

The Corporation of the Township of North Huron

By-law No. 42-2026

Being a By-law to adopt an Issuance of Information Technology Equipment to Council Members Policy for the Corporation of the Township of North Huron.

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Printing Date: June 2, 2026

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**The Corporation of the Township of North Huron**

**By-law No. 42-2026**

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WHEREAS Section 5(3) of the Municipal Act, 2001, S.O. 2001, c.25, as amended provides that municipal power shall be exercised by by-law;

AND WHEREAS Section 224 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, states "It is the role of Council to (b) develop and evaluate the policies and programs of the municipality";

AND WHEREAS the Council of the Corporation of the Township of North Huron deems it desirous to adopt an Issuance of Information Technology Equipment to Council Members Policy;

NOW THEREFORE the Council of the Corporation of the Township of North Huron ENACTS as follows:

1. That the Issuance of Information Technology Equipment to Council Members Policy attached hereto as Schedule "A" is hereby adopted and shall form part of this by-law.
2. That this by-law shall come into force and takes effect on the day of the final passing thereof.

Read a first and second time this 1<sup>st</sup> day of June, 2026.

Read a third time and passed this 1<sup>st</sup> day of June, 2026.

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Paul Heffer, Reeve

CORPORATE SEAL

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Carson Lamb, Clerk

# Township of North Huron

## Issuance of Information Technology Equipment to Council Members Policy



## 1. Purpose

- 1.1. The purpose of this Policy is to establish standards for the appropriate use of electronic communication devices and other information technology equipment provided by the Township of North Huron to Council Members. This policy aims to ensure all information technology equipment is used responsibly, securely, and only for official municipal business while maintaining professionalism and public trust.

## 2. Scope

- 2.1. This policy applies to all members elected to the Township of North Huron's Council during their elected term of office.

## 3. Definitions

- 3.1. **"Council Member"** means an individual duly elected or acclaimed to the Council of the Township of North Huron.
- 3.2. **"Electronic communication device"** means a device used to communicate electronically, being a laptop, tablet (i.e. iPad or other) or other technology.
- 3.3. **"Information Technology Equipment"** means all devices, hardware, software, firmware, networks, systems, licenses, and related technology assets used by Members of Council.
- 3.4. **"IT"** means Information Technology.
- 3.5. **"Term"** means the current term of Council as set out by the Municipal Elections Act.
- 3.6. **"Township" (or "North Huron")** means the Corporation of the Township of North Huron.

## 4. Policy

- 4.1. All municipal Council Members will be provided with an electronic communication device and other applicable information technology equipment (required licenses, software, etc.), for the efficient execution of their official municipal duties, which may include but is not limited to: communications, research, agenda and minute review, electronic participation in hybrid or virtual Council meetings.

- 4.2. All information technology equipment including electronic communication devices issued to Council Members are the property of the Township of North Huron and shall be used in accordance with the standards outlined in this Policy to protect the Township's resources, ensure data and network security, and comply with applicable laws.
- 4.3. Failure to comply with this Policy may result in the Council Members' suspension of access to Township IT systems, removal of Township-issued equipment, mandatory retraining, and/or any other administrative action authorized by law or Township Policy.
- 4.4. The Township shall bear all costs associated with the information technology equipment issued to Members of Council, provided the Member's use is in accordance with the standards outlined in this Policy.

## 5. Responsibilities

- 5.1. The Director of Legislative Services/Clerk will establish a purchase plan for the supply and replacement of standard electronic communication devices and applicable software for Council Members prior to the start of each Council term.
- 5.2. The Director of Legislative Services/Clerk shall include a budget item for the acquisition of standard electronic communication devices and the required accessories into the Council budget during election years.
- 5.3. The Township's IT Service Provider is responsible for setting up information technology equipment, logins and email services for Council Members.
- 5.4. Council Members are responsible for ensuring Township of North Huron issued devices are used in a manner consistent with this policy. All Members must maintain the security of the devices, protect sensitive data, and use the devices only for official municipal business.

## 6. Equipment Issuance

- 6.1. At the beginning of each term of Council, all Council Members shall be issued the following information technology equipment:
  - i) One (1) electronic communication device of a make and model determined by the Director of Legislative Services/Clerk;

- ii) The required accessories to support the use and protection of the electronic communication device (i.e. carrying case, keyboard, charger);
- iii) One (1) Township of North Huron corporate email address;
- iv) One (1) corporate standard software license for Microsoft 365, including Microsoft Outlook, Office, Excel, and PowerPoint;
- v) Login credentials to access the Township's Council Agenda and Meeting Management Software;
- vi) Login credentials to access the Township's wireless internet network; and
- vii) Any other login credentials or software deemed as essential to conduct the business of the municipality, as determined by the Director of Legislative Services/Clerk.

