

Agenda

Regular Meeting of Council
Corporation of the Township of The North Shore
Wednesday, May 1st, 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/86918603594?pwd=c0lYeDNMMGFmaTc5eGRGMGtCSHFmZz09>

Meeting ID: 869 1860 3594

Passcode: 543493

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
 - a) MMAH - FIT review/presentation
5. ADOPTION OF MINUTES
 - a) Minutes of the Regular meeting minutes of April 17th, 2024
6. COUNCIL MEMBERS REPORT - Nil
7. REPORTS AND MOTIONS OF MUNICIPAL STAFF, COMMITTEES, AND COMMUNICATIONS
 - a) MAP Unit 1 - Course results for Clerk
 - b) Long-term Debt
 - c) Usage and Returning of Work-Related Items Policy
 - d) Canada Day 2024 Celebration
 - e) Acceptable Use Policy

Consent Agenda Nil
8. OLD BUSINESS (INCLUDES THE FOLLOWING WRITTEN LETTERS/REPORTS) - Nil
9. INTRODUCTION, READING AND CONSIDERATION OF BY-LAWS

10. NOTICES OF MOTION Nil

11. CLOSED SESSION

To 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, Clerk, Fire Chief

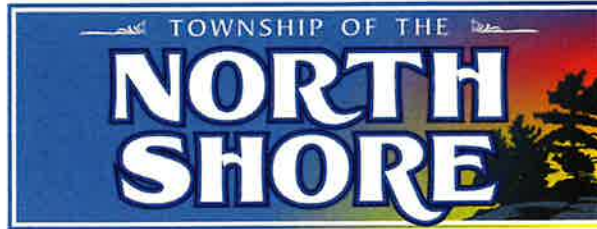
For the purpose of legal and human resource matters

12. REPORT FROM CLOSED SESSION

13. CONFIRMATORY BY-LAW

By-law 24-21 being a by-law to confirm the proceedings of Council at its meeting held May 1st, 2024, be read a first, second and third time enacted and passed.

14. ADJOURNMENT



Minutes

Regular Council Meeting
Township of the North Shore
Wednesday, April 17th, 2024
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/Deputy Mayor

Staff: Matt Simon, Public Works Manager/Fire Chief
Rachel Schneider, Municipal Clerk/Deputy Treasurer
Craig Davidson, Deputy Treasurer

CALL TO ORDER

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

APPROVAL OF AGENDA

RESOLUTION #24-102

Moved by: T. Simon

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

a) Township Recognition

ADOPTION OF MINUTES

a) Regular meeting minutes of March 20th, 2024

RESOLUTION #24-103

Moved by: T. Simon

Seconded by: R. Green

BE IT RESOLVED: That Council of the Corporation of the Township of the North Shore adopts the Regular meeting minutes of March 20th, 2024.

CARRIED

COUNCIL MEMBERS REPORT

a) T. Simon- Family Day

RESOLUTION #24-104

Moved by: T. Simon

Seconded by: R. Green

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore receive the Council report from Councillor Simon for information purposes.

CARRIED

REPORTS AND MOTIONS OF MUNICIPAL STAFF, COMMITTEES AND COMMUNICATION

a) Cameco Cares Day 2024

RESOLUTION #24-105

Moved by: L. Menard

Seconded by: R. Green

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore receive the staff report for consideration, and that Council decide which of the provided idea options they would like to see completed for Cameco Cares Day 2024

With the item being painting/staining of the Township sign, Lauzon Beach pavilion, and Causeway pavillion

CARRIED

b) Appointment to Recreation Committee

RESOLUTION #24-106

Moved by: R. Green

Seconded by: L. Menard

BE IT RESOLVED That Council for the Corporation of the Township of The North Shore receive the staff report for consideration, and that Council approve that Matthew Curtis be appointed to the Recreation Committee for the 2022-2026 Council term

CARRIED

c) 1st Quarter Reports - 2024

RESOLUTION #24-107

Moved by: T. Simon

Seconded by: R. Green

BE IT RESOLVED That Council for the Corporation of the Township of The North Shore receive the 1st Quarter reports for 2024 from senior staff for information purposes.

CARRIED

d) Variance Report - 1st Quarter 2024

RESOLUTION #24-108

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 Variance report for the 1st Quarter of 2024 for information purposes.

CARRIED

e) Tax and Water/Wastewater Receivables - 1st Quarter 2024

RESOLUTION #24-109

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 Property Tax and Water/Wastewater Receivables staff report for the 1st Quarter of 2024 for information purposes.

