RECOMMENDATION:
THAT the Council of the Township of North Huron hereby receive the report of the CAO/Clerk, dated January 7, 2019, regarding amendments to Corporate Policy C-3.13 (formerly the Cell Phone Use Policy) for information purposes;

AND FURTHER, THAT Council support the amendments to the Mobile Device Usage Policy and direct staff to place the proposed by-law on the January 21, 2019 Council Agenda for final consideration.

EXECUTIVE SUMMARY
The Township of North Huron adopted a Cell Phone Use Policy in September, 2008 which has been in effect since January 1, 2009. Public and corporate use of cellular and other mobile devices has expanded and become more complex since 2009. An updated and renamed Policy is necessary to address the expanded uses.

Subject to Council’s adoption, the attached policy, or a version thereof, would apply to all staff and Council’s use of mobile devices, including but not limited to, cell phones and ipads.

DISCUSSION
In developing a new Mobile Device policy, staff referenced the existing Township of North Huron Cell Phone Policy, solicited input from the Senior Management Team, and reviewed sample policies from HRDownloads and various other Ontario municipalities.

The existing policy does not address some of the following components:
- Privacy & Security & Safety
- Types of Mobile Devices
- Allowable & Restricted Uses of the Device
- Ownership of the Device
- Data Management & Roaming
- Confidentiality & Compliance

The attached draft Policy includes the following notable changes and clarifications:
- Any person issued a mobile device must sign a Policy Acknowledgement Statement
- Any mobile device issued for the purpose of emergency management must be monitored while the user is on vacation or leave
• Stronger password guidelines
• Confirmation that IT staff will trace, wipe or lock lost or stolen devices immediately
• Users are permitted personal use of the device as long as the personal use is in compliance with the new Policy and the North Huron Code of Conduct
• When an employee leaves or retires, they will be permitted to purchase the mobile device they were using. This must be approved by the Department Head and CAO. The value of the device will be approved by the CAO.
• At the end of the Council term, members will be offered to purchase their iPad or other mobile device at a value approved by the CAO.
• Criteria for installing Apps on mobile devices
• Users are strictly prohibited from using the mobile device while operating vehicles or equipment
• Confidentiality and compliance requirements

Upon adoption, the new Policy and the required “Mobile Device Policy Acknowledgement Statement” will be circulated to all mobile device users to read, sign and return.

**FINANCIAL IMPACT**
Adopting the Mobile Device Usage Policy does not have short or long-term financial impacts.

**FUTURE CONSIDERATIONS**
The use of hand-held and mobile devices in the workplace has expanded and continues to change in scope and complexity. The Mobile Device Policy should be reviewed on a regular basis to ensure that the terms of the policy match changes in the workplace.

**RELATIONSHIP TO STRATEGIC PLAN**
North Huron is fiscally responsible and strives for operational excellence.

Dwayne Evans, CAO/Clerk