

Town of Yarmouth
**COMMUNICATIONS & MEETING
HARDWARE STIPEND POLICY**

Effective: October 11th, 2012 – Amended: August 13th, 2020
TOY 38



- 1.0** Council for the Town of Yarmouth makes use of Information Technology to make Council more efficient and transparent in its communication and decision making. In order to support maximum participation and flexibility, this policy provides for specific IT devices, and a stipend to support home office internet service.
- 2.0** During Council and Committee of the Whole meetings, Council will utilize portable laptop computers for their speakers, microphones and cameras in order to broadcast and stream meetings. Virtual meeting participation software (ie. Zoom, GotToMeeting or Teams) will be utilized for all meetings of Council, and Committee of the Whole, whether those meetings are virtual or in-person to enable streaming and broadcasting.
- 3.0** Town of Yarmouth portable laptop computers will be assigned to each member of Council, and remain the property of the Town of Yarmouth. When a member of Council ceases to be a member of Council, or when deemed necessary by the Town of Yarmouth, devices shall be returned to the Town of Yarmouth.
- 4.0** A council member will participate as a member of council using a computer as the primary method of communication for meeting notices, updates from staff, and sharing documents, through a home internet account. The council member will receive a communications stipend of \$50/month for home office internet service.

Clerk's Annotation for Official Policy Book

Date of Adoption: October 11th, 2012

Date of Approval of Amended Policy: August 13th, 2020

I certify that this 'Communications & Meeting Hardware Stipend Policy' was adopted by Council as indicated above.

Town Clerk:

Date: