Policy Title	Bassano Community Hall – Wireless Internet
Authority	Administration
Approved (Dates/Motion #)	TOB28/22
Policy Number	P-TOB74/001-22
Review	As required
Reviewed by/date	February 7, 2022

Policy Statement

The purpose of this policy is to provide guidelines for the use of wireless internet at the Bassano Community Hall.

Definitions

Chief Administrative Officer (CAO) – means the administrative head of the municipality.

Council – means the elected body of the Town.

Administration – means the administrative department of the Town.

Public Works – means the person employed by the town responsible for care of Town facilities.

Employee – means a person employed by the Town.

Town - means the incorporated municipality of Bassano.

Community Hall – a municipally owed facility located at 610 2nd Avenue, Bassano.

Responsibility

It is the responsibility of all municipal employees and elected officials to adhere to this policy.

Guidelines

These guidelines set out the roles and responsibilities for the use of the Community Hall – Wireless Internet

1. Administration is responsible to ensure the wireless internet is fully operational. Disruptions in service shall be resolved as soon as possible either through the provider, or with the support of IT.

2. Public works is responsible to ensure all wireless devices do not get damaged based on their location.

3. Administration is responsible to promote the wireless internet service options. This includes but is not limited to rental agreement lists include the service, that the service is noted on all marketing material, and on the municipal website. Open network sign must be jointly branded with Town and County of Newell logos, laminated, and hung within the facility with one copy at the facility entrance for outdoor users.

4. There are two separate wireless networks at the Community Hall, one for public and one for private. The private network is for municipal councillors and employees only, and is password protected. This password is confidential and shall be kept internally at the municipal office in the IT password folder. The private network provides another level of security protection.

5. The open wireless network is for public use and is not password protected. To gain access to the open network, the user will select Hall – Guest and accept the terms and conditions.

Hardware Overview

1. Wi-fi Network consists of the main router hub, which is plugged into the Telus modem in the kitchen area. There are two satellites in the main hall are which extend the signal to that area. At installation, January 2022, the device showed full signal strength throughout the building.

2. Open Network - the terms that show up when you join "Hall-Guest" is a generic template from Netgear. This can be altered if ever required by the IT department.

3. There are wall hangers for the modules so they can be hung up. They can be moved throughout the facility. If they are unplugged, they should reconnect back up to the system with no issues.

END OF POLICY