CARRIED

f) Serpent River and Pronto East Drinking Water Systems Annual and Summary Reports for 2023
RESOLUTION # 24-110
Moved by: L. Menard
Seconded by: R. Green
BE IT RESOLVED THAT Council for the Corporation of the Township of the North Shore receive the Serpent River and Pronto East Drinking Water Systems Annual and Summary Reports for 2023 for information purposes

CARRIED

g) Serpent River Waste Disposal Site Environmental Monitoring Report and Operations Report for 2023
RESOLUTION # 24-111
Moved by: L. Menard
Seconded by: R. Green
BE IT RESOLVED THAT Council for the Corporation of the Township of the North Shore receive the Serpent River Waste Disposal Site Environmental Monitoring Report and Operations Report for 2023 for information purposes

CARRIED

h) Waste Management
RESOLUTION # 24-112
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 report as presented and that Council provide staff with direction regarding applications for an Environmental Compliance Approval (ECA) and waste management within the Township

With the direction being to reach out to GFL to get quotes and information regarding:

- 1 extra pickup in Algoma Mills per week
- 2 additional bins added to Algoma Mills
- Seasonal bins with extra day pickup for Algoma Mills

J. Davidson
extra pickup
CARRIED

C. Davidson exited Council Chambers at 6:44 PM and returned at 6:47 PM

Consent Agenda

a) Letter from the Ministry of Finance regarding Municipal Taxation

RESOLUTION #24-113

Moved by: L. Menard

Seconded by: T. Simon

BE IT RESOLVED: That item a, as set out on the Consent Agenda of the April 17th, 2024, Regular meeting of Council, be received for information purposes.

CARRIED

OLD BUSINESS Nil

INTRODUCTION, READING, AND CONSIDERATION OF BY-LAWS Nil

NOTICES OF MOTION Nil

CLOSED SESSION Nil

REPORT FROM CLOSED SESSION Nil

CONFIRMATORY BY-LAW

RESOLUTION # 24-114

Moved By: R. Green

Seconded By: L. Menard

BE IT RESOLVED: That the Council of the Corporation of the Township of The North Shore hereby approve By-Law No. 24-19, Being a By-Law to Confirm the Proceedings of Council at its Regular meeting held April 17th, 2024, be read a first, second and third time, enacted and passed.

CARRIED

ADJOURNMENT

RESOLUTION # 24-115

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 April 17th, 2024, do now adjourn at 7:07 PM to meet again on the 29th day of April 2024 at 6:00 p.m., or at the call of the Chair.

CARRIED

Tony Moor, Mayor

Rachel Jean Schneider, Clerk/Deputy Treasurer

7a)



April 15, 2024

Meeting of May 1st, 2024

Council Report

REQUEST: MAP UNIT 1 – COURSE RESULTS FOR CLERK

RECOMMENDATION: That Council receive the report as presented regarding the results of the MAP Unit 1 Course taken by the Municipal Clerk for information purposes.

This report is to provide Council with the up-to-date progress of the Clerk's training.

Per the Municipal Clerk's Employment agreement:

"1.07. Training and Professional Development will be budgeted for and funded by the Employer to assist the Employee to develop and excel in this role. The Employer will pay annually for the Employee to be a member of AMCTO and will budget \$2,500.00 annually for additional training/professional development for the Employee."

During the Municipal Clerk's employment with the Township of The North Shore over the past 2+ years, there has been active participation in various Courses and training sessions. These learning opportunities have been instrumental in maintaining a high standard of performance in the role, as the responsibilities of a Municipal Clerk necessitate continuous learning.

Most recently, the Municipal Administration Program (MAP) Unit 1 was completed between the end of February and the beginning of April. Each day attended has an Assignment and/or "Discussion" that must be submitted and/or participated in by a given deadline, as well as a Final Assignment that is due before a final grade is provided. Each Assignment/Discussion and the Final Assignment are graded separately and the overall grade for the Course is all grades averaged.

The Municipal Clerk's overall grade for MAP Unit 1 was 94.8%

MAP Unit 2 will start the 3rd week of April and extend to the end of May.

Prepared and submitted by: Rachel Schneider, Municipal Clerk/Deputy Treasurer

7b)



April 16, 2024

Meeting of May 1st, 2024

Council Report

SUBJECT: LONG-TERM DEBT

RECOMMENDATION: That Council receive the staff report for consideration, and that Council directs Staff to proceed with the application process with Infrastructure Ontario for financing (in the amount of \$ _____)

Debt and Financial Obligation Limits requirements are included in the Municipal Act, 2001, as amended, and further governed by O.Reg 403/02.

