

The Corporation of the Township of Huron-Kinloss



**BY-LAW No.
2025 - 108**

Being a By-Law to Amend By-law No. 2024-91; Being the Human Resources Policies for the Township of Huron-Kinloss
(Compensation and Benefits & Technology Policies)

WHEREAS Section 8(1) and 9 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provide that the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues and has the capacity, rights, powers and privileges of a natural person for the purposes of exercising its authority under this or any other Act;

AND WHEREAS the Council for the Corporation of the Township of Huron-Kinloss passed By-law No. 2024-91 to adopt a Human Resources Policies By-law and it is now deemed necessary to amend Schedule "B" Compensation and Benefits Policy and Schedule "D" Technology Policy of the by-law as per Report CAO-2025-28;

NOW THEREFORE the Council of The Corporation of the Township of Huron-Kinloss **ENACTS** as follows;

1. That Schedule "B" of By-law No. 2024-91 be hereby repealed and replaced with the attached Schedule "B" to this By-law.
2. That Schedule "D" of By-law No. 2024-91 be hereby repealed and replaced with the attached Schedule "D" to this By-law
3. That this By-law shall come into force and effect upon its final passage.
4. That this By-law may be cited as the "Human Resources Policies Amendment (2) (Compensation and Benefits Policy and Technology Policy) By-law".

READ a FIRST and SECOND TIME this 17th day of November, 2025.

READ a THIRD TIME and FINALLY PASSED this 17th day of November, 2025.

Mayor

Clerk

By signing this by-law on November 17th, 2025, Mayor Murray confirmed that they will not exercise the power to veto this by-law.



The Corporation of the Township of Huron-Kinloss

Policy

Section: 3.0 Human Resources

Policy: Compensation and Benefits Policy

By-Law: 2019-164; 2022-137 Schedule B; 2024-91 Schedule B

Date: 16 December 2019

Revision: November 3, 2025

Coverage:

This policy shall apply to all non-union employees of the Township of Huron-Kinloss, as well as union employees subject to the terms and conditions in respective collective agreements. Where applicable this policy will also apply to council members and committee members.

Policy Statement:

It is the objective of the Township of Huron-Kinloss to establish fair and equitable remuneration for employees based on work performed and the Pay Equity Act. The Township has established a reasonable probation period policy for employees and a consistent performance evaluation policy. We are dedicated to supporting our staff through performance assessments, and provide clear guidelines for our employee's future development. We are committed to offering a balanced benefit program to help support employees and their families during times of unexpected illness or accident; providing a comprehensive and competitive benefits package, supporting workplace health and recognizing the contribution and long service of employees by preparing them for retirement and allowing an ease in transition from full time employment to early retirement

Legislative Authority:

Employment Standards Act

Pay Equity Act

Ontario Municipal Employees Retirement System Act

Municipal Act, 2001

Contents:

[Click here to enter text.](#)



Township of Huron-Kinloss

Compensation & Benefits Policy

Contents

- 1.0 Salary Grid Market Review 4
- 2.0 Probation Policy 5
- 3.0 Performance Evaluation Policy 7
- 4.0 Early Retirement..... 9
- 5.0 Group Health Benefit Plan Policy..... 10
- 6.0 Health Care Spending Account 11
- 7.0 Ontario Municipal Employees Retirement System (OMERS) Participation..... 13
- 8.0 Job Classification & Evaluation Policy..... 14
- 9.0 Salary Protection..... 15
- 10.0 Council Remuneration Policy 17
- 11.0 Pregnancy Council Policy 18

1.0 Salary Grid Market Review

This policy shall establish guidelines for adjusting the non-union salary pay grids and Council remuneration rates.

A salary grid market review will be conducted every four years.

1.0 The Council, will every four years (third year of a Council term) compare all pay grids to "the market", with the intent of implementing any changes in the same year, this will ensure the municipality is paying employees fairly.

2.0 This comparison will involve using a "consultant" or other methods to conduct a full market review (survey) of the compensation of similar municipalities in the area approved by Council.

