



Agenda

Regular Meeting of Council

Corporation of the Township of The North Shore
Wednesday, January 17th, 2024
6:00 PM

Township of the North Shore is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/87973944573?pwd=OWVIZVpqdDVvK2pPUHB3ekdBWHQvUT09>

Meeting ID: 879 7394 4573

Passcode: 190986

This meeting is being held in a Hybrid setting. Attendees may choose to attend via ZOOM or in person in the Municipal Office Council Chambers located at 1385 Highway 17, Algoma Mills.

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. DISCLOSURES OF PECUNIARY INTEREST
4. PRESENTATIONS/DELEGATION
5. ADOPTION OF MINUTES
 - a) Minutes of the Regular meeting minutes of December 5th, 2023
 - b) Special meeting minutes of December 20th, 2023.
 - c) Special meeting minutes of January 4th, 2024
6. COUNCIL MEMBERS REPORT
7. REPORTS AND MOTIONS OF MUNICIPAL STAFF, COMMITTEES, AND COMMUNICATIONS
 - a) Acceptable Use Policy
 - b) 4th Quarter Reports - 2023
 - c) Tax and Water/Wastewater Receivables - 4th Quarter 2023
 - d) 2024 ROMA Conference - Travel Expenses - Update
 - e) Family Day 2024

Consent Agenda

- a) "Strengthening Public Health" slide deck from The Ministry of Health

8. OLD BUSINESS (INCLUDES THE FOLLOWING WRITTEN LETTERS/REPORTS) - Nil

9. INTRODUCTION, READING AND CONSIDERATION OF BY-LAWS

- a) By-Law 24-04 being a by-law to adopt the Nuisance Beavers Policy for the Corporation of the Township of The North Shore
- b) By-Law 24-05 being a by-law to adopt the Parking/Storage on Municipal Property Policy for the Corporation of the Township of The North Shore
- c) By-Law 24-06 being a by-law to provide for interim tax levy for the year 2024 for the Corporation of the Township of The North Shore

10. NOTICES OF MOTION Nil

11. CLOSED SESSION

To move to Closed Session pursuant to Section 239 (2) of the Municipal Act, to consider:

- ii. (b) personal matters about an identifiable individual, including municipal or local board employees
- iv. (d) labour relations or employee negotiations
- v. (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board
- vi. (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose
- viii. (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them
- xi. (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board

Closed session meeting attendance by: Township of The North Shore Municipal Council, Clerk, Public Works Manager

For the purpose of legal and personnel.

12. REPORT FROM CLOSED SESSION

13. CONFIRMATORY BY-LAW

By-law 24-07 being a by-law to confirm the proceedings of Council at its meeting held January 17th, 2024, be read a first, second and third time enacted and passed.

14. ADJOURNMENT



Minutes

Regular Council Meeting
Township of the North Shore
Tuesday, December 5th, 2023
6:00 p.m.
Hybrid Meeting

ATTENDANCE

Council: Tony Moor - Mayor
Robin Green - Councillor at Large
Richard Welburn - Ward 1 - electronic
Len Menard - Ward 2
Tracey Simon - Ward 3

Staff: Matt Simon, Public Works Manager/Fire Chief - *left meeting at 7:20 PM*
Rachel Schneider, Clerk/Deputy Treasurer

CALL TO ORDER

The Mayor called the meeting to order at 6:00 p.m.

APPROVAL OF AGENDA

RESOLUTION #23-390

Moved by: L. Menard

Seconded by: T. Simon

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore approves the agenda as circulated.

CARRIED

DISCLOSURES OF PECUNIARY INTEREST

T. Simon - items 4a, 4b within Closed Session

T. Moor - item 7f

PRESENTATIONS/DELEGATION

ADOPTION OF MINUTES

- a) Special meeting minutes of November 9th, 2023

RESOLUTION #23-391

Moved by: T. Simon

Seconded by: L. Menard

BE IT RESOLVED: That Council of the Corporation of the Township of the North Shore adopts the Special meeting minutes of November 9th, 2023.

CARRIED

- b) Regular meeting minutes of November 15th, 2023.

RESOLUTION #23-392

Moved by: T. Simon

Seconded by: L. Menard

BE IT RESOLVED: That Council of the Corporation of the Township of the North Shore adopts the Regular meeting minutes of November 15th, 2023.

CARRIED

COUNCIL MEMBERS REPORT

REPORTS AND MOTIONS OF MUNICIPAL STAFF, COMMITTEES AND COMMUNICATION

- a) Parking/Storage on Municipal Property Policy

RESOLUTION #23-393

Moved by: R. Welburn

Seconded by: T. Simon

BE IT RESOLVED That Council for the Corporation of the Township of The North Shore receive the staff report as presented for consideration, and that Council approve the Parking/Storage on Municipal Property Policy.

CARRIED

- b) Nuisance Beavers Policy

RESOLUTION #23-394

Moved by: T. Simon

Seconded by: R. Welburn

BE IT RESOLVED That Council for the Corporation of the Township of The North Shore receive the staff report as presented for consideration, and that Council approve the Nuisance Beavers Policy.

CARRIED

- c) Acceptable Use Policy

RESOLUTION #23-395

Moved by: L. Menard

Seconded by: R. Welburn

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore receive the staff report as presented for consideration, and that Council approve the Acceptable Use Policy.

DEFERRED

- d) Temporary Borrowing for the year 2024

RESOLUTION #23-396

Moved by: R. Green

Seconded by: T. Simon

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore receive the staff report as presented regarding the authorization of temporary borrowing for the year 2024, if and when required, and that Council consider passing By-Law 23-81 which is listed as item 9e on the December 5th, 2023, agenda

CARRIED

e) 2024 Proposed User Fees
RESOLUTION #23-397

Moved by: T. Simon

Seconded by: L. Menard

BE IT RESOLVED That Council for the Corporation of the Township of The North Shore receive the staff report as presented for consideration, and that Council approve the proposed 2024 user fee schedule (to take effect on January 1, 2024).

CARRIED

f) Council Expense Claim - November 2023
RESOLUTION #23-398

Moved by: R. Green

Seconded by: R. Welburn

BE IT RESOLVED That Council for the Corporation of the Township of The North Shore receive the staff report for consideration, and that Council review and approve the Council member's monthly expense claim for the month of November 2023.

CARRIED

g) Municipal Office - Proposed Hours of Operation open to the public
RESOLUTION #23-399

Moved by: T. Simon

Seconded by: R. Welburn

BE IT RESOLVED That Council for the Corporation of the Township of The North Shore receive and review the staff report as presented for consideration, and that Council approve that the Municipal Office be Closed to the public on Wednesdays, effective December 13th, 2023.

CARRIED

Consent Agenda - Nil

OLD BUSINESS Nil

INTRODUCTION, READING, AND CONSIDERATION OF BY-LAWS

a) By-Law 23-76 being a by-law to adopt the Culvert Maintenance Policy for the Corporation of the Township of The North Shore

RESOLUTION #23-400

Moved by: T. Simon

Seconded by: R. Welburn

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore approve By-Law 23-76 being a by-law to adopt the Culvert Maintenance Policy for the Corporation of the Township of The North Shore be read a first, second and third time enacted and passed.

CARRIED

b) By-Law 23-77 being a by-law to adopt the Driveway Culverts Policy for the Corporation of the Township of The North Shore

RESOLUTION #23-401

Moved by: T. Simon

Seconded by: R. Green

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore approve By-Law 23-77 being a by-law to adopt the Driveway Culverts Policy for the Corporation of the Township of The North Shore be read a first, second and third time enacted and passed.

CARRIED

c) By-Law 23-78 being a by-law to amend By-Law 21-12

RESOLUTION #23-402

Moved by: T. Simon

Seconded by: L. Menard

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore approve By-Law 23-78 being a by-law to amend By-Law 21-12 be read a first, second and third time enacted and passed.

CARRIED

d) By-Law 23-79 being a by-law to amend By-Law 21-56, to prescribe a tariff of fees for services offered by the Corporation of the Township of The North Shore

RESOLUTION #23-403

Moved by: T. Simon

Seconded by: L. Menard

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore approve By-Law 23-79 being a by-law to amend By-Law 21-56, to prescribe a tariff of fees for services offered by the Corporation of the Township of The North Shore be read a first, second and third time enacted and passed.

CARRIED

e) By-Law 23-80 being a by-law to authorize temporary borrowing for the year 2024

RESOLUTION #23-404

Moved by: T. Simon

Seconded by: L. Menard

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore hereby approve By-Law 23-80 being a by-law to authorize temporary borrowing for the year 2024 be read a first, second and third times, enacted and passed

CARRIED

f) By-Law 23-81 being a by-law approving extension of budget expenditure

RESOLUTION #23-405

Moved by: R. Green

Seconded by: L. Menard

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore hereby approve By-Law 23-81 being a by-law approving extension of budget expenditure be read a first, second and third times, enacted and passed

CARRIED

NOTICES OF MOTION

Nil

CLOSED SESSION

RESOLUTION #23-406

Moved by: R. Green

Seconded by: T. Simon

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore move to Closed Session pursuant to Section 239 (2) of the Municipal Act, to consider items 1-11, specifically:

To move to Closed Session pursuant to Section 239 (2) of the Municipal Act, to consider:

- ii. (b) personal matters about an identifiable individual, including municipal or local board employees
- iv. (d) labour relations or employee negotiations
- v. (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board
- vi. (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose
- viii. (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them
- xi. (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board

Closed session meeting attendance by: Township of The North Shore Municipal Council, Clerk, Fire Chief

For the purpose of legal and personnel.

CARRIED

T. Simon exited Council Chambers at 6:45 PM and returned at 6:50 PM

Len exited Council Chambers at 6:50 PM and returned at 6:50 PM

R. Green exited Council Chambers at 7:19 Pm and returned at 7:27 PM

M. Simon left the meeting at 7:20 PM

REPORT FROM CLOSED SESSION

RESOLUTION #23-407

Moved by: T. Simon

Seconded by: R. Green

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore arise from Closed Session at 7:42 p.m. and report as follows: Council gave direction to the Mayor and Clerk regarding the legal and personnel matters and accept Matthew Curtis as a volunteer firefighter provided all qualifications are met.

CARRIED

CONFIRMATORY BY-LAW

RESOLUTION # 23-408

Moved By: R. Green

Seconded By: R. Welburn

BE IT RESOLVED: That the Council of the Corporation of the Township of The North Shore hereby approve By-Law No. 23-82, Being a By-Law to Confirm the Proceedings of Council at its Regular meeting held December 5th, 2023, be read a first, second and third time, enacted and passed.

CARRIED

ADJOURNMENT

RESOLUTION # 23-409

Moved By: T. Simon

Seconded By: R. Green

BE IT RESOLVED: That the Corporation of the Township of The North Shore Regular Council meeting of December 5th, 2023, do now adjourn at 7:44 p.m. to meet again on the 15th day of January 2024 at 6:00 p.m., or at the call of the Chair.

CARRIED

Tony Moor, Mayor

Rachel Schneider, Clerk/Deputy Treasurer



Minutes

Special Council Meeting
Township of the North Shore
Wednesday December 20th, 2023
5:00 p.m.
Hybrid Meeting

ATTENDANCE

Council: Tony Moor - Mayor
Robin Green - Councillor at Large
Richard Welburn - Ward 1 - electronic
Len Menard - Ward 2
Tracey Simon - Ward 3

Staff: Rachel Jean Schneider - Municipal Clerk, Deputy Treasurer

CALL TO ORDER

The Mayor called the meeting to order at 5:00 p.m.

APPROVAL OF AGENDA

RESOLUTION #23-410

Moved by: L. Menard

Seconded by: R. Green

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore approves the agenda as circulated

CARRIED

DISCLOSURES OF PECUNIARY INTEREST

PRESENTATIONS/DELEGATION

ADOPTION OF MINUTES

COUNCIL MEMBERS REPORT

REPORTS AND MOTIONS OF MUNICIPAL STAFF, COMMITTEES AND COMMUNICATION

OLD BUSINESS

INTRODUCTION, READING, AND CONSIDERATION OF BY-LAWS

NOTICES OF MOTION

CLOSED SESSION

RESOLUTION #23-411

Moved by: T. Simon

Seconded by: R. Green

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore move to Closed Session pursuant to Section 239 (3.1) of the Municipal Act, to consider:

- ii. (b) personal matters about an identifiable individual, including municipal or local board employees
- iv. (d) labour relations or employee negotiations
- v. (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board
- vi. (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose
- viii. (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them
- xi. (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board

Closed session meeting attendance by: Township of The North Shore Municipal Council, Designated Clerk, Treasurer/Bookkeeper

For the purpose of human resource matters.

