



Memorandum

TO: Mayor & Council **FILE:**

FROM: Krista Power, City Clerk
City Manager's Office – Office of the City Clerk

DATE: 12/07/2023 (mm/dd/yyyy)

SUBJECT: Referral – Report 182-2023 – Corporate Information Technology Policies

MEETING & DATE: City Council - 12/11/2023 (mm/dd/yyyy)

To facilitate the consideration of the proposed policies in conjunction with the revision of the Records Management Policy (03-06-01) and the planned Access and Privacy Policy, Administration is requesting that Report 182-2023 – Corporate Information Technology Policies be referred to Administration.

My office has consulted with the Director – Corporate Information Technology. A working group of members of CIT and Office of the City Clerk has been established to complete this work in Q1 2024 with a report containing the CIT Policies, the revised Records Management Policy (03-06-01) and the proposed Access and Privacy Policy to be brought forward to City Council for consideration on or before March 25, 2024.

I ask that Council consider the following referral.

WITH RESPECT to the Memorandum from City Clerk Krista Power dated December 7, 2023, we recommend that Report 182-2023 – Corporate Information Technology Policies be referred to Administration;

AND THAT Administration report back on or before March 25, 2024 with the proposed CIT policies, a revised Records Management Policy (03-06-01) and the proposed Access and Privacy Policy as a package for council consideration.

cc: Jack Avella, Director – Corporate Information Technology