3.0 The salary pay grid for a particular position may increase, decrease or remain the same as the result of this comparison. No employee's pay will be reduced as a result of this exercise. However individual pays may be frozen until the pay grid for their position catches up to their current pay.

2.0 Probation Policy

This policy shall apply to all non-union employees of the Township of Huron-Kinloss.

All newly hired employees shall be subject to a probationary period from the date of hire.

1. Full-Time Employees

Regular full-time employees shall be on probation for six months from the most recent date of hire as a full time employee.

Prior to the completion of the probationary period, the Supervisor shall review the performance during the probationary period with the employee and advise the CAO of the employment continuation decision.

2. Part-Time Employees

Regular part-time employees shall be on probation for three months from the most recent date of hire.

Prior to the completion of the probationary period, the Supervisor shall review the performance during the probationary period with the employee and advise the CAO of the employment continuation decision.

3. Casual/Seasonal/Student Employees

Casual/Seasonal/Student Employees shall be on probation for a minimum of one month from the most recent date of hire.

Prior to the completion of the probationary period, the Supervisor shall review the performance during the probationary period with the employee and advise the CAO of the employment continuation decision.

4. General

(a) It is the responsibility of the Supervisor to ensure that the performance of a probationary employee is monitored and the proper documentation completed and forwarded to the CAO.

(b) The decision to dismiss a probationary employee will be made by the Supervisor in consultation with the CAO and Council.

(c) After completion of the probationary period, seniority shall be effective from the employee's most recent date of hire.

(d) Longstanding employees who have worked greater than one or two years, and who are awarded a new position within the Corporation, may be subject to a 3 month probationary period or probation may be waived altogether at the discretion of the CAO. The original regular status hire date shall be their seniority date for vacation i.e., your previous anniversary date shall be maintained.

(e) For employees under the management of the Lucknow & District Joint Recreation Board, the Director of Community Services shall advise the Board of the employment continuation decisions. Any decision to dismiss a probationary employee will be made in consultation with the Board.

3.0 Performance Evaluation Policy

This policy shall establish guidelines for assessing performance of Municipal employees.

An annual job performance evaluation shall be performed for each full or part-time Municipal employee.

Regular Full Time & ¾ Time Annual Employee Performance Evaluations

1. A new employee hired after July 1st may be exempt from this process with the exception of the evaluation required after six months' probation or unless the terms of hiring make an exception.
2. Evaluations shall be in writing and completed by the employee's immediate Supervisor. In the case of Senior managers not reporting to the CAO, the appropriate Board, Committee of Council or the Mayor shall complete the evaluation.
3. The evaluation is to be completed prior to June 1st for each employee in accordance with the Performance Evaluation procedure. In the event of a disagreement the employee may follow the complaint procedure.

Regular Full Time and ¾ Time Employee Advancement and Reclassification

1. Employees shall progress annually from one step to another within their position's pay grade on June 1st, provided the employee's performance evaluation is "satisfactory" or better.
2. A position's pay grade may be reviewed upon application to the CAO who shall determine if a review is in order. If the applicant is dissatisfied with the CAO's decision, they have recourse through the complaint procedure.

Regular Part Time Employee Performance Evaluations

1. Once an employee reaches 1820 hours an employee evaluation will be completed.
2. The evaluation is to be completed prior to the eligibility date.

Regular Part Time Employee Advancement and Reclassification

1. Employees shall progress from one step to another within their position's pay grade provided the employee's performance evaluation is "satisfactory" or better.

2. A position's pay grade may be reviewed upon application to the CAO who shall determine if a review is in order. If the applicant is dissatisfied with the CAO's decision, they have recourse through the complaint procedure.

4.0 Early Retirement

All regular non-union full time employees that have twenty-five (25) years of continuous service in the municipal sector with a minimum of fifteen (15) years with the Township of Huron-Kinloss and are between the ages of 55 and 65, or meet the eligibility criteria of OMERS.

The Township of Huron-Kinloss recognizes and values the contribution and long service of employees. In an effort to ease the transition from full time employment to early retirement the Township will subsidize health care in a fiscally responsible manner.