CARRIED

REPORT FROM CLOSED SESSION

RESOLUTION #23-412

Moved by: R. Green

Seconded by: L. Menard

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore arise from Closed Session at 6:23 p.m. and report as follows: Council gave direction to the Mayor and Clerk regarding the human resource matters.

CARRIED

CONFIRMATORY BY-LAW

RESOLUTION # 23-412

Moved By: T. Simon

Seconded By: R. Green

BE IT RESOLVED: That the Council of the Corporation of the Township of The North Shore hereby approve By-Law No. 23-83, Being a By-Law to Confirm the Proceedings of Council at its Special meeting held December 20th, 2023, be read a first, second and third time, enacted and passed.

CARRIED

ADJOURNMENT

RESOLUTION # 23-413

Moved By: T. Simon

Seconded By: L. Menard

BE IT RESOLVED: That the Corporation of the Township of The North Shore Special Council meeting of December 20th, 2023, do now adjourn at 6:25 PM to meet again on the 17th day of January 2024 at 6:00 p.m., or at the call of the Chair.

CARRIED

Tony Moor, Mayor

Rachel Jean Schneider, Clerk/Deputy Treasurer



Minutes

Special Council Meeting
Township of the North Shore
Thursday, January 4th, 2024
8:00 p.m.
Hybrid Meeting

ATTENDANCE

Council: Tony Moor - Mayor
Richard Welburn - Ward 1 - electronic
Len Menard - Ward 2
Tracey Simon - Ward 3

Absent: Robin Green - Councillor at Large

Staff: Rachel Jean Schneider - Municipal Clerk, Deputy Treasurer
Craig Davidson - Deputy Treasurer - electronic

CALL TO ORDER

The Mayor called the meeting to order at 8:00 PM

APPROVAL OF AGENDA

RESOLUTION #24-01

Moved by: L. Menard

Seconded by: R. Green

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore approves the agenda as circulated

CARRIED

DISCLOSURES OF PECUNIARY INTEREST

PRESENTATIONS/DELEGATION

ADOPTION OF MINUTES

COUNCIL MEMBERS REPORT

REPORTS AND MOTIONS OF MUNICIPAL STAFF, COMMITTEES AND COMMUNICATION

a) Hybla Consulting Corporation - Treasurer Duties

RESOLUTION #24-02

Moved by: T. Simon

Seconded by: R. Green

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore approve the hiring of Hybla Consulting Corporation for Treasurer Duties and that Craig Davidson be appointed as Deputy Treasurer

CARRIED

OLD BUSINESS

INTRODUCTION, READING, AND CONSIDERATION OF BY-LAWS

- a) By-Law 24-01 being a by-law to appoint a Deputy Treasurer for the Corporation of the Township of The North Shore

RESOLUTION #24-02

Moved by: T. Simon

Seconded by: R. Green

BE IT RESOLVED: That the Council of the Corporation of the Township of The North Shore hereby approve By-Law No. 24-01 being a by-law to appoint a Deputy Treasurer for the Corporation of the Township of The North Shore, be read a first, second and third time, enacted and passed.

CARRIED

NOTICES OF MOTION

CLOSED SESSION

CONFIRMATORY BY-LAW

RESOLUTION # 24-03

Moved By: T. Simon

Seconded By: R. Green

BE IT RESOLVED: That the Council of the Corporation of the Township of The North Shore hereby approve By-Law No. 24-02, Being a By-Law to Confirm the Proceedings of Council at its Special meeting held January 4th, 2023, be read a first, second and third time, enacted and passed.

CARRIED

ADJOURNMENT

RESOLUTION # 24-04

Moved By: T. Simon

Seconded By: L. Menard

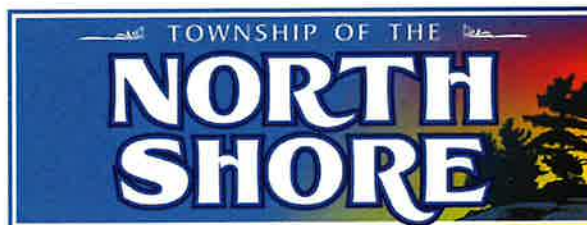
BE IT RESOLVED: That the Corporation of the Township of The North Shore Special Council meeting of January 4th, 2024, do now adjourn at 8:02 PM to meet again on the 17th day of January 2024 at 6:00 p.m., or at the call of the Chair.

CARRIED

Tony Moor, Mayor

Rachel Jean Schneider, Clerk/Deputy Treasurer

7a)



January 12th, 2024

Meeting of January 17th, 2024

Council Report

SUBJECT: Acceptable Use Policy

RECOMMENDATION: That Council receive the staff report as presented for consideration, and that Council approve the Acceptable Use Policy.

At the December 5th, 2023, Regular Council meeting, Council DEFERRED the Motion to approve the proposed Acceptable Use Policy. It was expressed that there were further amendments in mind for the policy, however the further amendments have not been forwarded to staff. It was also asked that the proposed amendments from staff be highlighted in yellow and explained to Council.

This proposed version of the Acceptable Use Policy will replace the current Policy that the Township of The North Shore currently has in place and is the policy attached highlighted in yellow.

The CURRENT Acceptable Use Policy is attached with a watermark showing it is the current policy. The effective date of the current Acceptable Use Policy was February 7th, 2018, by Resolution.

The reasoning for the replacement is to ensure the Township has a policy for Acceptable Use that is up to date, has appropriate wording, and is relevant to the Township of The North Shore.

The addition of the User Agreement to the policy is so all users can sign to confirm that they have read, understand, and agree to abide by the terms of the Agreement and Policy.

Prepared and Submitted by: Rachel Jean Schneider, Clerk/Deputy Treasurer



Resolution #

395

PO Box 108, Algoma Mills, ON P0R 1A0
(705) 849-2213 (705) 461-1821

REGULAR COUNCIL MEETING

MEETING DATE: December 5th, 2023

AGENDA ITEM(S):

7c)

MOVED BY:

L. Menard

SECONDED BY:

R. Kelburn

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore receive the staff report as presented for consideration, and that Council approve the Acceptable Use Policy.

Conflict of Interest disclosed by :		Ward 1	Ward 2	Ward 3	At Large	Mayor
Seat Vacated : Y N			Recorded Vote Requested by :			
Recorded Vote : (Y) ea, (N) ay,		Ward 1	Ward 2	Ward 3	At Large	Mayor
DEFEATED	DEFERRED	✓	CARRIED			

MAYOR or CHAIR or (Acting)

THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE

POLICY MANUAL

POLICY TITLE:
Acceptable use Policy

SUBJECT:
Best Practices and Procedures

POLICY SECTION:
A

POLICY NO:
3

EFFECTIVE DATE: February 7, 2018
REVIEW DATE: January 17th, 2024

ENACTED BY:
Resolution,

1. PURPOSE

The Township of The North Shore (Township) recognizes the essential role of technology in productivity, communication, and effective provision of services to the public. As such, it is critical that the Township of The North Shore's information systems, network hardware, and software are used appropriately so that integrity is maintained, and that data is secured against breach, unauthorized use, or corruption. Adherence to this Policy will reduce to the Township and authorized users, prevent unlawful and unethical usage, and protect the privacy of citizens and of organizations which do business with the Township.

2. SCOPE

This Policy applies to all authorized users of the Township's technology and network services, including: all staff, including temporary and contract employees, volunteers, and students; elected or acclaimed officials; and other organizations or individuals as authorized.

This Policy does not apply to the use and maintenance of technology not owned by the Township.

3. DEFINITIONS

- (1) **Network:** a collection of systems interconnected by communication channels that allow sharing of resources and information; includes connectivity to the Internet where applicable.
- (2) **Peripheral:** means a device attached to a host system, but not part of it, which is generally dependent on the host; it expands the host's capabilities but does not form part of the system's core structure. Common Peripherals include, but are not limited to: printers, fax machines, digital cameras, data storage devices, projectors, keyboards, speakers, and monitors.
- (3) **Software:** the entire set of programs, procedures, and routines associated with a system.
- (4) **System:** a communication device designed to accept data, perform prescribed mathematical and logical operations at high speed, and display the results of these operations; such devices include computers, e.g., desktop, laptop, tablets, mobile devices, and telephones.
- (5) **Users:** all individuals authorized to use the Municipality's technology and network services as specified in the Scope of this Policy.

(6) **Outsourced Technical Support Services (IT)**: provide assistance with various technological issues like computers, printers, networks, and devices.

4. POLICY STATEMENTS

Acceptable Usage

- 1) The Township's systems and network must be used primarily to conduct the business of the Township. In recognition of the need to occasionally attend to personal matters during work hours, reasonable personal use of systems is allowed, provided that it does not interfere with municipal business.
- 2) Users shall follow all applicable Provincial and Federal laws governing the use of systems. This shall include, but not be limited to the use of portable systems, e.g., mobile phones and tablets, while operating municipal vehicles or private vehicles in the conduct of municipal business.
- 3) The following activities while using municipal systems and the network are strictly forbidden:
 - a) Propagation of any virus, worm, Trojan horse, or trapdoor program code;
 - b) Disabling, defacing, or overloading any computer system or network;
 - c) Circumventing any system intended to protect the privacy or security of the network or another User either internally or externally;
 - d) Misuse of municipal assets or resources, harassment of any kind, unauthorized public speaking, violating confidentiality, and misappropriation of intellectual property;
 - e) Downloading or distributing pirated software or data; and
 - f) Engaging in any communications that are libelous or slanderous, or which promote, foster, or perpetuate discrimination on the basis of race, creed, colour, age, religion, gender, marital status, physical or mental disability, or sexual orientation.

Appropriate content

- 4) The following are categories of websites prohibited from access which shall not be visited by users under any circumstances:
 - a) File sharing sites not authorized for use;
 - b) Piracy sites;
 - c) Sites that promote, foster, or perpetuate discrimination on the basis of race, creed, colour, age, religion, gender, marital status, physical or mental disability, or sexual orientation.
 - d) Sexual content and sites that link to sexual content, and;
 - e) Sites that are illegal or promote illegal activities contrary to the laws of Canada, the Province of Ontario, or other jurisdictions, if applicable.
- 5) Users who discover they have accidentally connected to a website described in section 4.4 or other potentially offensive material, must immediately disconnect from the website and notify IT of the occurrence.

Representing the Township

- 6) As any written communication could be interpreted as representing opinions of the Township, users must ensure they maintain the clarity, consistency, and integrity of the Township's mandate and image when using municipal systems and the network to conduct business on behalf of the Township.
- 7) With respect to sharing information online:
 - a) Only those users who are authorized to speak to the media or publicly on behalf of the Township may speak or write in the name of the Township;
 - b) Other users may participate in the course of business when relevant to their duties but must do so only as individuals speaking for themselves. In doing so, they must not reveal confidential information, customer data, trade secrets, and any other material covered by existing municipal policies and procedures.
 - c) Where an individual participant is identified as an employee or agent of the Township, that person must refrain from political advocacy and the unauthorized endorsement, or appearance of endorsement, by the Township of any commercial product or service not sold or serviced by the Township.

Safety & Security

- 8) Users shall not make changes to or disable software which has been installed on municipal systems or the network for the purpose of protecting users and the Township's privacy and security or protecting municipal systems and the network against viruses and malicious software.
- 9) To avoid introducing viruses and malicious software to municipal systems or the network, users must not connect portable storage media to municipal systems or the network other than those provided by IT or staff.
- 10) When connecting to other systems by any means, users are expected to understand the source and use care when downloading files from outside the network.
- 11) Users will not attempt to disable, defeat, or circumvent any security facility including the Township's Internet firewall.
- 12) Users are prohibited from downloading and installing non-standard software on municipal systems and connecting peripheral devices to systems on the network without approval from IT or staff.
- 13) The Server is restricted and can only be accessed by staff or IT.

