

## **SACKVILLE BY-LAW NO. 271 A BY-LAW RELATING TO ESTABLISHING A CODE OF CONDUCT FOR MEMBERS OF COUNCIL**

### **USE OF COMMUNICATION TOOLS**

26. All Electronic communication devices provided by the Town are the property of the Town, and shall, at all times, be treated as the Town's property. Members hereby acknowledge that there is no expectation of privacy in the use of these devices and further that:

a) all emails or messages sent or received on Town devices, as well as emails or messages relating to the public business of the Town sent on private devices, are subject to the Right to Information and Protection of Privacy Act and, in any event, may be read and reviewed at the direction of Council;

b) all files stored on Town devices, all use of email and all use of the internet through the Town's firewall may be inspected, traced or logged by the Town; and

c) in the event of a complaint pursuant to this Code, Council may require that any or all of the electronic communication devices provided by the Town to Members may be confiscated and inspected as part of the investigation including downloading information which is considered relevant to the investigation. All email and text messages or internet connections may be retrieved, read and reviewed.

27. No Member shall use any property, equipment, services or supplies of the Town, including text messaging, email, internet services or any other electronic communication device, if the use could be considered offensive, inappropriate, or otherwise contrary to this Code.

### **USE OF SOCIAL MEDIA**

28. Once posted on social media, any material or comment is accessible to anyone with an Internet connection. Furthermore, the content can never be effectively removed. As

public figures and representatives of the Town, Members should act with discretion and be judicious in what material they post on social media. As with any other communication, Members are accountable for content and confidentiality.

Care should be exercised in debates or comments on contentious matters, as feelings and emotions can become inflamed very quickly.

29. No Member shall attempt to disguise or mislead as to their identity or status as an elected representative of the Town when using social media, or otherwise.
30. No Member shall use social media to publish anything that is dishonest, untrue, unsubstantiated, offensive, disrespectful, constitutes harassment, is defamatory or misleading in any way.
31. Where Members provide a personal view or opinion on social media, Members should take steps to ensure that such personal views or opinions are not construed to be those of the Town or Council as a whole and/or that such personal view or opinion does not accurately reflect the decisions of Council or bring the decision-making process of Council into dispute.