Extended Health and Dental

Coverage will be made available to early retirees under the terms and conditions set out in the master policy. The employee will be required to cover 25% of the premium cost.

Life Insurance

Life Insurance will be made available to early retirees, at the level of one (1) times the annual salary, frozen at the date of retirement. The employee will be required to cover 25% of the premium cost.

Dependent Life Insurance

Dependent Life Insurance will be made available to early retirees under the terms and conditions set out in the master policy at the date of retirement. The employee will be required to cover 25% of the premium cost.

Health Care Spending Account

Health Care Spending Account will be frozen at the date of retirement. The retiree may deplete the balance of the account, under the terms and conditions set out in the master policy. Retirees may use the Health Care Spending Account for premiums under this policy.

All benefits will cease at the end of the month when the retired employee reaches 65 years of age.

Early retirees will be given the option to extend their last day of employment by including all accumulated vacation and lieu time.

5.0 Group Health Benefit Plan Policy

All regular non-union full time employees and Council Members are eligible for the group health benefit plan.

General

The Township of Huron-Kinloss reserves the right to select the insurance carrier for the group health benefit plan. In all cases, the sole obligation of the Township is to determine the benefits to be provided under the plan(s) and pay the premiums required by the plan(s). Any disputes regarding the administration of the plan or payment of benefits lie between the employee and the insurance carrier.

Employees and Council Members who are eligible to enroll in the group health benefit plan, but are covered through a spousal plan with another employer may opt out of enrolling in the municipal plan. An employee shall produce proof of benefit coverage elsewhere. There is no compensation in lieu of benefits.

An employee shall not be eligible for the group health benefit plan until the successful completion of the probationary period, unless authorized by the CAO.

Group health benefits terminate at age 65 (sixty-five).

The following benefits will be provided:

- Life Insurance
- Dependent Life
- Accidental Death & Dismemberment
- Long Term Disability
- Drug Plan
- Dental Plan
- Vision Care
- Extended Health Services
- Employee and Family Assistance Program (New 2025)

6.0 Health Care Spending Account

All regular non-union full time employees and Council Members of the Township of Huron-Kinloss are eligible for the health care spending account.

Each eligible participant of the Township of Huron-Kinloss shall receive an annual benefit of \$1,000.00 for a family and \$500 for a single to be used for health care expenses not covered by the group health benefits. The expenditure must be for the employee or an eligible dependent, as defined by the group benefit plan.

As part of the benefit, claims can also be made for up to \$200.00 annually for fees paid for the cost of registration or membership for the employee to participate in a program of physical activity.

To qualify for reimbursement, a program must:

- be ongoing (last at least five consecutive weeks or, five consecutive days);
- be instructed and/or supervised by a qualified organizer; and
- require significant physical activity.

Generally, most of the activities must include a significant amount of physical activity contributing to cardiorespiratory endurance, plus one or more of:

- muscular strength,
- muscular endurance,
- flexibility, and/or
- balance.

Fifty percent of the eligible benefit shall be credited to the health care spending account on July 1st of each year and the remaining 50% on December 31st of each year. The health care spending account is cumulative, no interest will apply. Each employee will be presented with an annual statement of the balance available in their respective health care spending account. Any unused balance is not transferable upon termination of employment. Large expenditures may be submitted and payments made to the employee as they accumulate.

In the event a member of Council has an unused balance and ceases to serve on Council, the account will become frozen. The member will have up to four years to access any unused balance, no further benefit or interest will apply.

An employee shall not be eligible for the health care spending account until successful completion of the probationary period, after which the benefit will be prorated. New

Council members shall become eligible for the health care spending account after the oath of office is taken.

In the event that a medical expense or health care procedure is covered or partially covered by the group benefit plan, employees must first make a claim through the carrier before using the health care spending account and provide a copy of the carrier's statement.

Eligible expenditures shall be determined by the Treasurer of the Township using the Canada Customs and Revenue Agency Eligible Medical Expenses under the Income Tax Act. Any dispute shall be taken to the Chief Administrative Officer of the Township who will make the final decision.