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

- 14) All users shall adhere to duties and requirements established by the Municipal Freedom of Information and Protection of Privacy Act legislation
- 15) Activity records for individual system and network usage, including, but not limited to, call history, emails, text messages, and Internet access, is information that the Township may be required to release to the public, if requested, under MFIPPA.
- 16) All users must use only authorized means to access the network and their municipal email account to conduct any and all business of the Township. Use of unauthorized systems and networks for municipal business could make those systems and networks subject to access in the event of a request made under MFIPPA.
- 17) Users shall take care when e-mailing non-users to ensure that all recipients of the e-mail have a right to know the provided information, and that personal privacy is protected. This may include the need to use the bcc function of e-mail to avoid unintended disclosure of recipient e-mail addresses.

Personal Accountability

- 18) Prior to gaining access to the municipal system and network for the first time, all users are required to sign the Township of The North Shore Information System and Network User Agreement, attached to this Policy as Schedule A, indicating that they have read, understand, and agree to abide by the terms of the Agreement and Policy.
- 19) Users will be provided with a copy of the signed Township of The North Shore Information System and Network User Agreement. With respect to staff and Members of Council, the original signed Agreement will be filed in the user's personnel file. With respect to other authorized organizations and individuals, the original signed Agreement will be filed with other documents pertaining to the organization or individual.
- 20) Users must at all times respect trademark and copyright infringement laws, software licensing, and property rights. This includes refraining from copying any software licensed to the Township.
- 21) The sharing of usernames and passwords obtained for access to municipal systems and network resources is strictly prohibited. Anyone who obtains a username and password must keep that password confidential.
- 22) Users of municipal Internet access shall identify themselves honestly, accurately, and completely when participating in electronic communication and other interactive Internet-based activities, e.g., social media.
- 23) When accessing their municipal email account from their personal phone or any other means outside municipal systems and the network, users must exercise care to ensure these devices are secured and password protected. If using a public device to access municipal email, users must clear the cache of the device after logging out.

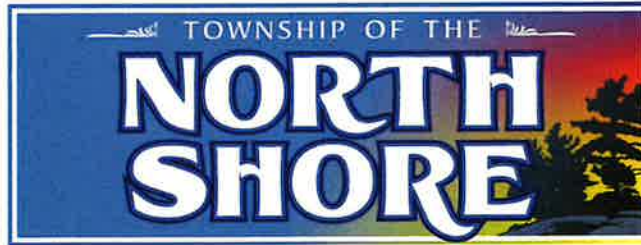
Penalty

- 24) Failure to abide by this Policy or the Township of The North Shore Information System and Network User Agreement may result in progressive discipline up to and including, but not limited to, confiscation of municipal equipment, and/or legal action as appropriate to the situation.
- 25) Users are required to report any observed or suspected incidents of non-compliance to the immediate supervisor of the individual suspected of being in violation of this Policy or the Township of The North Shore Information System and Network User Agreement. Failure to do so constitutes equivalence to participation in the activity and therefore incurs the same disciplinary action associated with non-compliance.

5. RESPONSIBILITIES

- 1) **Council will:**
 - a) Ensure the Township has a current and comprehensive policy for acceptable system and network usage; and
 - b) Review and amend this Policy as required.
- 2) **The Clerk or designate will:**
 - a) Implement and administer this Policy; and
 - b) Identify and propose revisions to this Policy in consultation with IT.

Schedule A



**Township of The North Shore Information System
and Network User Agreement**

I acknowledge that I have received and read a copy of the Acceptable Use Policy and I understand and agree to abide by the terms of this policy.

I realize that the Township of The North Shore may record and store copies of electronic messages that I send and receive, the Internet address of any site that I visit, and all network activity of devices connected to the network. Township IT staff and management may review this information as necessary.

I understand that any deliberate violation of this policy may result in immediate disciplinary action, as described in the Acceptable Use Policy. Any action that may be subject to criminal prosecution will be referred to local law enforcement.

Signature

Name (Printed)

Date

THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE

POLICY MANUAL

POLICY TITLE:
Acceptable use Policy

SUBJECT:
Best Practices and Procedures

POLICY SECTION:
A

POLICY NO:
3

EFFECTIVE DATE:
February 7, 2018

ENACTED BY:
Resolution

1. POLICY

- 1.1 The Acceptable Use Policy identifies roles, responsibilities, and requirements for the appropriate use of Township Technology Resources.
- 1.2 Authorized Users are granted permission to use data, systems, and technologies that belong to the Township in accordance with the Acceptable Use Policy.
- 1.3 Failure to conform to the requirements of This Policy may result in disciplinary action up to and including termination, legal action, and/or possible criminal proceedings.

2. PURPOSE

- 2.1 The goal of This Policy is to protect The Township of the North Shore from legal liability and to reduce the risk of damage, loss, or theft to Township Technology Resources. The following additional goals are specific to the technologies listed:
 - 2.1.1 **Township Data:** To protect the integrity of Township electronic data, and to safeguard it from unauthorized access, damage, loss, theft, or unauthorized disclosure.
 - 2.1.2 **Software Licensing/Copyright:** To ensure legal compliance with licensing agreements for software and copyright laws for electronic data files, and to ensure that legal compliance with proper process is approved throughout the Township.
 - 2.1.3 **Township Hardware:** To ensure that Township Hardware and Township Communication Systems are used for business purposes, and to eliminate damage, loss, and theft of the Hardware / Communication Systems.

- 2.1.4 Passwords/Certificates:** To protect and safeguard Township resources, and to uniquely identify a User.
- 2.1.5 Internet Access:** To ensure proper usage and availability of the Internet, and to protect Township resources from external Internet threats.
- 2.1.6 Electronic Mail:** To define responsibilities with regard to privacy and appropriate use of electronic mail.
- 2.1.7 Township Telephones and Telephone Systems:** To define responsibilities with regard to the appropriate use of Township Telephones and Telephone systems.

3. SCOPE

- 3.1** This Policy applies to the following Users of Technology Resources owned, leased, hosted by a 3rd party technology entity or licensed to the Township of the North Shore:
- Employees
 - Management
 - The Mayor and City Council
 - Members of agencies, boards, and commissions that use Township Technology Resources
 - Any individual retained by the Township who uses the Township's Technology Resources

4. RESPONSIBILITY

- 4.1** The following parties, as identified in Section 3.1 and described under Section 5.2 of This Policy are responsible for the various aspects of This Policy:
- Users
 - Management
 - Security Administrator
 - System Administrators
 - Information Technology Contractor
- 4.2** The general responsibilities of each of the parties identified in Section 4.1 is detailed with duties pertaining to specific technologies defined in Section 5:
- 4.2.1** Each **User** has the following responsibilities:

4.2.1.1 Understand, accept, and abide by This Policy including its Governing Rules and Regulations and associated procedures.

4.2.1.2 Use the Township Technology Resources for business purposes that benefit the Township and are directly applicable to his/her job.

4.2.1.3 Ensure use of the Township Technology Resources conforms to This Policy and any other Township policies, codes of conduct, Township health and safety standards, and any related legislation.

4.2.1.4 Know that suspected infractions of This Policy may be reported to his/her immediate supervisor or to the Office Assistant.

4.2.1.5 Know that any person who witnesses, or is the recipient of Child Pornography, on any Township Technology Resource, is legally bound by the *Child and Family Services Act*, to report it to his/her immediate supervisor or the Office Assistant.

4.2.1.6 Know that the identity of an individual who reports a suspected infraction concerning Child Pornography is protected under the *Child and Family Services Act*.

4.2.2 Management has the following responsibilities:

4.2.2.1 Abide by the responsibilities of a User.

4.2.2.2 Ensure staff are aware of and have attended training for This Policy.

4.2.2.3 Ensure any changes or amendments to This Policy are adequately communicated to and understood by supervised staff.

4.2.2.4 Authorize the access of supervised staff to Technology Resources that falls under their responsibility.

4.2.2.5 Ensure that any policy exception requests or Technology Resource access changes for supervised staff members follow the Township technology procedures.

4.2.2.6 Report any suspected infraction of This Policy to Council.

4.2.2.7 Notify Council immediately, if any disciplinary action is intended or suspected as a result of an infraction of This Policy.

4.2.2.8 Track their employees' infractions of This Policy as well as the resulting corrective actions, recommendations, and referrals.

4.2.2.9 Work with Information Technology Contractor when acquiring any technology for the Township, as per the Township's Purchasing By-law.

4.2.3 The **Security Administrator** has the following responsibilities:

4.2.3.1 Abide by the responsibilities of a User.

4.2.3.2 Review, recommend, and implement changes to This Policy and its associated procedures.

4.2.3.3 Audit the Technology Resources to ensure compliance with established policies and procedures, and work with the Information Technology Contractor to accommodate Audit requirements.

4.2.3.4 Act as a liaison with Management and System Administrators throughout the Township regarding security-related issues occurring with information and Technology Resources.

4.2.3.5 Investigate any reported infractions of This Policy. In the case of suspected criminal activity the investigation will be the responsibility of law enforcement.

4.2.4 **System Administrators** have the following responsibilities:

4.2.4.1 Abide by the responsibilities of a User.

4.2.4.2 Implement This Policy and its associated procedures on the Technology Resources they are authorized to administer.

4.2.4.3 Audit Technology Resources for compliance to This Policy and its associated procedures.

4.2.4.4 Track and approve requests for adds/removes/changes and policy exceptions for Technology Resources they administer.

4.2.5 The **Executive Director of Information Technology** and his/her appointed designate(s) have the following responsibilities:

4.2.5.1 Establish procedures and standards related to This Policy to ensure the Township's technology systems are running in an efficient and optimal manner (e.g. setting system maintenance schedules, and data archiving).

- 4.2.5.2** Provide Users access to all Information Technology policies and procedures.
- 4.2.5.3** Provide education and address any concerns the User may have as to his/her responsibilities under This Policy.
- 4.2.5.4** Access the Township's Technology Resources for the purposes of Auditing, investigations, conducting e-discovery, performance analysis, backup, filtering, and work continuity.
- 4.2.5.5** Conduct monitoring, reproduction of deleted data, review of current and archived data, and User activity of the Township's Technology Resources according to established policies and procedures.
- 4.2.5.6** Establish related procedures for the acquisition and justification of Hardware, software, and Technology Resources.
- 4.2.5.7** Issue Township-wide emails pertaining to system maintenance and technology-related bulletins (e.g. virus alerts).
- 4.2.5.8** Be responsible for records produced pertaining to and including This Policy, and do the following:
- 4.2.5.8.1** Maintain standards and policies for Township technology acquisition and use within the Township.
- 4.2.5.8.2** Review This Policy at least once during each term of Council.
- 4.2.5.8.3** Develop and maintain Township approval forms relating to the request for access, acquisition, relocation, and removal of Township Technology Resources.
- 4.2.5.8.4** Track the requests for access, acquisition, relocation, and removal of Township Technology Resources to ensure accurate and up-to-date inventory records and security requirements.
- 4.2.5.9** Recommend adequate security measures for Technology Resources.
- 4.2.5.10** Be responsible in the case of a suspected criminal activity violation to report it to, and take direction from, the Township Solicitor.

5. GOVERNING RULES AND REGULATIONS

5.1 The processes required to attain the policy goals, including jurisdiction and control requirements, include the following:

5.1.1 User Duties: Users shall do the following for the Technology Resources noted below:

5.1.1.1 Township Data:

5.1.1.1.1 Ensure the Township data for which he/she is responsible is accurate and up-to-date and that he/she does not knowingly enter invalid data.

5.1.1.1.2 Ensure he/she does not use, copy, or distribute Township data for any purpose other than for the business purposes of the Township.

5.1.1.1.3 Know the disclosure level for Township data according to Township policy and legislative acts as listed under Section 6.

5.1.1.1.4 Ensure that the data for which he/she is responsible is stored in the assigned secure location. This includes the requirement to not store Township data, even temporarily, on devices or with services that are not sanctioned by the Township's Information Technology Department. In extenuating circumstances, employees may use personal or non-Township devices or services to store Township data as long as the following conditions are met:

- The employee has obtained the approval of his/her manager prior to storing the data on the personal or non-Township device or service;
- A copy of the data is stored in the appropriate Township system, ensuring that the Township's information is protected; and
- The data is immediately deleted from the personal or non-Township device or service as soon as possible after dealing with the extenuating circumstance.

Employees should know that they could be held responsible if Township information should be lost or exposed due to the use of their personal or non-Township devices or services.

