BY-LAW NO: 24-32

Being a bylaw to adopt the Acceptable Use 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 an Acceptable Use Policy;

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

1. That the Acceptable Use Policy and attached "Township of The North Shore Information System and Network User Agreement" 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 "Acceptable Use Policy By-Law".

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

Tony Moor, Mayor

Rachel Jean Schneider, Clerk/Deputy Treasurer

The Corporation of the Township of The North Shore
P.O. Box 108, 1385 Highway 17
Algoma Mills, Ontario P0R 1A0
(705) 849-2213 ★ Fax: (705) 849-2428

Schedule "A"

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: June 19 2024 July 17 2024	ENACTED BY: RESOLUTION By-Law 24-32

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 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

TOWNSHIP OF THE NORTH SHORE

COPY

Resolution # 205

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

REGULAR COUNCIL MEETING

MEETING DATE: July 17th, 2024

AGENDA ITEM(S): 9a

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 24-32 being a by-law to adopt the Acceptable Use Policy for the Corporation of the Township of The North Shore be read a first, second and third time enacted and passed.

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)