Recently, the Municipality received the 2024 Annual Repayment Limit from the Ministry of Municipal Affairs and Housing noting that this limit has been established as \$309,327. This limit was established using the 2022 Financial Information Return. Payments for the present debt (Bulldozer lease and Silverado) did not start until 2022.

Under O.Reg 403/02, prior to Council considering the acquisition of debt, the Treasurer is to provide an updated Annual Repayment Limit. Based on the 2023 financial information:

Total Revenue (not including reserve transfers)	\$1,833,657
Less: Provincial and Federal Grants	<u>426,382</u>
Subtotal	\$1,407,275
25% of Subtotal	\$ 351,819

From this, the present debt payments of \$64,499 (\$44,409 for the Bulldozer and \$22,090 for the Silverado) are deducted leaving an adjusted Annual Repayment Limit of \$285,320.

The other requirement regarding the acquisition of debt is that the term cannot be longer than the expected useful life of the asset.

Truck

While typically a large truck would have a useful life of 10 years, purchasing a used vehicle may alter the appropriate term of the loan.

Based on an interest rate of 4.5%, \$180,000 borrowed for 10 years with two payments a year would have annual payments of \$22,600. The total interest paid over the 10 years would be \$45,500 based on these terms. To cover this payment, taxes would increase by 1.7% for a period of 10 years.

If the loan was for 5 years, the interest rate would be 4.45% and annual payments would be \$40,550. The total interest paid over the 5 years at these terms is \$22,755. To cover this payment, taxes would increase 3.1% for 5 years.

The interest rates used in these illustrations were supplied by Infrastructure Ontario and are subject to change based on market conditions.

Riverview Road

From information received at Council in March, the estimate for Riverview Road is in the area of \$1.9 million.

At the end of 2023, there was \$637,000 in deferred grant revenue that could be used for this project. If the expected 2024 revenue for the CCBF, OCIF Formula and NORDS (total \$192,000) was used for this project as well, (rounded up) the amount that would need to be borrowed to complete this project is \$1.2 million. Given that this is for road purposes, the term could be 20 years which would be at a rate of 4.83%. The annual payment for this would be \$94,300. This represents a tax increase of 7.25%

This would bring the total actual and anticipated annual debt payments (based on a 5 year term for the truck) to \$201,349. This represents 58% of the total Annual Repayment Limit. With the addition of a 5-year truck loan and the 20-year loan for the road, the taxation would need to increase by 10.4% to cover the anticipated debt payments.

Reserve Funds

The Municipality does have some funds held in reserve funds for future use. At the end of 2023, this balance was \$478,500 although \$221,600 has been earmarked to the ICIP Green Water project. While Council could allocate some of these funds for either the Truck or the Road Project, reducing reserve funds further until the water project has been completed should only be done with extreme caution.

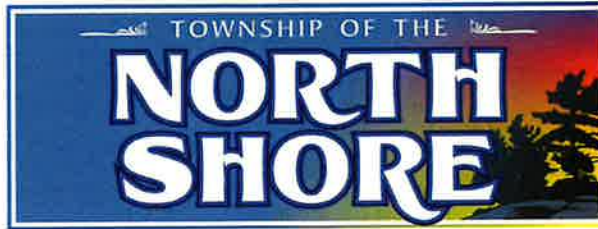
Other Considerations

While all the borrowing included in this report could be completed within the Annual Repayment Limit, it is possible that Infrastructure Ontario would not approve the acquisition of debt to this level (payments equaling about 60% of ARL). Also, prior to acquiring this level of debt, Council would need to be ready for a tax increase of 10.4% over and above any present budget deliberations.

Until the tenders have been received and a report from Tulloch is available, it is unknown what the costs for the Riverview Road Project will be. It may be possible to complete part of the work up to the level of the deferred revenue.

Council may consider starting the process for the Truck loan and then decide of further debt once the report on the Riverview Road Project tender process has been received.

7c)



April 23, 2024

Meeting of May 1st, 2024

Council Report

SUBJECT: USAGE AND RETURNING OF WORK-RELATED ITEMS POLICY

RECOMMENDATION: That Council receive the staff report as presented for consideration, and that Council approve the Usage and Returning of Work-Related Items Policy.