5.1.1.1.5 Know that User access controls, created by Users or otherwise, to resource secure locations are for the benefit of the Township and not to be considered private by the User.

5.1.1.1.6 Contact the Township's Information Technology Contractor to arrange for the back-up of Township data that is not currently stored on the Township network.

5.1.1.1.7 Archive data in a suitable and secure location and/or removable media if the maintenance schedule for the system in which the data currently resides is shorter than the requirements of the Township's Records Retention Bylaw.

5.1.1.1.8 Remove personal data and non-essential duplicate data from Township Technology Resources to conserve storage and ensure systems run optimally.

5.1.1.2 Software Licensing/Copyright:

5.1.1.2.1 Shall not download, copy, or install any software for which the Township does not have a software license agreement and Information Technology approval was not obtained.

5.1.1.2.2 Shall not download, copy, or install any electronic data file s, e.g. music, movies, or e-books, that violate copyright laws, or violate any existing software licensing agreements.

5.1.1.2.3 Notify Information Technology Contractor if he/she notices any illegal software or electronic data files on any Township resource.

5.1.1.2.4 Coordinate with Information Technology Contractor to download, copy, or install approved software or electronic data files.

5.1.1.3 Township Hardware:

5.1.1.3.1 Use Township Hardware and Township Communication Systems for the Township's business purposes.

5.1.1.3.2 Shall not move Township Hardware or Township Communication Systems that are designated to be stationary (e.g. PCs, desk Phones, printers) without consent from Information Technology Contractor.

5.1.1.3.3 Ensure that his/her Township Hardware, including laptops, handhelds, smartphones, are protected and secure from theft, loss, or damage.

5.1.1.3.4 Ensure his/her Township Hardware is screen locked, i.e. Password protected, when leaving the system unattended.

5.1.1.3.5 Know that mobile Township Hardware, i.e. laptops, handhelds, tablets, smartphones, etc., are considered Township Technology Resources and issued for work purposes even though they may periodically be used as standalone devices.

5.1.1.3.6 Return all his/her assigned Township Hardware to his/her supervisor upon termination of employment or when job duties no longer require use of the Hardware.

5.1.1.3.7 Know that only Information Technology Contractor is authorized to alter, modify or dismantle Township Hardware or Township Communication Systems.

5.1.1.4 Passwords/Certificates:

5.1.1.4.1 Keep Passwords private and secure. Users are fully responsible for all activities invoked through their User id and Password.

5.1.1.4.2 Know that an assigned User id and Password does not constitute User privacy, but is for the purpose of User authentication and authorization and does not preclude Township access.

5.1.1.4.3 Change Passwords whenever they are suspected of no longer being private and secure.

5.1.1.4.4 Use Information Technology's Password procedure for the resetting or assigning of new Passwords.

5.1.1.4.5 Ensure that the Password complexity selected is at an acceptable security level.

5.1.1.4.6 Assigned certificates should be treated as Passwords and kept private and secure.

5.1.1.5 Internet Access: Ensure proper usage of the Internet. Proper usage includes, but is not limited to, the following:

5.1.1.5.1 Networking with colleagues, the private sector, industry, and professional associations.

5.1.1.5.2 Researching and sharing authorized information.

5.1.1.5.3 Monitoring the latest news and trends as it pertains to the User's job function.

5.1.1.5.4 Conducting Township business.

5.1.1.6 Electronic Mail:

5.1.1.6.1 Know that electronic mail messages are considered Township data, and that Users should have no expectation of privacy in their electronic mail messages sent or received.

5.1.1.6.2 Maintain the confidentiality of electronic mail messages except where disclosure is required by law or in accordance with Township policy.

5.1.1.6.3 Use electronic mail for the Township's business purposes.

5.1.1.6.4 Use his/her Township e-mail account when conducting the Township's business; this includes while working outside the workplace. In extenuating circumstances, employees may use their personal or other non-Township e-mail account as long as the following conditions are met:

- A copy of the e-mail is sent to their Township e-mail account, ensuring that the Township's information is stored in a protected Township system;
- The e-mail is immediately deleted from their personal or non-Township e-mail account as soon as possible after dealing with the extenuating circumstance; and
- The amount of confidential information collected, accessed, used, or disclosed is limited to the least amount necessary to deal with the extenuating circumstance. Employees should know that they could be held responsible if Township information should be lost or exposed due to the use of their personal or non-Township e-mail account.

5.1.1.6.5 Know that any department other than the Mayor's Office, and Clerk/Treasurer's Office, shall obtain permission to send Township-wide electronic mail prior to sending.

5.1.1.7 Township Telephones and Telephone Systems:

5.1.1.7.1 Use Township Telephones and voice mail for Township business purposes. Reasonable personal calls are permitted if they fall within the duration and time periods acceptable to an individual's supervisor and do not violate any other sections of This Policy, or any other Township policy. Personal Telephone use is not permitted if there is a cost to the Township (e.g. long distance, toll numbers, unreasonable time lost, etc); however, it is recognized that there may be a rare

occasion where a personal long distance call is necessary. If a personal long distance call is required, permission must be obtained from the individual's supervisor prior to making the call.

5.1.1.7.2 Know and follow the voice mail procedures for the voice mail system(s) on his/her Township Telephone(s).

5.1.1.7.3 Maintain the confidentiality of voice mail messages except where disclosure is required by law or in accordance with Township policy.

5.1.1.7.4 Report unusual occurrences with his/her voice mail, such as frequent hang-ups, off work-hour activity, and suspicion of Password tampering.

5.1.1.7.5 Know that Telephone calls and voice mail messages may be monitored and as such, there should be no expectation of privacy.

5.1.1.7.6 For those employees who have access to televisions, it is unacceptable for employees to view sexually explicit programming or programming that contains material of a discriminatory or harassing nature.

5.1.2 Management Duties: In addition to abiding by User duties, Management also shall do the following for the Technology Resources noted below:

5.1.2.1 Township Data:

5.1.2.1.1 Review their staff requests to use personal or non-Township devices or services for transmitting and/or storing Township data. Management should know that they could be held responsible if Township information should be lost or exposed due to their staff's use of personal or non-Township devices or services.

5.1.2.1.2 Grant and revoke access rights for departmental data and applications.

5.1.2.1.3 Submit their employees' permission requests for Township electronic data (i.e. for the granting, revoking, and maintaining of same).

5.1.2.1.4 Notify Information Technology Contractor if a User requires temporary access rights to Township electronic data.

5.1.2.1.5 Ensure that their staff who enter data into Township systems have

received the appropriate training and are aware of the rules for entering data into those systems.

5.1.2.2 Township Hardware:

5.1.2.2.1 Submit a request to Information Technology Contractor if Hardware or software needs to be moved, added, or replaced.

5.1.2.2.2 Notify Information Technology Contractor immediately if departmental staff members have added, removed, or moved equipment so Township inventory records may be kept up-to-date.

5.1.2.2.3 Obtain Township Hardware from supervised employees when the employee has been terminated or the Hardware is no longer required for his/her job function.

5.1.2.2.4 Work with Information Technology Contractor to protect and secure Township Hardware that is accessible by the public.

5.1.3 Policy Violations: Any individual who willfully or purposefully does not abide by the sections pertaining to him/her is considered to be in violation of This Policy. Additionally, using any Township technology for the following purposes is considered a violation of This Policy:

5.1.3.1 Compromising the security of Township Technology Resources.

5.1.3.2 Soliciting for personal business reasons, promoting personal causes or associations, or advertising the sale of any item. The Township bulletin boards (electronic or otherwise) are available for these purposes, but any postings shall conform to This Policy and any other Township policies.

5.1.3.3 Using Internet Access or electronic mail to visit sites, download, solicit, or disseminate materials that are offensive and/or threatening, pornographic in nature, contain hate propaganda, or other disparagement towards others based on their race, ethnicity, sex, sexual orientation, age, disability, and religious or political beliefs.

5.1.3.4 Concealing or misrepresenting, or so attempting to do, the origin of any communication of a malicious nature initiated by the sender or forwarded.

5.1.3.5 Using system resources for the storage of non-business related data or information (e.g. personal photos, desktop wallpaper, games, music).

5.1.3.6 Degrading system performance such as reducing available bandwidth for others through non-business use of Internet and network resources.

5.1.3.7 Representing oneself as someone else through the use or misuse of technology.

5.1.3.8 Participating in frivolous communications.

5.1.3.9 Violation of any of the Township's policies, By-laws, employee codes and standards of conduct, such as, but not limited to the Workplace Violence Prevention Policy, and the Code of Conduct.

5.1.3.10 Violations of any provincial or federal legislation or regulations.

5.1.4 Township Authority: The following describes the methods available to the Township for regulating compliance of This Policy:

5.1.4.1 The Township reserves the right to use technology systems, activity logs, performance analyzers, data recovery and archival tools, monitoring and filtering tools, and visual confirmation as a means of tracking and documenting violations of This Policy.

5.1.4.2 The Township reserves the right to view and access data on Township systems even if they are marked or flagged as "personal". This includes, but not limited to the use of forensic tools to retrieve selected information, or access information from Township systems that cannot be readily seen, e.g. log files.

5.1.4.3 The Township reserves the right to delete or archive, personal or nonessential data or files on Township resources.

5.1.4.4 Appropriate disciplinary action will be taken in accordance with the severity and frequency of the violation to This Policy. This discipline could include removing access to the Technology Resource, a verbal or written warning, a suspension, termination of employment, and/or billing the employee for misuse of the technology.

5.1.4.5 The Township reserves the right to enlist law enforcement officers or bring legal action against a violator according to the severity of the breach of compliance with the policy.

5.1.4.6 The Township will exercise discretion on instances where the policy violation was unsolicited by the User.

5.1.5 Policy Exceptions, Clarifications, and Formal Challenges: A User making a policy exception request shall follow proper process by making the request to his/her immediate supervisor. Likewise, a User may request a clarification of This Policy or its related procedures at any time and shall follow proper process by making the request to his/her immediate supervisor. If necessary, the supervisor will bring the request forward.

5.1.6 Personal Use of Township Technology: Notwithstanding the foregoing regulations, limited personal use may be permitted where such use does not:

- increase costs
- reduce productivity
- impact network performance
- interfere with work duties
- limit accessibility of shared Township technology
- violate This Policy
- impact negatively on the Township's reputation

Data or information created or stored using the Township's electronic media is not private and may be monitored or tracked by the Township at any time without notice. If a confidential means of sending and receiving personal communications and storing of personal files are required, use a personal device unconnected to any Township Technology Resource.

5.2 Definitions:

5.2.1 "Audit" means to engage a Technology Resource in e-discovery for the purposes of legal requirements; ensure continuity of work processes; to improve business processes and manage productivity; and to prevent misconduct and ensure compliance with the law.

5.2.2 "Child Pornography" is defined as stated in the *Child and Family Services Act* of Ontario.

5.2.3 "Communication Systems" include, but are not limited to, the following: • E-mail • Phones (including cell Phones) • Voice mail • Faxes • Internet communication services (such as instant messaging, SMS, blogs, forums, social-networking, etc.)

5.2.4 "Township" means of or pertaining to the Township.

5.2.5 "Township" refers to The Corporation of the Township of the North Shore.

5.2.6 “Hardware” includes, but is not limited, to the following: • Desktop computers • Laptops • Notebooks • Handheld computers (including personal information devices) • Printers • Modems • Cables • CD’s (i.e. compact disks) • USB Storage devices • Electronic devices connected to Township assets • Peripherals • Wireless devices

5.2.7 “Internet Access” includes Instant Messenger and other Internet services.

5.2.8 “Legally Owned Software” is software for which proof of legal ownership can be produced. If the proof cannot be produced, then it is considered to be illegal. Any of the following can serve as proof of ownership:

- The original license for the software package.
- A purchase order for the software package.
- A cheque request for the software package.
- An original disk/cd with a serial number for the software package.
- Proof of purchase from the vendor.
- Vendor documentation for freeware/free downloads.

5.2.9 “Management” is defined as non-union staff members with direct reports.

5.2.10 “Password” includes Personal Identification Numbers, pass phrases, and two-factor authentication devices. A digital **certificate** is another mechanism that can identify a specific User or device.

5.2.11 “Phones” and “Telephones” includes cell Phones, desk Phones, fax machines, and the voice option on BlackBerrys.