All claims shall be submitted on the Township's remittance form and original receipts must be provided to document expenditures. All expenses shall be submitted within the calendar year in which they occur, unless otherwise authorized by the Treasurer or the Chief Administrative Officer.

7.0 Ontario Municipal Employees Retirement System (OMERS) Participation

2019-53

This policy shall cover every full-time, continuous employee, who on December 31, 1998 (was employed by the Township of Huron, Township of Kinloss or the Village of Lucknow). Every person who becomes an employee after the effective date on a continuous full-time basis as a condition of employment or if such person is already a member of OMERS may resume contributions.

Every person who becomes the Head of Council after January 1, 2019 shall become a member of the Primary Plan and retirement compensation arrangement (RCA) on the date they become Head of Council.

A Municipality may by a By-Law participate in the OMERS plan on behalf of its employees and pay into the OMERS pension fund.

Section 15 (1) of the Ontario Municipal Employees Retirement System Act.

The Treasurer of the Employer is hereby authorized to deduct from the earnings of each person who is a member of OMERS, the contribution required to be made by a member and to remit such contributions together with the amounts required under the OMERS Act.

8.0 Job Classification & Evaluation Policy

It is the objective of The Township of Huron-Kinloss to establish fair and equitable remuneration for employees based on work performed.

In May 2000, Council adopted a Job Classification & Evaluation system using The Jobchart System.

Reviews

- a) Periodically employees will review their "Task List" and provide comments. The task list will be reviewed by the employee's immediate Supervisor and the employee and revised until satisfactory.
- b) The Grading Committee will then evaluate the positions.
- c) If there is a change in the pay grade level, it will be reported to Council and effective on that date.

New Positions

- a) Grade and salary levels for new positions shall be established prior to hiring utilizing The Jobchart System.
- b) The Supervisor will develop a task list in consultation with the CAO as per The Jobchart System□ format.
- c) The Job Evaluation Committee will evaluate the position.
- d) The position will then be placed on the appropriate pay grade level and reported to Council.

9.0 Salary Protection

The Township of Huron-Kinloss recognizes that an employee may be entitled to salary protection (also known as “red circling”) when they are adversely affected by the reclassification of their position or reassignment to another position due to circumstances beyond the employee’s control. The purpose of this policy is to outline standards and procedures when red circling is considered to ensure fair and equitable treatment of employees.

Red Circle Rate

Red circle rate is defined as the maintenance of an employee’s salary to provide salary protection when the position has changed and/or reclassified such that the new pay grade established is lower than the old pay grade. The red circle rate continues until the salary range for the reclassified position meets or exceeds the employee’s red circled salary.

Reclassification

When there is a change to the duties, responsibilities and qualification of a position as outlined in the Job Classification & Evaluation Policy or other reason that a re-evaluation is warranted, it may be necessary to revise the position description and re-evaluate the position using the job evaluation system. The reclassification may result in moving the position on the salary grid; either an adjustment upward, downward or there may be no change at all.

Procedures

Red circling of a position may occur as a result of:

- Evaluation of the position through a new job evaluation methodology
 - Reclassification of a position using the job evaluation system
 - Reassignment to another position, including workplace accommodation
 - Cessation of a market demand adjustment
1. The employee shall stay at their current salary (which exceeds the new maximum) and remain at this salary until the salary range for the reclassified position meets or exceeds the employee’s red-circled salary.
 2. The employee will not receive further economic increases for cost of living or inflationary adjustments until the salary range rises to meet the red-circled salary rate. At this time the wages is no longer red-circled.

Note: Salary protection does not apply to an employee who voluntarily applies to a posted opportunity and is successful in the selection process, or when an employee voluntarily accepts an appointment to a lower rated position.

10.0 Council Remuneration Policy

Legislative Authority: Section 283, Municipal Act, 2001

This policy shall establish remuneration methods for the Township of Huron-Kinloss Council members. The Township of Huron-Kinloss allows for remuneration and expenses for Council members.

