

## Report to Council

**Report Title:** Cell Phone/Mobile Device Policy

**Prepared By:** Sonya Watson, Chief Administrative Officer

**Department:** Administration

**Date:** October 15, 2019

**Report Number:** CAO2019-25      **File Number:** C11AD, A09, C01

**Attachments:** Draft Cell Phone/Mobile Device Policy  
Amended Information Technology Use Policy

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### Recommendation:

That the Council of the Municipality of Brockton hereby approves Report Number CAO2019-25 – Cell Phone/Mobile Device Policy, prepared by Sonya Watson, Chief Administrative Officer and in doing so approves bringing forward a By-Law to adopt the Cell Phone/Mobile Device Policy and a By-Law to amend the Information Technology Acceptable Use Policy.

### Report:

#### Background:

The Municipality has not previously had a Cell Phone or Mobile Device Policy. With the transition of staff having a clear and concise policy with expectations established upon acceptance of a Municipal issued Cell Phone is essential.

#### Analysis:

I have attached a new Cell Phone/Mobile Device Policy. This Policy has had extensive review in relation to other municipal policies, solicitor input based on best practices today and considerations related to some personal cell phone use, staff transitions and best practices related to IT and retrieval of municipal information to ensure information is preserved for MFIPPA disclosure requirements, and to ensure compliance with applicable laws and regulations.

I have also brought forward the Information Technology Acceptable Use Policy for a slight update to ensure both policies are worded in unison regarding the expectation that the Cell Phone/Mobile device is provided primarily for business use but there is room for personal use within reasonable limits so long as it does not interfere or conflict with business use.

I recommend a By-Law be brought forward for consideration of the proposed Cell Phone/Mobile Device Policy.

### **Sustainability Checklist:**

What aspect of the Brockton Sustainable Strategic Plan does the content/recommendations in this report help advance?

- |   |     |
|---|-----|
| • Do the recommendations help move the Municipality closer to its Vision? | Yes |
| • Do the recommendations contribute to achieving Cultural Vibrancy?       | N/A |
| • Do the recommendations contribute to achieving Economic Prosperity?     | N/A |
| • Do the recommendations contribute to Environmental Integrity?           | N/A |
| • Do the recommendations contribute to the Social Equity?                 | N/A |

### **Financial Impacts/Source of Funding:**

- Do the recommendations represent a sound financial investment from a sustainability perspective?  
N/A

There are no financial considerations related to this policy implementation at this time.

### **Reviewed By:**



**Trish Serratore, Chief Financial Officer**

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### **Respectfully Submitted by:**



**Sonya Watson, Chief Administrative Officer**