5.2.12 “Security Administrator” is the designated staff person who is responsible for the security of information and information technology. In some situations, this function may be combined with the System Administrator.

5.2.13 “System Administrator” is the designated staff person who is responsible for the day-to-day operation of system and network resources.

5.2.14 “Technology Resources” include, but are not limited to, data, software, Hardware, telecommunications, and networking.

5.2.15 “This Policy” is defined as the Acceptable Use Policy and its associated procedures.

5.2.16 “User” is defined as an employee, student, intern, volunteer, councillor, Mayor or board member of the Township of the North Shore or its agencies who uses Township Technology Resources, whether explicitly or implicitly, by signing on or using a system.

5.2.17 “User id” is a unique individual identification protected by a Password, or other secure authentication method, to gain access to Township and departmental systems, resources and applications, for example voice mail.

- Telephone and Telephone System procedures
- Password procedure
- Archiving of Township Data and E-mail procedure
- Out-of-Office procedure for Voice Mail and E-mail

CURRENT POLICY

7b)

PUBLIC WORKS AND FIRE DEPARTMENT

year end report

2023

Project and Activity - PUBLIC WORKS

Staff	NA
COVID 19	PPE is still being looked after. Our supply is good.
Road patching	Got to do a large amount of patching. This year I will finish the major spots and fill new pot holes.
Culverts/ditching	No culverts installed in 2023. was not in budget.
Trees	Cutting down and removal of trees undertaken as required.
Spragge Rink	Has not been cold enough to make ice.
Garbage collection	has decreased due to less people around.
Decks	NA
Callouts (Alarm)	Hasn't been any call outs for some time. As per office.
Cemetery	Seasonal
Water Treatment Plant	We are moving forward with paperwork and quotes for SRWTP.
Lake Lauzon Beach	Seasonal work will start soon.
Serpent River Landfill Site	Landfill is as report earlier in 2023.
Algoma Mills garbage bins	NA
Capital	Listed in budget. Can be discussed.
Emergency Management	We have been keeping in touch via email.
Project Life Saver	This has been passed on to Mississauga first nation. I will still provide bracelet and battery replacement.
Signage	NA only as needed.

Some Plans Public Works

Roads and Winter Maintenance	In process.
Asset Management	Review plan and infrastructure to update Asset Management Plan
Infrastructure	
Budget	NA at this time as budget has not been approved by council
Landfill Site	In process.
Project and Activity - FIRE DEPARTMENT	
Training	Training is progressing. Firefighters are also training online.
Recruitment	In process. This will continue for the foreseeable future.
	Partnership has been established with Blind River and the Department trains 1-2 times per month and receive in-class training as well. To September 30 ??? Sessions have been held. Huron Shores Fire Department has invited the Township of the North Shore department to participate in intense hands-on training and along with myself, other members of the Department have participated in 2 sessions. Department is working with Cutler Reserve Fire Department for training and establishment of a mutual aid plan and also with Spanish Fire Department for training.
Partnerships	
Serpent River Fire Hall	NA
Equipment Status	We need to take our rescue unit offline, and declare surplus for 2024. Is becoming cost prohibitive.
Attendance Reports	We are in good standing, Firefighters come to practice regularly. Depending on their work schedule
Fire Calls	4 calls for last 2023 quarter.
Partnerships	Complete planned partnerships with Huron Shores, Cutler Reserve and Spanish Fire Departments
Renovations	NA

7b)

FINANCE**Quarterly Report: October 1, 2023 to December 31, 2023****Project and Activity**

4th Quarter - 2023		4th Quarter Status
Tax Adjustments	Up To-Date Adjustments: Minutes of Settlement (MOS), Assessment Review Board Decisions (ARB), Post-Roll Amended Notice (PRAN).	Ongoing
Monthly Interest (October, November, December)	First of every month (Tax & Water)	Completed by Treasurer and Clerk
Monthly Balancing (October, November, December)	First of every month (Tax, Water, Bank Reconciliation).	Completed by Treasurer and Clerk
Bank Reconciliation (October, November, December)	To be performed once per month.	Completed by Treasurer and Clerk
WSIB, CPP, EI, Tax, OMERS (October, November, December)	Monthly Reporting & Remittances.	Completed by Treasurer and Clerk, ongoing
Water Billing	Calculation and issuance of bi-monthly water/sewer bills	Completed by Treasurer
GST/HST Return (Q3 for 2023)	Electronical filing. Quarter report due October 31, 2023 (Reporting period: 2022-07-01 to 2022-09-30).	Completed by Treasurer
Education Levy (Q4 for 2023)	Education Levy Calculation & Remittance for Quarter 4 of 2022 (Due December 15th, 2022). Includes the Year-End Reconciliation.	Completed by Clerk
Commercial Bins (October, November, December)	Quarterly Invoicing (Q4)	Completed by Treasurer
Variance Report (Q4)	2023 Q4 Quarterly Variance Report (to compare 2023 Budget to 2023 Actuals)	Completed by Clerk
AMCTO Zone 7 Meeting	Annual Fall General Meeting - November 2 and 3, 2023 - Attended by the Clerk. And Treasurer	Completed by Clerk - Treasurer unable to attend
Tax Arrears Notices	To be issued after the October 31st installment due date.	Completed by Treasurer
Tax Registration	Send letters to property owners who may be at risk of proceeding to the Tax Registration process as of January 1st, 2024. Properties that have taxes owing for 2022 are at risk of being eligible for further tax collection processes. All collection costs are added to the corresponding property tax accounts.	To be Completed
Accounts Receivable Notices	Issues arrears notices for other miscellaneous receivables.	Completed by Treasurer and Clerk
NOHFC Grant Requirements	Submission of Claims	Ongoing

Ontario Trillium Fund Grant Requirements	Submission of Claims	Ongoing
Riverview Road Rehabilitation	Review what is needed and required for the recommended project. High priority for 2024 capital budget.	Ongoing
Tax Sale by Public Tender	No tax sales this quarter	Ongoing
Small Communities Fund (Landfill Expansion Project)	2023 Reporting and Claim Submissions <i>as expenses are incurred</i> .	Treasurer and Clerk Completed "to-date" expense claims.
Accounts Payable	Up to Date bill payments	Completed by Treasurer and Clerk
Payroll	Council, Staff, and Fire Department pay	Completed by Treasurer and Clerk
Supplementary Tax Bills	Issuance and balancing of supplementary tax bills received to date.	Ongoing
Payment-in-Lieu (PIL)	Record 2023 PIL Receivables and issue notices to PIL property owners for balances due.	Completed by Treasurer
Vadim iCity Transfer to the Cloud	Transferring Process to the Cloud	Ongoing - Central Square has secheduled the integration in early Feb of 2024.
2023 Year-End	Preparation of year-end Journal Entries & reports for auditors. The 2023 Audit is so far scheduled with KPMG in early February/March 2024.	Started by Clerk, to be completed by Deputy Treasurer
2024 Budget	2024 Budget deliberations and preliminary conversations/review with Council. Receive direction from Council regarding the anticipated level of service they would like to provide to the Township.	Ongoing, to be completed by Deputy Treasurer
2024 Fee Schedule	Review of Fee Schedule with Council. Addition of new columbarium	Completed by Clerk

Projected Quarterly Report: January 1, 2024 to March 31, 2024

1st Quarter - 2024		1st Quarter Status
Monthly Interest (January, February, March)	First of every month (Tax & Water)	Ongoing
Monthly Balancing (January, February, March)	First of every month (Tax, Water, Bank Reconciliation).	Ongoing
WSIB, CPP, EI, Tax, OMERS (January, February, March)	Monthly Reporting & Remittances.	Ongoing
GST/HST Return (Q4 for 2023)	Electronic filing. Quarter report due January 31, 2023 (Reporting period: 2023-10-01 to 2023-12-31).	To be Completed
Employment Heath Tax	Reporting for 2023.	Ongoing
OMERS - Form 119	Complete Form 119 for all OMERS members - Report 2023 contributions.	Ongoing

OMERS - Reconciliation	Reconciliation of 2023 contributions.	Ongoing
2023 Audit	Telephone/Zoom meetings with Auditors, issuance of requested documents, provide worksheets/reports/supporting documentation. The Administrative Assistant will assist the Treasurer with the scanning and sending of all requested documentation. (Audit is being performed virtually, unless further notice is provided).	Official audit will start during the last week of February 2024 into March. Auditors are requesting to start sending information as soon as new Deputy Treasurer is hired
2023 Consolidated Financial Statements	Council resolution to approve financial statements.	Anticipated date of March 15th, 2024
2023 Financial Information Return (FIR)	2023 FIR report submission to MMAH is due by May 31, 2024.	To be completed once the 2023 Audit is finalized.
Transfer to reserves	Transfers to reserves will be discussed during the 2024 Operating Budget deliberations.	Ongoing
T4 Statements	Calculation, issuance, filing and reporting of all T4s - Due date to issue is February 28, 2024	Ongoing
2024 Interim Tax Levy By-Law	By-Law regarding Interim Tax Levy.	To be completed once the 2024 budget has been finalized.
2024 Interim Tax Bills	Calculation, Balancing, Input Rates in City, Print & Mail Bills. Interim Tax Bills are expected to be issued by January 31, 2024 (to be issued no later than February 28, as per Ontario Regulations.	Ongoing
Cemetery Care & Maintenance Fund	BAO annual care & maintenance fund reporting. Due by March 31, 2024	Ongoing
Water Billing	January & February Bi-monthly 2024 Water/Sewer Billing.	Ongoing
Education Levy (Q1 for 2024)	Education Levy Calculation & Remittance for Quarter 1 of 2024 (Due March 31, 2024).	Ongoing
Close 2023 Year	Completed Year-End entries provided by Auditors and close the 2023 year in Vadim iCity.	To be completed once the 2023 Audit is finalized.
Canada Summer Job Grant	Summer Student grant application.	Grant applied for by Clerk
OCIF Grant Reporting	Reporting of the Ontario Community Infrastructure Fund for 2023.	Ongoing
Commercial Bins (January 2024)	Quarterly Invoicing (Q1)	Ongoing
2024 Budget Meetings	DRAFT Budgets (operating & capital)	Scheduled for February 5th, February 19th, March 4th, 2024
2024 Budget Meeting - Review/Consideration of Capital and Operating	FINAL DRAFT Budget - Preparation and presentation.	Scheduled for March 4th, 2024

Meeting with AECOM	Landfill Updates (communications with Ministry, Interim Monitoring Program, Potential New Landfill Location, etc.)	Ongoing
Council Remuneration Report	Report for 2023 remuneration is due by March 31, 2024, per Ontario regulations.	Ongoing
Riverview Road Rehabilitation Project	Council approved the tender for engineering services from Tulloch Engineering. The tender package for the road rehabilitation is scheduled to be completed by February 23rd, 2024, and tenders will be released to contractors for March/April 2024. Construction of Riverview Road would start only once a tender is approved by council (spring 2024).	Ongoing
2024 Semi-Annual Newsletter (Winter/Spring)	Prepare notices/information related to finances to include in the newsletter that will be issued with the 2024 Interim Property Tax Bills.	Ongoing
Asset Management Plan (AMP)	Update the AMP in order to meet the July 1st, 2024 provincial deadline. The updated AMP must include all non-core municipal assets. The current AMP only includes core-assets (which was to be completed by July 1st, 2022). This task will take months to complete and will require a lot of staff time (all staff members are involved with the AMP). Failure to meet the July 1st, 2024 deadline would result in certain provincial and federal Grants to be put on hold. Municipalities can only receive certain grants once they are compliant with all relevant regulations and legislation, including O. Reg. 588/17.	Ongoing

Prepared/Submitted by: Rachel Jean Schneider, Municipal Clerk/Deputy Treasurer

7b)

