



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF THE CAO

MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.

Author's Name: Karly Kennedy	Report Date: October 3, 2023
Author's Phone: 519 736-0012 ext. 2232	Date to Council: October 23, 2023
Author's E-mail: kkennedy@amherstburg.ca	Resolution #:

To: Mayor and Members of Town Council

Subject: Amendments to the Technology Use Policy

1. **RECOMMENDATION:**

It is recommended that:

1. The Information Technology Acceptable Use Policy **BE AMENDED** in accordance with the October 3, 2023 report.

2. **BACKGROUND:**

The Technology Use Policy was first adopted by Council on March 22, 2010 and was later amended on February 6, 2012. This policy was introduced to protect the Corporation from legal liability and to reduce the risk of damage, loss, or theft to corporate technology resources and devices.

3. **DISCUSSION:**

Routine policy review ensures that uniform and consistent elements are employed in accordance with the Council approved framework and policy template. In the review of the Technology Use Policy, the policy was revised to incorporate current references to devices and technology, while eliminating specific mentions of software or programs to promote flexibility. Furthermore, it was identified that the roles and the responsibilities of both Council and Administration in the implementation of the policy were not identified in the previous policy. As such, these elements have been added to reflect the practices of the municipality.

4. **RISK ANALYSIS:**

There are no risks associated with the policy changes recommended in this report.

5. **FINANCIAL MATTERS:**

There are no financial implications associated with the policy changes recommended in this report.

6. **CONSULTATIONS:**

Jordan Long, Information Technology Manager
Nick Renaud, Application & Network Analyst
Kevin Fox, Clerk/Risk Manager
Senior Management Team

7. **CONCLUSION:**

Administration recommends that Council adopt the amendments to the Technology Use Policy as part of the Town's ongoing policy review efforts.



Karly Kennedy
Policy and Committee Coordinator

Report Approval Details

Document Title:	Amendments to the Technology Use Policy.docx
Attachments:	- 2023 09 05 Information Technology Acceptable Use Policy - FINAL DRAFT RM.pdf
Final Approval Date:	Oct 6, 2023

This report and all of its attachments were approved and signed as outlined below:



Tracy Prince



Valerie Critchley



Kevin Fox