Policy No. GP-2026-05
COUNCIL TECHNOLOGY AND EQUIPMENT POLICY
Motion: 2026-113

1. Purpose

The purpose of this policy is to:
(a) provide Council Members with appropriate technology to perform their governance duties effectively;
(b) ensure the secure, consistent, and responsible use of municipal technology;
(c) protect municipal information in accordance with applicable legislation; and
(d) establish clear rules regarding ownership, use, and replacement of Council technology.

2. Policy Statement

The Town of Raymond shall provide Council Members with access to appropriate technology and support to enable efficient and effective governance, while ensuring that all municipal information is protected and managed in accordance with legal and operational requirements.

3. Definitions

"Council Member" means a member of Town Council.
"Device" means any laptop, tablet, smartphone, or related equipment purchased under this policy.
"Municipal Information" means all records, data, and communications created, received, or stored in the course of conducting Town business.

4. Provision of Equipment

(a) Each Council Member shall be provided with a maximum allowance per four (4) year term of $2,600 to purchase a Device, call & data plan, and related accessories required to fulfill their duties.
(b) The allowance amount may be amended by Council resolution from time to time.
(c) Devices must meet Town technology and security standards at the time of purchase.
(d) All purchases shall be approved and coordinated through Administration.

5. Ownership and Lifecycle

(a) Devices remain the property of the Town during the Council Member's term.
(b) At the conclusion of a Council Member's term, the Device shall become the property of the Council Member.
(c) Where a Council Member leaves office prior to the end of their term:

- *the Device shall be returned to the Town; or*

- *may be purchased at a depreciated value as determined by Administration.*

(d) Council Members elected through a by-election shall receive a pro-rated allowance.

6. Acceptable Use

(a) Devices are provided primarily for municipal business.

(b) Limited personal use is permitted, provided that such use:

- *does not interfere with municipal duties;*
- *does not compromise security;*
- *complies with all applicable laws and policies.*

(c) Devices shall not be used for:

- *unlawful activity;*
- *political campaigning;*
- *activities that could reasonably harm the reputation of the Town.*

(d) Council Members shall use Town-approved systems for conducting municipal business wherever reasonably practicable.

(e) Devices shall not be shared with others where it would compromise Municipal Information.

7. Information Security and Privacy

(a) Council Members shall take all reasonable steps to protect Devices and Municipal Information from:

- *unauthorized access;*
- *loss or theft;*
- *damage.*

(b) Devices shall meet minimum security standards as established by the Town, including:

- *password protection;*
- *system updates; and*
- *other security measures as required.*

(c) Municipal Information must be handled in accordance with applicable privacy and access to information legislation.

(d) Council Members shall not store or transmit Municipal Information using unsecured or unauthorized applications where it creates a risk to privacy or security.

(e) Loss or theft of a Device must be reported to Administration immediately.

8. Records Management

(a) All Municipal Information created or received by Council Members is subject to:

- *municipal records management policies; and*
- *applicable legislation.*

(b) Council Members shall:

- *use Town-issued email accounts for municipal business wherever reasonably practicable; and*
- *ensure records related to Town business remain accessible to the Town.*

9. Software and Applications

(a) Town-approved software shall be installed as required.

(b) Council Members may install personal software, provided that it:

- *does not interfere with Town systems;*
- *does not create security risks;*
- *complies with Town IT standards.*

(c) The Town may restrict or remove software that poses a risk.

10. Maintenance and Support

(a) The Town shall be responsible for:

- *reasonable maintenance;*
- *technical support;*
- *repair of Devices due to normal use.*

(b) Council Members may be responsible for costs resulting from:

- *negligence;*
- *misuse; or*
- *failure to comply with this policy.*

11. Replacement

(a) Devices shall be replaced:

- *at the beginning of each Council term; or*
- *as required due to failure or obsolescence, as determined by Administration.*

12. Data Protection and Transition

(a) Prior to the transfer of ownership at the end of a Council Member's term:

- *all Municipal Information shall be removed and retained by the Town; and*
- *the Device shall be securely wiped in accordance with Town standards.*

(b) Council Members shall not retain Municipal Information following the end of their term unless authorized.

13. Orientation

Council Members shall receive orientation on the use of Devices and related responsibilities at the beginning of each term.

14. Compliance

Failure to comply with this policy may result in:

- *restriction of access to municipal systems;*
- *recovery of costs; or*
- *other administrative action as determined by the Town.*

15. Administration

This policy shall be administered by the Chief Administrative Officer (CAO) or designate.

16. Repeal

Policy GP-2017-04 (Council Computer Policy) is repealed upon adoption of this policy