



Policy

POL.COR.14.03

Council Information Technology Usage Policy

Policy Type:	Corporate Policy (Approved by Council)
Date Approved:	September 3, 2014
Department:	Finance & IT Services
Staff Report:	FIT.14.48, Amendment: FAF.18.37, Amendment: FAF-22-031
By-Law No.:	2022-26
Revised:	March 28, 2022

Policy Statement

The Town recognizes the importance for Council members to be able to access information and communicate with each other, Town staff and other stakeholders in a timely and efficient manner. In support of this, the Town shall ensure that each Council member is issued with various hardware, software, security and support services as identified in this Policy.

Purpose

The purpose of this policy is to establish guidelines for the provision, use and support of IT equipment such as computers, Smart Phones and e-mail accounts issued to members of Council.

Application

This policy applies to Council members and Town IT staff with respect to the provision, use and support of IT equipment.

Definitions

IT means Information Technology

Town means Town of Blue Mountains

County means County of Grey

Councillor means a member of Council. It also includes the Mayor and Deputy Mayor

Procedures

1. Councillors shall read, sign and agree to the terms in the POL.COR.12.13 Information Technology Acceptable Use Policy, which applies to all Town staff users of IT equipment.
2. Councillors shall be provided with the following, subject to their signed acknowledgement of the terms and conditions of this Policy:
 - Computer plus associated peripherals, such as a mouse, portable monitor, headset and any other peripherals as required
 - Smart Phone, complete with a package capable of voice, text and data
 - Town email address
 - Username and password for a secure Council meeting management system
 - A process for saving files onto Town servers so they will be backed up
 - A Multi-Factor Authentication process for access to Town IT Resources
3. Councillors shall have access to the following while at Town Hall:
 - A shared docking station for connecting their computer to the network
 - Access to a multi-function unit for printing, scanning, copying and faxing
4. Councillors shall have access at Town Hall to a phone, including access to a personal voice mailbox.
5. The Town shall bear all costs associated with the provision of these items for Councillors.
6. The IT equipment shall belong to the Town and shall be returned to the Town by Councillors at the end of their term.
7. Town IT staff shall be responsible for:
 - Selecting the IT equipment and associated software
 - Setting up the IT equipment, logins and email services
 - Providing technical support for issues associated with the IT equipment that are directly related to Town business
 - Providing technical support at Town buildings
8. Town IT staff are not responsible for:
 - Support of IT equipment not owned or licensed by the Town
 - Integration between Town issued software/hardware and non-Town issued software/hardware
 - Connection to devices not issued by the Town, for example personal printers, wireless routers, mobile phones and music/picture devices
 - Support of Internet connections and wireless Internet outside of Town buildings

- Support of IT services issued/provided by the County
 - Technical support at Councillor's homes
9. Support requests for Town IT equipment shall be made through the Clerk's office, who will coordinate communication between Councillors and IT staff.
 10. Upon request by Town IT staff, Councillors shall bring their IT equipment to Town Hall for repairs, routine maintenance, software installation and software updates.
 11. All Town business shall be done on Town IT equipment, not personal devices, in order to ensure data security. As keepers of sensitive and personal data, it is the Town's responsibility to safeguard and control access to this data. Personal devices typically do not have essential corporate data safeguards installed.
 12. Upon request by Town IT staff, Councillors shall attend a seminar or workshop regarding equipment use and data security.
 13. Councillors may use IT equipment for personal use, provided such use complies with the terms in the POL.COR.12.13 Information Technology Acceptable Use Policy. The Town shall not be responsible for the loss or corruption of a Councillor's personal information stored on a Town device.
 14. As outlined in Policy A.POL.01 Use of Corporate Resources for Election Purposes, Town IT equipment will not be used to assist in re-election tasks associated with the Councillor.

Exclusions

N/A

References and Related Policies

Policy A.POL.01 Use of Corporate Resources for Election Purposes

Policy POL.COR.12.13 Information Technology Acceptable Use

Consequences of Non-Compliance

The Town Clerk, in communication with the Manager IT, is authorized and directed to take the necessary action to give effect to this Policy and may result in the confiscation of Town issued IT equipment.

Review Cycle

This policy will be reviewed in the year before each Municipal Election by the Town Clerk, Director Finance & IT Services and Manager IT.