The Township of The North Shore currently has a "Device Agreement" form and a "Municipal Key/Facility/Equipment/Property use Agreement" form that Council and staff members must sign when starting their term of office or employment at the Township of The North Shore.

The Township does not currently have a Policy specific to returning work-related items, or a form specific to other items not listed on the two forms listed above.

With the addition of the Usage and Returning of Work-Related Items Policy and Returned Work-Related Items form, the Township can outline the procedures and expectations when work-related items are to be returned when a Council term ends, and when the employment of any employee or Volunteer Firefighter is ended, or a leave of absence is taken.

Please see attached the proposed Usage and Returning of Work-Related Items Policy and Returned Work-Related Items form for Council's review.

THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE

POLICY MANUAL

POLICY TITLE:

The Usage and Returning of
Work-Related items

SUBJECT:

The Usage and Returning of
Work-Related Items by Council, Staff,
and Volunteer Firefighters

POLICY SECTION:

R

POLICY NO:

5

EFFECTIVE DATE:

May 1. 2024

ENACTED BY:

Resolution

PURPOSE:

To define and describe the expectations and steps to be taken to return Work-Related items to the Township of The North Shore.

APPLICATION:

This policy applies to all current and future members of the Township of The North Shore Municipal Council, staff, and the Volunteer Fire Department.

DEFINITION:

“Individual” for the purpose of this Policy means any member of Council, Staff, or the Volunteer Fire Department

“Township Representative” for the purpose of this policy means Immediate Supervisor, or the Mayor or Designate, or the Clerk or Designate, or the Fire Chief.

“Work-Related Items” is defined as “Connected with your job or work” and includes, but is not limited to:

- The Individual’s laptop computer and laptop computer accessories including mouse, any power cords, laptop computer bags or protective gear, stylus pens, printers.
- The Individual’s work cellular telephone and cellular telephone accessories including any protective cases or screen covers, power cords.
- Any and all USB sticks, Jump drives, Flash drives, Thumb drives, Memory sticks, Data sticks, Back up devices, any other device that may be used to keep or transfer Township of The North Shore information. In the case where the memory device (as listed above) is owned by the Individual, the Township of The North Shore will ensure that all Township related information within the device is properly deleted from the device upon return of the Work-Related Items.
- Any and all documents, or duplicates of documents, that are the property of the Township of The North Shore
- Any and all login and password information, combinations, security codes, and key codes that are used during their Council term or employment at the Township of The North Shore
- Any and all keys to the Township of The North Shore Municipal Office, cupboards, file cabinets, mailboxes, vehicles, and buildings
- Any and all Credit Cards, banking cards, gas cards, and any other financial or banking items used or acquired during the Council term or employment at the Township of The North Shore.
- Any and all notes, records, reports, drawings or other documents, executed by or acquired by the Individual in the course of their Council term or employment.

- Any and all tools and equipment, safety devices or personal protection equipment, uniforms, Township branded clothing, fire department turnout gear, or any other item acquired by the Individual in the course of their Council term or employment.

GENERAL:

Work-Related Items supplied by the Township of The North Shore and Work-Related Items executed by or acquired by the Individual during the course of their Council term or employment shall remain or become the property of the Township of The North Shore.

All Work-Related Items shall only be used for Township of The North Shore business and the Individual shall do nothing to cause damage recklessly or intentionally to the Work-Related Items.

The Individual shall comply with all applicable Township of The North Shore policies when using the Work-Related Items.

EXPECTATIONS:

The Individual shall surrender all Work-Related items to the applicable Township Representative in person. All items returned to the applicable Township Representative will be confirmed as received and a "Returned Work-Related Items" form (Appendix A) will be signed by both parties involved in the reviewing of the returned Work-Related items. A copy of the signed "Returned Work-Related Items" form (Appendix A) will be provided to the Individual.

The Individual shall return all Work-Related items by the end of the last scheduled workday during regular business hours (9:00 AM - 4:30 PM) after giving notice of Resignation.

The Individual shall return all Work-Related items within two (2) business days, by the end of the workday during regular business hours (9:00 AM - 4:30 PM) after notice is given of Termination. At the time the Individual returns the Work-Related items, all personal items that are owned by the Individual shall be returned to the Individual. The Individual, at their discretion, may forward a list of personal items to be gathered to the applicable Township Representative.

The Individual shall return all Work-Related Items prior to taking a leave of absence scheduled for more than two weeks. If the Individual's leave of absence is unexpectedly extended so that it lasts longer than two weeks, that Individual should use reasonable efforts to contact the applicable Township Representative to arrange for return of the Work-Related Items.

