2022	<ul style="list-style-type: none"> Added Sections 3.1, 3.3, 5.3, and 6
May 29, 2024	<ul style="list-style-type: none"> Removed Section 5.2 and added Tablet and Laptop subsection 5.3.2 Added Part 12 Extended Absence, Part 13 Leaving Canada, Part 14 Procurement, Part 15 Use of Personal Devices, and Part 16 No Expectation of Privacy