## 7. Return of Equipment

- 7.1. All Council Members at the end of the Council term, and those who leave before the end of the term, shall return their Township-issued information technology equipment to the Director of Legislative Services/Clerk to be wiped of municipal information and restored to factory default settings for redistribution.
- 7.2. Information technology equipment issued to Council Members for use during their term of Council may not be purchase by the Member and must be returned to the Township.

## 8. Technical Support

- 8.1. The Township of North Huron shall only provide support to North Huron issued equipment that has been issued during the current term of Council. Accessibility-related assistive technology support shall be provided where required.
- 8.2. The Township will not provide technical support for any personal equipment or systems, any equipment or service provided by a third party (e.g. Wi-Fi connection provided by internet service provider), or any supplementary equipment purchased by a Council Member.
- 8.3. Council Members shall be fully responsible for any costs associated with the use and maintenance of supplementary information technology equipment they

have opted to purchase outside the standard equipment and software guidelines provided for in this Policy.

- 8.4. Support requests for Township-issued IT equipment shall be made through the Clerk's Department, who will coordinate communication between Council Members and the Township's IT Service Provider.
- 8.5. Upon request by the Director of Legislative Services/Clerk, Council Members shall bring their IT equipment to the North Huron Municipal Office for repairs, routine maintenance, software installation and software updates.

## 9. Terms of Use

- 9.1. All Township business shall be done on Township IT equipment, not personal devices, in order to ensure data security. As keepers of sensitive and personal data, it is the Township's responsibility to safeguard and control access to this data. Personal devices typically do not have essential corporate data safeguards installed.
- 9.2. All North Huron issued electronic communication devices are intended for use in conducting North Huron business such as communicating with other Council Members, municipal staff, and the public; reviewing agendas and minutes; electronic participation in hybrid or virtual Council meetings; and/or researching matters relevant to the Township.
- 9.3. Use of Township-issued information technology equipment for personal use by Council Members is not permitted. The Township shall not be responsible for the loss or corruption of any Member of Council's personal information stored on a Township device.
- 9.4. Council Members must protect confidential and sensitive information accessed via Township of North Huron information technology equipment. This includes adhering to all relevant confidentiality and privacy requirements and ensuring that no unauthorized persons (i.e. no one who is not the Member of Council, relevant staff, or designated IT provider) have access to confidential information.
- 9.5. Devices must be secured with passwords, PINs, or other security measures. Where available, Council Members shall use multi-factor authentication (MFA) for Township accounts and systems. Council Members are responsible for maintaining the security of their device.

- 9.6. All Council Members shall participate in Township of North Huron information security training as identified by the Director of Legislative Services/Clerk in collaboration with the Township's IT Service Provider.
- 9.7. Any lost or stolen information technology equipment must be reported immediately to the Clerk's Department.
- 9.8. Council Members shall immediately report suspected cybersecurity incidents, phishing attempts, unauthorized access, or accidental disclosure of confidential information to the Clerk's Department.
- 9.9. All use of Township information technology equipment must comply with Federal, Provincial and local laws, including those related to public records, data protection, and privacy. All corporate records shall, at all times, be maintained in keeping with legislated requirements and Township policies. This includes, but is not limited to:
  - o The *Municipal Freedom of Information and Protection of Privacy Act, 1990*;
  - o The Township's Records Management and Retention Policy; and
  - o The Township's Use of Corporate Resources During an Election Policy.
- 9.10. Use of Township information technology equipment for illegal activities is prohibited. Information technology equipment must not be used for activities that could damage the Township of North Huron's reputation, public trust or could compromise the security or integrity of any Township device.
- 9.11. Only Township approved software and applications are allowed on Council electronic communication devices. The Township of North Huron's designated IT Service Provider shall be the only person authorized to install software, make upgrades, or add additional applications to Township devices.
- 9.12. Communications and documents created or stored on North Huron devices may be subject to public records laws and may be archived for disclosure upon request. Council Members should assume that any communication sent or received via North Huron devices may be subject to disclosure.
- 9.13. Upon conclusion of a Council Member's term or when requested, all devices and accessories must be returned to the Township, and any associated accounts will be deactivated. The device will be wiped of any personal data, and the designated staff or IT Service Provider will ensure it is reset to factory settings. In instances where a Council Member is returning to office for a subsequent Council term, the Council Member may request to have their corporate records transferred to their new electronic communication device.

- 9.14. Council Members entrusted with an electronic communication device must take due care to protect the device from any damage other than normal wear and tear.
- 9.15. As outlined in the Township's Use of Corporate Resources During an Election Policy, Township issued information technology equipment shall not be used to assist and/or aid in any election related task.