The Individual shall surrender all Work-Related Items in good working order upon request from the Township of The North Shore or prior to their separation (of any form) from the Township of The North Shore.

If the Individual fails to return the Work-Related Items in the manner or timeline as described in this Policy, the Ontario Provincial Police may be notified.

Returned Work-Related Items

ITEMS	DATE OF RETURN	INDIVIDUAL INITIALS	TOWNSHIP REPRESENTATIVE INITIALS
Laptop Computer with power cords			
Laptop Computer bag/protective gear			
Laptop Computer mouse			
Laptop Computer stylus pens			
Printer with power cords			
Printer paper			
Township Cellular Telephone with power cords, covers, protective cases/screens			
USB sticks/Jump drives/Flash drives/Thumb drives/Memory sticks/Data sticks/Backup devices			
Login and password information			
Combinations, security codes, any key codes			
Outside doors office keys			
Inside doors office keys			
File cabinet/cupboard keys			
Keys to Landfill, Public Works keys			
Vehicle keys			
Township Credit Card			
Township banking cards, gas cards			
Banking login "keychain"			
Any and all notes/records, reports, drawings			
Policy binders, Zoning By-laws, Official Plan			
Procedure By-Law, manuals, forms			
Tools or equipment			
Safety devices/Personal protective equipment			
Uniforms or Township branded clothing			
Fire Department turnout gear			
Other:			
Other:			
Other:			

By signing this form, I am confirming that all (applicable) items have been returned to the Township of The North Shore per the Usage and Returning of Work-Related Items Policy.

Individual Signature

Township Representative Signature

DEVICE AGREEMENT FORM

First Name: _____ Last Name: _____

Position/Title with the Township of the North Shore:

Department: _____

Device Description: _____

Accessories included with the above-mentioned device:

Carry Bag Power Cord Mouse/Keyboard Other

Asset Number: _____

In acceptance of this device (as described above) for usage, I agree to the terms and condition stated below:

- ***I understand that I am responsible for the laptop whilst in my possession.***
- ***I am responsible for keeping the device in good condition while using it and until the time of return.***
- ***I understand that I should not install any program or software that is not permitted to use by the Township, for privacy and security reasons.***
- ***I should be the only authorized person to have access to and use this device, any unauthorized access to this device is a violation of this Township's policy and employment regulation, and employment contract.***
- ***I understand that I should not have non work-related data on the device.***
- ***In the event of loss, theft, or damage, this must be reported to the police within 24-48 hours, a copy of a Police or incident report must be submitted to the Township for verification purposes.***
- ***I understand that the device is to be returned to the Township office at the end of my employment, term, retirement, and/or resignation.***
- ***I understand that any violation of these policies is a violation and I am subject to any disciplinary action by the Township, as outlined in Policy A3.***

Signature: _____ Date (dd/mm/yyyy): _____

Authorized by (Name/Position): _____

Signature: _____ Date (dd/mm/yyyy): _____

THE TOWNSHIP OF THE NORTH SHORE

MUNICIPAL KEY/FACILITY/EQUIPMENT/PROPERTY USE AGREEMENT

BETWEEN: The Township of the North Shore

AND: _____
(Recipient/Occupant)

ADDRESS: _____

TO: Establish guidelines for the care, control and responsibility for access and use of Municipal facilities/equipment/property and the required entry keys/security code for same.

CARE & CONTROL:

The recipient/occupant will use care in ensuring the security of the Municipal facility/equipment/property namely
The keys for such facility will not be copied.

The recipient/occupant will be responsible that approved persons or organizations are using in a proper manner the facility/equipment/property.

RESPONSIBILITY:

The recipient/occupant's duties will be as outlined below in addition to those good judgement would dictate for the proper use of facility/equipment/property.

1. _____
2. _____
3. Return date: _____ Fee: _____

TERMINATION:

Upon written or verbal notice from either party with return of key and equipment not to exceed ___ days after notification.

Dated this ___ day of _____ 20__.

TOWNSHIP OF THE NORTH SHORE

Per: _____

Date returned: _____ 20__.