ADMINISTRATION

Quarterly Report: October 1st, 2023 to December 31st, 2023

Project and Activity

	4th Quarter	Status
Agendas/Minutes	Agendas and Minutes prepared for Council, COA, Rec Committee and PSB meetings - posted onto website and bulletin boards when completed	All meetings are now being held in a Hybrid setting.
Projects	Central Algoma Clerks Association (CACA)	No meetings scheduled this quarter, regular contact kept with group via email
	Lake Lauzon at Capacity	Planner reaching out to Blind River's planner. Next meeting TBD
	Canada Day Celebrations	Canada 5k grant applied for on October 20 2023
	Broadband	Fibre to be brought to parts of the Township that do not already have it added - awaiting more information
	2023 Tourism Summit	On March 1st, Council approved that the Township host the 2023 HNCEA Tourism Summit on September 20th 2023 - Township notified that date needs to be changed - date TBD - looking at date in 2024
Tenders/RFPs	RFP put out to x5 companies for the engineering services for Riverview Road	Council accepted TULLOCH Engineering's proposal at the September 20th, 2023 Council meeting - Engineering services underway
Policies	Policies reviewed and/or amended and approved by Council through By-law this quarter include: Municipal Complaint Policy, By-Law Enforcement Complaints Policy, Commissioner of Oaths and Affidavits Policy, Culvert Maintenance Policy, Driveway Culverts Policy, Nuisance Beavers Policy, Parking and Storage on Municipal Property Policy	Total Policies reviewed and/or amended and approved by Council between Oct 1 2023 and Dec 31st 2023 by Resolution - 7, by By-law - 5
Elections	All tasks for 2022 ELECTION are COMPLETED, completed first step of onboarding for Elections Ontario	Next election is in 2026
Clerk's Training	AMCTO Clerk's Forum attended virtually October 17th, AMCTO Zone 7 meeting attended in person on Nov 2 and 3 2023	AMCTO courses scheduled for New year
PSB	Last meeting held October 26, 2023	2024 meetings scheduled for January 25th, April 25, July 25, October 24, 2024
AODA	Updating policy & plan as per AODA's recommendation.	Council was sent mandatory and legislated training for AODA on October 26, 2023 - not yet completed by all Councillors

Project and Activity

	4th Quarter	Status
Staffing	Job opening for Temporary Treasurer from November 16 2023 until approximately October 10 2024	Job advertisement out for a Temporary Treasurer position as of November 10 2023. Clerk has assumed the Treasurer's duties until a Temporary Treasurer is hired
Community Safety and Wellbeing	Meeting attended on Oct 31 at 1:15 pm, next meeting date TBD	Community Safety and Wellbeing Plan is with Blind River, Spanish, Thessalon, Huron Shores
Committee of Adjustment	Lake Lauzon At Capacity	Planner reaching out to Blind River's planner. Next meeting TBD
Emergency Management	Training held September 6th, 2023 with Committee	
Delegations	x2 delegations this quarter	Blind River Sno-Riders, Light at end of Sunnyside
Water plants	Council approved engineering project for Serpent River Water Treatment Plant in 2022	David Spacek presented to Council on June 7th, 2023 and was directed to look into and inform the Township of timelines and costs - further information provided to Council, Council deferred motion and awaiting further information
Municipal Office	Sound/Speaker system	New sound/speaker system added to Council Chambers to assist with Council/Committee meetings
	Court Services	Municipal Office a place of interest for possible Court Services - report to be brought to Council if office chosen
	Committees, residents, and groups continue to use Council Chambers for their meetings	Council Chambers available to rent out per fee schedule
Community Round Table	x2 meetings attended	Meetings are scheduled usually each month with surrounding Municipalities
Recreation Committee and Events	The Committee held x3 meeting this quarter	Events are actively being planned for 2024
	Council approved new Recreation Committee Terms of Reference on October 18, 2023	The Committee includes 1 member of Council and the meetings are held per the Procedure By-Law

Vital Statistics Report

	4th Quarter
Animal Control	0 dog tags, 0 cat tags
Fire permits	Burning - 0 daytime, 15 brush burning, 4 recreational
Meetings	13 meetings scheduled - 5 Regular, 3 Special, 2 Special Budget (1 Cancelled), 3 Recreation
Building Permits	1 permit issued, 1 permit paid for
Cemetery	1 open/close of cremation, 1 monument permit purchase
By-Laws Enacted	20 enacted



January 8, 2024

Meeting of January 17th, 2024

Council Report

SUBJECT: Tax & Water/Wastewater Receivables (4th QTR 2023)

RECOMMENDATION: That Council receive the Property Tax and Water/Wastewater Receivables staff report for information purposes.

PROPERTY TAX RECEIVABLES

Tax Receivables as of:	Amount:
December 31 st , 2023	\$104,564.61

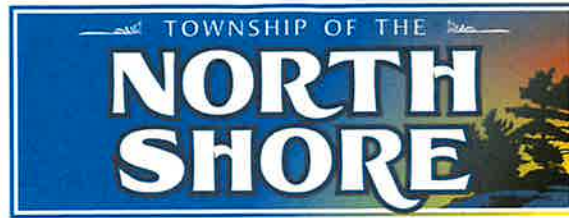
Current Year Taxes:	\$93337.41 (123 properties)
1 Yr in Arrears:	\$8433.99 (20 properties)
2 Yrs and more in Arrears:	\$2793.21 (8 properties)
Total Receivables:	\$104,564.61

WATER/WASTEWATER RECEIVABLES

Water/Wastewater Receivables as of:	Amount:
December 31 st , 2023	\$7595.52 (29 properties)

Late payment charges are applied every month on all accounts that are in arrears for both property taxes (1.25%) and water/wastewater (2%).

Prepared/Submitted by: Rachel Jean Schneider, Clerk/Deputy Treasurer



7d)

January 9, 2024

Meeting of January 17th, 2024

Council Report

SUBJECT: 2024 ROMA Conference – Travel Expenses - Update

RECOMMENDATION: That Council receive the staff report for consideration, and that Council approve the additional requested advanced travel expenses for Mayor Moor's accommodation, meals, and hotel parking for the 2024 ROMA conference in Toronto on January 21st – 23rd, 2024.

At the November 1st, 2023, Regular Council meeting, Council approved that the amounts listed below be paid out to the Mayor for his attendance at the 2023 ROMA Conference on January 21st - 23rd, 2024:

Hotel Room:	\$591.71 (Jan 21, 22)
Meals:	\$225.00 (Jan 21, 22, 23)
Personal Vehicle Mileage:	\$822.80 (\$0.68 x 1,210km)
TOTAL	\$1,639.51

ROMA has now changed their scheduling for the event, with Zone meetings starting at 10:30 am on the 21st, and it is being requested that Council approve that the following additional expenses be paid out to the Mayor for the event:

Hotel Room:	\$352.15 (Jan 20)
Meals:	\$75.00 (Jan 20)
Hotel Parking:	\$180.00 (Jan 20, 21, 22)
TOTAL	\$607.15

The total amount of additional expenses for the Mayor's 2024 ROMA Conference attendance that is being requested is \$607.15

As the Treasurer listed in her report for the November 1st, 2023, Regular Council meeting:

Under the recently revised "Travel Expense and Expense Claim" policy No. E2:

"It is the intention of the Township of the North Shore that when council/committee members or employees travel on behalf of the Township to attend meetings or conferences, the Township will reimburse the costs of such travel, as well as accommodation and meals when necessary. [...]."

Council members must obtain approval from Council for reimbursement. [...]

Council and Staff will be advanced a travel per diem, when requested and once approval is received, per the chart attached (Appendix" A", as amended). [...]

If funds advanced are in excess of the total accounted for, the balance of the money is to be refunded to the Treasurer."

From: Sheraton Reservations <reservations@res-marriott.com>

Date: January 9, 2024 at 1:08:29 PM EST

To: [REDACTED]

Subject: Reservation Confirmation # [REDACTED] for Sheraton Centre Toronto Hotel

Reply-To: "reservations@res-marriott.com" <reservations@res-marriott.com>

[ENHANCE YOUR STAY](#) | [SUMMARY OF CHARGES](#) | [CONTACT US](#)

Sheraton Centre Toronto Hotel

123 Queen Street West Toronto, Ontario
M5H 2M9 Canada

+1-416-361-1000

Thank you for booking with us, Tony Moor.

Explore the world with us.

Sat, Jan 20, 2024 – Sun, Jan 21, 2024

Confirmation Number: [REDACTED]





Check-In: Saturday, January 20, 2024 03:00 PM

Check-Out: Sunday, January 21, 2024 12:00 PM

Number of rooms 1 Room

Guests per room 2 Adults

Guarantee Method Credit Card Guarantee, Visa

Total for Stay (all rooms) 352.15 CAD

Room 1

Room Type > 2 Queen Beds, Guest Room

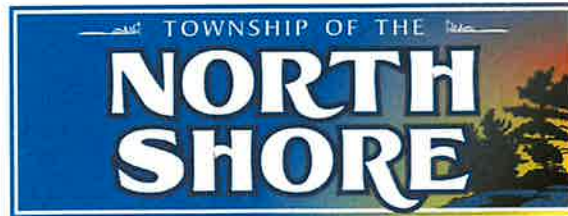
[UPGRADE ROOM >](#)

Guaranteed Requests:

2 Queen Beds

[ALL REQUESTS >](#)

Modify or Cancel Reservation



7e)

January 9, 2024

Meeting of January 17th, 2024

Council Report

SUBJECT: FAMILY DAY 2024

RECOMMENDATION: That Council receive the report for consideration, and that Council approve the Township of The North Shore holding an event for Family Day on Monday, February 19th, 2024, at the Spragge Recreation Area.

On Monday, February 20th, 2023, a Family Day event was held at the Spragge Recreation Area. All members of Council attended the event, both visiting and volunteering.

The family friendly event provided the following:

- Face Painting
- Chili Cookoff/Competition
- Fishing Tournament at the Pater Boat Launching area
- Skating on the rink
- Tug-o-war with the Fire Dept.
- Sledding
- Lawn games
- Fire truck on display
- Free hotdogs and drinks

For the 2024 Family Day event, the same family friendly activities and freebies can be provided, weather permitting.

Prepared/Submitted by: Rachel Jean Schneider, Municipal Clerk/Deputy Treasurer

CA

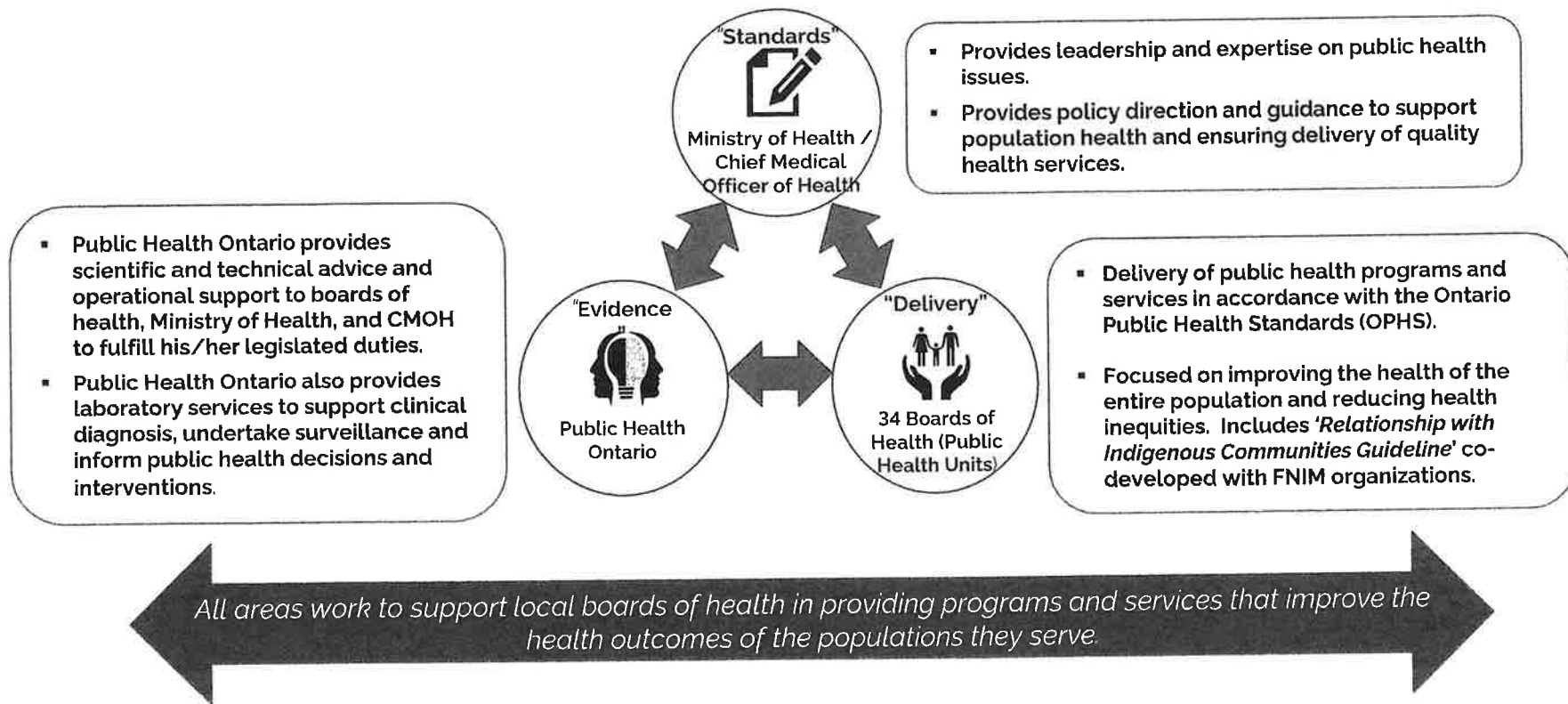
Ministry of Health | Office of Chief Medical Officer of Health, Public Health