RECIPIENT/OCCUPANT

Per: _____

Phone No.: _____

Received by: _____

7d)



April 23rd, 2024

Meeting of May 1, 2024

Council Report

REQUEST: Canada Day 2024 Celebration

RECOMMENDATION: That Council receive the "Canada Day 2024 Celebration" report for information purposes

On April 23, 2024, the Clerk was notified that the funding applied for in the end of 2023 for the Township of The North Shore 2024 Canada Day event has been approved in the amount of **\$840.00** by the Celebrate Canada Fund. This will cover promotional, administrative and communicational costs as well will cover the cost of supplies.

In 2023, the Township received funding in the amount of \$780.00.

In 2023, the Township planned and held a free BBQ that included hotdogs, cupcakes, and drinks at the Lauzon Beach area, held games for kids, did a Canada Day draw, and provided free facepainting.

The 2024 Canada Day event is actively being planned – more information will be shared when the details are finalized.

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



Canadian Heritage
Patrimoine canadien

March 12, 2024

Rachel Schneider
Clerk
CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE
Post Office Box 108
Algoma Mills, ON
P0R 1A0

Title: Celebrate Canada Funding Application

Dear Rachel Schneider:

On behalf of the Minister of Canadian Heritage, it is my pleasure to inform you that your application for funding has been approved.

A grant in the amount of \$840 will be awarded to help your organization carry out its activities, under the Celebration and Commemoration Program, Celebrate Canada Component. This funding will be allocated over one government fiscal year 2024-2025 and will be subject to certain terms and conditions, the appropriation of funds by Parliament, and the budget levels of the Program.

One of our program representatives may contact you in the near future to review the terms and conditions and answer any questions you may have related to this funding.

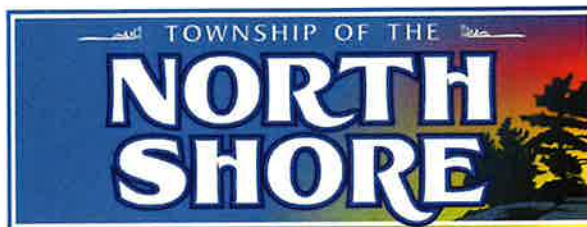
In closing, I would like to take this opportunity to wish you and the members of your organization the greatest success in your endeavours.

Sincerely,

Sylvie LeBlanc
Acting Regional Director General
Canadian Heritage

Canada 

7e)



April 24th, 2024

Meeting of May 1st, 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, and January 17th, 2024, Regular Council meetings, Council DEFERRED the Motions to approve the proposed Acceptable Use Policy.

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 that 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.

Please see attached the proposed Acceptable Use Policy for Council's review.

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

PROPOSED
POLICY

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
REVIEW DATE: December 5, 2023
January 17, 2024
May 1, 2024

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.

(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 and/or forwarding emails within the Institution/Township:
 - 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.
- 18) All current and future users shall add the following wording in the "signature" portion of their Township email: "Individuals who submit any form of written correspondence or information to the Township of The North Shore should be aware that what is submitted may be forwarded to the Municipal Council and the Clerk if there is a direct relevance or impact to the Township of The North Shore and its business. Any personal information contained in the submitted communications may become part of the public record and made available to the public through the Council Agenda process or that of a Committee of Council or a Local Board."
- 19) With respect to forwarding emails within the Institution/Township:
 - a) Members of Council and staff are encouraged to forward relevant communications and information to the Municipal Council and Clerk when it impacts and/or has a direct relevance to the Township.
 - b) When forwarding information, Members of Council and staff should ensure that it is pertinent to Council and/or Township business, directly relates to Municipal matters, or contributes to informed decision-making.

Personal Accountability

- 20) 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.
- 21) 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.
- 22) 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.
- 23) 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.
- 24) 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.
- 25) 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.

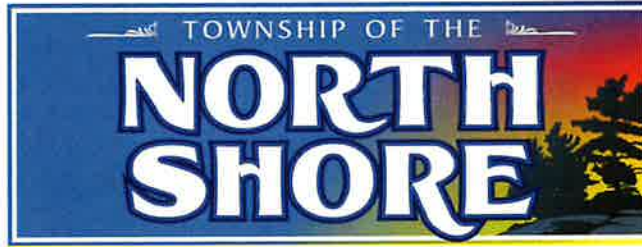
Penalty

- 26) 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.
- 27) 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

CURRENT
POLICY

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 files, 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

BY-LAW 24-21

THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE

**Being a bylaw to confirm the proceedings of Council
at its Regular Council Meeting of May 1st, 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 May 1st, 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 May 1st, 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 1st DAY OF MAY 2024.**

Tony Moor, Mayor

Rachel Jean Schneider, Clerk/Deputy Treasurer