Strengthening Public Health

December 13, 2023

Context: Ontario's Public Health Model

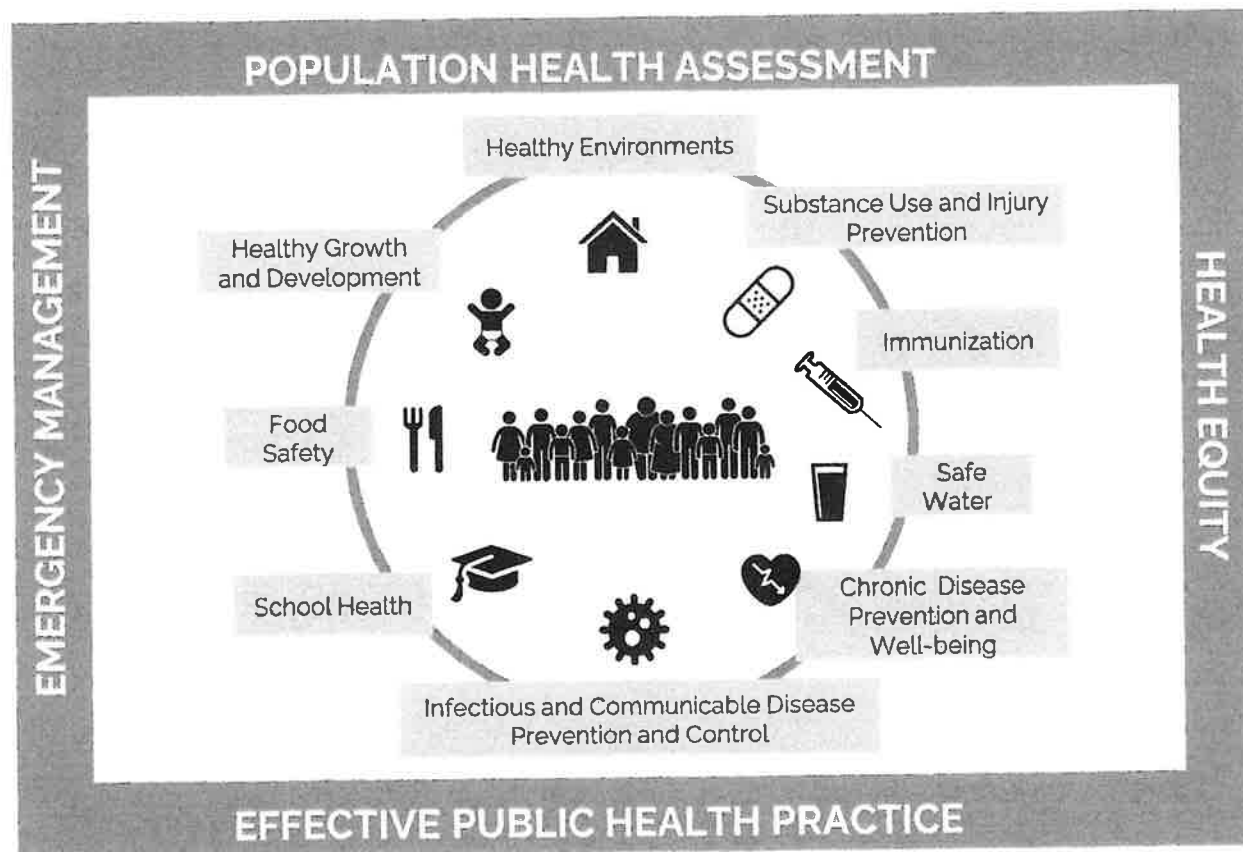
Ontario's public health system involves shared authority and accountability at the provincial and municipal levels.



Under the Health Protection and Promotion Act and Ontario Public Health Standards, boards of health are required to ensure Indigenous communities are engaged in a meaningful way with respect to the delivery of public health services

Context: Public Health Mandate- Scope


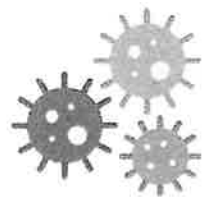
Mandated programs and services are aimed at improving health outcomes at all life stages.





Context

There are **long-standing challenges** within the public health sector in Ontario related to **capacity, stability and sustainability**, along with implications for **inequitable health outcomes** for Ontarians, that have been identified through **multiple reports over the past 20 years**.

- 
- 
- Since the SARS pandemic in 2003, there have been a series of reports that have consistently called for strengthening public health to address critical challenges such as a **lack of capacity** and **critical mass**, structural **governance challenges** and skills gaps in boards of health, **misalignment of public health** with other health and social services, as well as challenges with the public health **workforce**, including with recruitment, retention and leadership.
 - The **COVID-19 pandemic** reinforced the critical importance of a robust public health sector. Key lessons from the pandemic included: the importance of Local Public Health Agencies (LPHAs, often referred to as PHUs) having **sufficient capacity** to respond in a crisis, the **benefit of collaboration** across the health care system, the need for **stability and sustainability** to allow for LPHAs to plan for and be able to respond to ongoing and future crises and challenges.

A Three-Pronged, Sector-Driven Approach

In August 2023, the government announced that the province is proceeding with a **three-pronged, sector-driver strategy** to optimize **capacity, stability, and sustainability** in public health and deliver **more equitable health outcomes** for Ontarians.



1. Roles and responsibilities

Conducting a **review of the Ontario Public Health Standards (OPHS)** with an aim to refine, refocus and re-level roles and responsibilities, collaborating with partners to optimize functions, for implementation beginning January 1, 2025.



2. Voluntary mergers

Enhancing capacity by facilitating voluntary mergers between LPHAs, through a **sector-driven approach** and by providing **time-limited funding**, for implementation beginning January 1, 2025.



3. Funding

Restoring **provincial base funding** to 2020 levels by January 1, 2024, implementing 1% **growth base funding** for the next three calendar years (2024-2026), creating a **three-year Merger Support Fund** for 2024-25 to 2026-27, and reviewing public health funding methodology for sustainability.



Public Health System Challenges

Long-standing challenges and opportunities in Ontario's Public Health sector have been well-documented through multiple reports over the past 20 years. Many of these reports have cited challenges with the current system and proposed merging LPHAs in order to strengthen service delivery both locally and across the province.

Capacity

Some LPHAs do not have the **critical mass** to effectively or efficiently deliver all programs and services and to meet unexpected surges in demand. This results in inconsistent **organizational performance** across the province and barriers to effective emergency response.

Human Resources

Some LPHAs have challenges recruiting and retaining skilled **human resources**, both in leadership and in front-line staff, which impacts their ability to deliver programs and services.

System Alignment & Partnerships

The number of public health units creates challenges for **alignment and coordination** across LPHAs, with key partners and with the broader system, which can lead to duplication of efforts and impede progress on common goals.

System Vision & Strategic Approach

The public health sector, municipalities and the province have an opportunity to work in partnership towards a **vision for a public health system in Ontario** where all local public health agencies have the **critical mass** and **capacity, skilled personnel** and **competencies** needed to deliver core public health services and address public health emergencies within a **cohesive system** that better aligns with community and system partners.

Voluntary mergers, **particularly among smaller LPHAs**, have significant potential to advance this vision by building critical mass, strengthening human resources, and improving system alignment.

A public health sector compromised of fewer, larger, strengthened LPHAs will lead to **improved public health services** for residents, a greater ability to **respond to the unique needs** of communities, **clearer communications** and more **coordinated action** for public health emergencies and issues that cross regional boundaries.

1 Larger agencies serving larger populations are better able to perform essential services, provide a greater array of services, access timely surge capacity and provide a stronger voice for public health in their region.

2 Programs and services can be strengthened in larger agencies, including through targeted service delivery to meet unique community needs.

3 Larger agencies have a greater ability to recruit and retain staff and allow for career progression, including for specialized roles.

4 Having fewer, larger agencies can reduce duplication and strengthen coordination within the public health system and among partners to enable progress on public health goals.



Preserving and Bolstering Current Strengths

Key strengths of Ontario's current public health system can be preserved and bolstered.

Local Service Delivery

Leveraging local knowledge and relationships, including with municipalities, allows the work of public health to be responsive to the needs of their communities.

This means...

Mergers are **not intended to result in a reduction in local public health service delivery** but should maintain these relationships and strengthen LPHAs' ability to be responsive to community needs.

Skilled Workforce

Public health professionals are the backbone of program and service delivery.

Mergers are **not intended to result in the loss of front-line jobs** but should increase the capacity of LPHAs and enable recruitment and retention of public health professionals.

Focus on Health Equity

Public health's equity perspective is essential for improving population health outcomes.

Mergers are **intended to enhance LPHA capacity to implement health equity strategies** and consider the needs of local populations, including Indigenous partners and Francophone communities.



Objectives

LPHAs will be asked to demonstrate how proposed mergers are anticipated to achieve progress on the following objectives, in support of a common vision for an optimized public health sector:

Critical Mass & Organizational Performance

- 1 Build critical mass through LPHAs that have a **minimum population base of approximately 500,000** (with consideration for population trends, characteristics and geography).
- 2 Maximize **improvements in organizational performance**, which may include reinvestment of any expected savings.

Human Resources

- 3 Build and sustain strong **leadership structures** (including MOH, AMOH, CNO and CEO, if appropriate) with the competencies and expertise necessary to navigate the complexities of leading a LPHA and enable deep pathways for succession planning.
- 4 Achieve and sustain **sufficient competencies and capacities for specialized positions** for which the LPHAs have historical or ongoing vacancies.

System Alignment and Partnerships

- 5 Support **improved alignment and coordination with key system partners**, both within and outside the health system to improve public health service delivery.
- 6 Support **strengthened alignment and partnerships with communities and priority populations** to address health inequities.



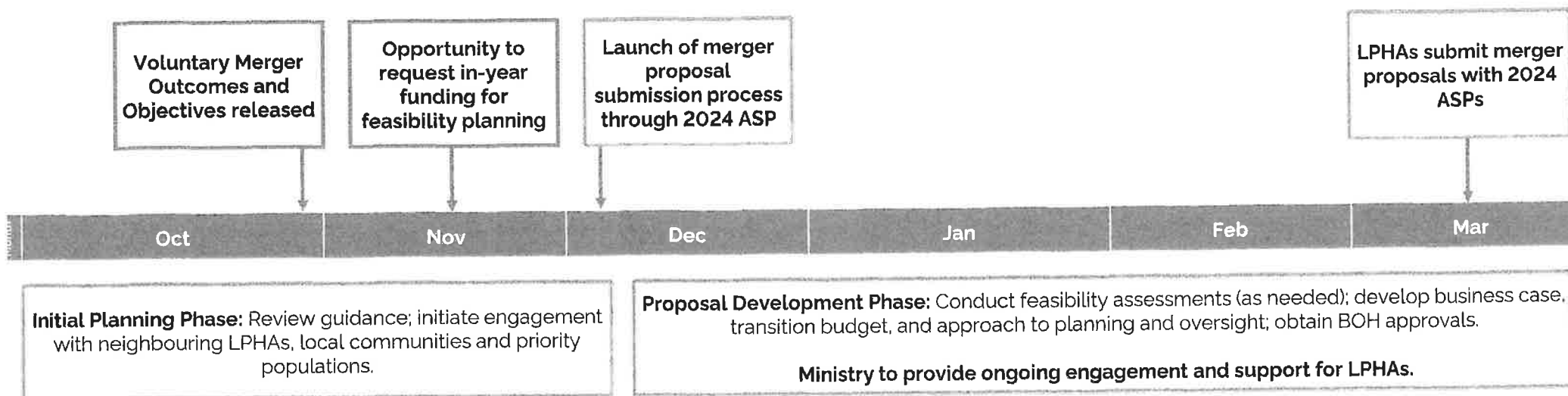
Approach

The objectives and key considerations are designed to support LPHAs in considering voluntary mergers that will benefit local communities while supporting system-level outcomes and priorities.

- LPHAs will be invited to submit a voluntary merger business case that demonstrates how the proposed merger is anticipated to achieve progress on these objectives and advance the intended outcomes.
 - The ministry recognizes that there is considerable diversity across LPHAs and that challenges vary across regions.
 - Based on local and regional circumstances, it is understood that proposed mergers may advance the objectives in different ways and to greater or lesser degrees, depending on the objective.
- LPHAs will also be required to provide implementation and readiness information.
- Transition costs for approved mergers will be funded by the province at 100%, along with business continuity requirements.

Key Milestones

Additional information on the merger proposal submission process (including merger proposal business case template and eligible expenses) will be shared with the 2024 Annual Service Plan and Budget Submission template in early December 2023 with merger proposal business cases due in March 2024.



Discussion Questions



What additional information and supports may be needed by Boards of Health and municipalities to:

- ☐ Explore opportunities and facilitate merger discussions?
- ☐ Identify and address barriers or concerns?
- ☐ Undertake planning work to develop a merger proposal?

9a)

BY-LAW NO: 24-04

**Being a bylaw to adopt the Nuisance Beaver Policy for
The Corporation of the Township of The North Shore**

WHEREAS Section 5(1) of the Municipal Act S.O. 2001, c.25, as amended, grants that the powers of a municipality shall be exercised by its Council;

AND WHEREAS Section 5(3) of the Municipal Act 2001 S.O. 2001, c.25, as amended, provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS Section 5(4) subsections (1) to (3) of the Municipal Act S.O. 2001, c.25, as amended, apply to all municipal powers, whether conferred by this Act or otherwise;

AND WHEREAS the Council of the Corporation of the Township of the North Shore deems it appropriate to adopt a Nuisance Beaver Policy;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE HEREBY ENACTS AS FOLLOWS:

1. That the Nuisance Beavers Policy attached hereto as Schedule "A" be adopted.
2. That Schedule "A" be declared to form part of this by-law.
3. This By-Law shall come into force and take effect on the date of passing thereof and its short title is "Nuisance Beavers Policy By-Law".

READ A FIRST, SECOND AND THIRD TIME, ENACTED AND FINALLY PASSED THIS 17th DAY OF JANUARY 2024.

Tony Moor, Mayor

Rachel Jean Schneider, Clerk/Deputy Treasurer

THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE

POLICY MANUAL

POLICY TITLE:	SUBJECT:	
Nuisance Beavers	Beaver Control	
POLICY SECTION:	POLICY NO:	
B	1	
EFFECTIVE DATE:	November 18, 2015	ENACTED BY:
REVIEW DATE:	December 5, 2023	Resolution, By-Law 24-04

The Township of the North Shore recognizes the importance of eliminating extensive damage to municipal property caused by beaver dams.

It is also recognized that local trappers lose compensation out of season when trapping the nuisance beavers causing the damage to municipal property.

The first contact will be the owner of the area trap line. A second contact will be called if the first contact is not available.

Therefore, compensation in the amount of \$50.00 per beaver removed from affected municipal areas will be paid to a licensed trapper.

Compensation will be paid upon receiving a visual count of beavers removed.

96)

BY-LAW NO: 24-05

**Being a bylaw to adopt the Parking/Storage on Municipal Property Policy for
The Corporation of the Township of The North Shore**

WHEREAS Section 5(1) of the Municipal Act S.O. 2001, c.25, as amended, grants that the powers of a municipality shall be exercised by its Council;

AND WHEREAS Section 5(3) of the Municipal Act 2001 S.O. 2001, c.25, as amended, provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS Section 5(4) subsections (1) to (3) of the Municipal Act S.O. 2001, c.25, as amended, apply to all municipal powers, whether conferred by this Act or otherwise;

AND WHEREAS the Council of the Corporation of the Township of the North Shore deems it appropriate to adopt a Parking/Storage on Municipal Property Policy;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE HEREBY ENACTS AS FOLLOWS:

1. That the Parking/Storage on Municipal Property Policy attached hereto as Schedule "A" be adopted.
2. That Schedule "A" be declared to form part of this by-law.
3. This By-Law shall come into force and take effect on the date of passing thereof and its short title is "Parking/Storage on Municipal Property By-Law".

READ A FIRST, SECOND AND THIRD TIME, ENACTED AND FINALLY PASSED THIS 17th DAY OF JANUARY 17TH, 2024.

Tony Moor, Mayor

Rachel Jean Schneider, Clerk/Deputy Treasurer

Schedule "A"

THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE

POLICY MANUAL

POLICY TITLE:	SUBJECT:	
Parking/Storage on Municipal Property	Prohibiting storage & parking on roadways	
POLICY SECTION:	POLICY NO:	
P	6	
EFFECTIVE DATE:	JULY 13, 2016	ENACTED BY:
REVIEW DATE:	December 5, 2023	Resolution, By-Law 24-05

It is determined by the Township of the North Shore that it is in the public interest to regulate the storage and parking of vehicles on public roadways and lands in order to eliminate the risk of liability and to protect persons from injury and property from damage.

For the purposes of this policy, "vehicle" means any motorized vehicle, campers and trailers.

Therefore, the following will be enforced:

- No person shall obstruct or park on any municipal roadway under the jurisdiction of the Township, including roadway turnarounds.
- No municipal roadways or parking lots will be used for the purposes of greasing or repairing of any vehicle except for such repairs as have been necessitated by an emergency.
- No person shall park a vehicle or permit a vehicle to remain parked on municipal property where an area is designated as prohibited by signage.
- No person shall park a vehicle or permit a vehicle to remain parked on a municipal roadway or in a municipal parking lot during the winter months of November to March so as to interfere with road maintenance and cleaning operations.

Penalty:

An owner of the vehicle will be liable for any expense incurred if the vehicle is parked in violation of any of the provisions of this policy and has to be removed from the roadway/park.

The Township will not be liable for any damages done by road maintenance equipment to vehicles parked on Township roads/parks or for any damages caused to vehicles due to the towing away and impounding of the same.

An exception to the policy would be cars and single axle trucks to be allowed to park on municipal roads during a short-term event.

9c)

BY-LAW NO. 24-06

Being a by-law to provide for interim tax levy for the year 2024.

WHEREAS section 317 of the *Municipal Act*, 2001 S.O. 2001, c.25, as amended, provides that the council of a local municipality, before the adoption of estimates for the year under section 290, may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipality purposes;

AND WHEREAS the Council of The Corporation of the Township of the North Shore deems it appropriate to provide for such interim levy on the assessment of property in this municipality;

NOW THEREFORE, the Council of The Corporation of the Township of the North Shore **ENACTS AS FOLLOWS:**

1. **THAT** in this by-law the following words shall be defined as:

“Act” shall mean the *Municipal Act*, 2001 S.O. 2001, C.25, as amended;

“MPAC” shall mean the Municipal Property Assessment Corporation;

“Assessment Roll” shall mean the Assessment Roll as returned by MPAC in accordance with the provisions of the Assessment Act, R.S.O. 1990, c. A31;

“Year-End Assessment” shall mean the assessment of land for the preceding taxation year as shown on the assessment roll returned for the preceding taxation year, including adjustments made for any changes in value, classification or liability for taxes in comparison to the assessment as originally returned for the preceding year;

“Treasurer” means the treasurer of the municipality or the Deputy Treasurer of the municipality or a person delegated by the Treasurer’s powers and duties under s.286(5) of the *Municipal Act*;

2. **THAT** interim amounts shall be levied on all property assessed for taxation and rateable for local municipal purposes in accordance with the 2023 Assessment Roll as revised at year end;

3. **THAT** the amounts to be levied on each property shall be 50% of the total taxes for municipal and school purposes levied on the property for the 2023 taxation year;

4. **THAT** for the purposes of calculating the total amount of taxes for 2023 under paragraph 3, the following adjustments shall be made where applicable:

- a) If assessment was added to the roll during that year, the total amount of taxes will be adjusted as if the addition applied for the entire year; and/or
- b) If assessment was removed from the roll during that year, the total amount of taxes will be adjusted as if the reduction had applied for the entire year.

Adjustments made under clauses 4 a) or b) shall be based on the Assessment contained on the Assessment Roll Returned for 2023 taxation, as revised at 2023 year end;

5. **THAT** the interim tax levy to be billed and imposed under this by-law shall be paid in two installments due on the following dates:

- a) 50% thereof on March 28th, 2024, and
- b) 50% thereof on May 31st, 2024.

6. **THAT** all taxes levied under this by-law shall be payable into the hands of the Treasurer in accordance with the provisions of this by-law;
7. **THAT** the final levy for the 2024 taxation year shall be reduced by the amounts raised by the levy imposed by this by-law;
8. **THAT** there shall be imposed on all taxes a penalty for non-payment or late payment of taxes in default on the installment dates set out above in accordance with Section 345(2) of the *Municipal Act, 2001*. The penalty shall be one and one-quarter percent (1.25%) of the amount in default on the first day of default being the day immediately after the due dates referred to above;
9. **THAT** there shall be levied an interest charge pursuant to Section 345(3) of the *Municipal Act, 2001* of one and one quarter percent (1.25%) calculated on the first day of the next calendar month after default or non-payment of each installment levied pursuant to this by-law and a further one and one quarter percent (1.25%) shall be levied on the unpaid installment on the first day of each calendar month thereafter for so long as the installment remains unpaid;
10. **THAT** the Treasurer may mail or cause to be mailed to the address of the residence or place of business of each person taxed under this by-law, a notice specifying the amount of taxes payable;
11. **THAT** the notice to be mailed under this by-law shall contain the particulars provided for in this by-law and the information required to be entered on the tax bill under Section 343 of the *Act*;
12. **THAT** the Treasurer shall be authorized to accept part payment from time to time on account of any taxes due, and to give a receipt of such part payment, provided that acceptance of any such part payment shall not affect the collection of any charge imposed and collectable under this by-law in respect of non-payment or late payment of any taxes or any installment of taxes;
13. **THAT** nothing in this by-law shall prevent the Treasurer from proceeding at any time with the collection of any tax, or any part thereof, in accordance with the provisions of the statutes and by-laws governing the collection of taxes;
14. **THAT** the Treasurer is hereby directed and authorized to undertake any required action necessary to collect the taxes levied herein;
15. **AND THAT** this by-law comes into force on the day it is passed.

READ A FIRST, SECOND AND THIRD TIME ENACTED AND FINALLY PASSED THIS 17TH DAY OF JANUARY, 2024

Tony Moor, Mayor

Rachel Schneider, Clerk/Deputy Treasurer

BY-LAW 24-07

THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE

**Being a bylaw to confirm the proceedings of Council
at its Regular Council Meeting of January 17th, 2024.**

The Council of the Corporation of the Township of The North Shore hereby enacts as follows:

WHEREAS Section 5(3) of the *Municipal Act, 2001, S. O. 2001, c.25*, as amended requires municipal Council to exercise a municipal power including a municipality's capacity, rights, powers and privileges under Section 9, by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS the Corporation of the Township of the North Shore deems it desirable to confirm the proceedings of Council at its Regular Council Meeting of January 17th, 2024.

NOW THEREFORE the Council of the Corporation of the Township of the North Shore hereby enacts as follows:

1. That each motion, resolution, and other action passed and taken by the Council at its Regular Council meeting of January 17th, 2024, is hereby adopted, and ratified and confirmed.
2. The Head of Council and the proper officers of the Corporation of the Township of the North Shore are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approval where required and except where otherwise provided, the Mayor and the Clerk, or if absent, the designate, are hereby directed to affix the Corporate Seal of the Municipality to all such documents.

**READ A FIRST, SECOND AND THIRD TIME ENACTED AND FINALLY PASSED
THIS 17th DAY OF JANUARY 2024.**

Tony Moor, Mayor

Rachel Jean Schneider, Clerk/Deputy Treasurer