Remuneration

All remuneration rates for Council members will be increased at the same rate as the non-union salary grid.

The Treasurer shall bring forward a by-law every year setting the rates.

Standing Committee Meetings

Standing Committee meetings shall be defined as a meeting for which:

- a) the member was in attendance and,
- b) provided the member was appointed to the Committee by Council or;
- c) was authorized by Council to attend
- d) the per diem rate shall be established in the annual remuneration by-law.

Special Meetings

Special Meetings shall be defined as attendance at a meeting which:

- a) the business of the Township is under discussion
- b) the information is being directly obtained on behalf of the Township
- c) is called by the Mayor or by a petition of Council members
- d) the member is authorized to attend by Council
- e) the per diem rate shall be established in the annual remuneration by-law.

11.0 Pregnancy Council Policy

Legislative Authority: Section 270 of the Municipal Act, 2001, as revised by Bill 68

The Township of Huron-Kinloss recognizes a member of Council's right to take a 20 week leave for the Member's pregnancy, the birth of the member's child or the adoption of a child by the member in accordance with the Municipal Act, 2001.

Township Council supports a Member of Council's right to pregnancy and/or parental leave in keeping with the following principles:

1. A member is elected to represent his or her constituents.
2. A member's pregnancy and/or parental leave does not require Council approval and his or her office cannot be declared vacant as a result of the leave.
3. A member will continue to receive communication from the Township as if the member were not on leave.
4. A member reserves the right to participate as an active member of Council at any time during his or her leave.
5. A member's stipends, per diems will be suspended during the members leave; however they will be provided with the same benefit and pension opportunities afforded to municipal staff outlined in the Leave of Absence policy.
6. Where a member of Council will be absent due to a pregnancy and/or parental leave, the member shall provide written notice to the CAO at least 4 weeks prior to the expected start and end dates when possible.
7. The Mayor may make temporary appointments to any committees, boards, etc. that are constituted by the Township of Huron-Kinloss and where the member is the only member of Council on that body.
8. Notwithstanding, at any point in time during a member's pregnancy or parental leave, the member may provide written notice to the CAO of their intent to lift any of the temporary appointments to exercise their statutory role.



The Corporation of the Township of Huron-Kinloss

Policy

Section: 3.0 Human Resources

Policy: Technology Policy

By-Law: 2022-172; 2024-91 Schedule D

Date: 17 October 2022 Revision: September 16, 2024, November 3, 2024

Coverage:

This policy shall apply to all non-union employees of the Township of Huron-Kinloss, as well as union employees subject to the terms and conditions in their respective collective agreements. Where applicable this policy will also apply to council members and committee members.

Policy Statement:

The Township of Huron-Kinloss values trust, discretion and transparency. The purpose of this policy is to ensure that all employees, elected officials, and representatives of the Corporation of the Township of Huron-Kinloss practice responsible usage of equipment and technology including email and internet. The Township recognizes the importance of mobile communication devices and wishes to establish guidelines for their consistent, convenient and cost-effective use.

Legislative Authority:

N/A

Contents:

Email, Internet & Intranet

Mobile Communications

Electronic Monitoring

Use of Generative Artificial Intelligence



Township of Huron-Kinloss

Technology Policy

Contents

- Policy..... 1
 - Coverage:..... 1
 - Policy Statement:..... 1
 - Contents:..... 1
- 1.0 Email, Internet and Intranet..... 3
 - GENERAL PRINCIPLES..... 4
 - 1. Ownership..... 4
 - 2. Privacy of communications..... 4
 - 3. Data security..... 4
 - 4. Personal use..... 4
 - 5. Downloading..... 4
 - 6. Unacceptable use of Internet-related systems..... 5
 - 7. Enforcement..... 6
 - 8. Amendments..... 6
 - 9. Freedom of Information..... 6
 - 10. Disclaimer..... 6
- 2.0 Mobile Communications..... 7
 - Eligibility..... 7
 - Implementation..... 7
 - Program Management..... 7
 - Guidelines for Use..... 8
- 3.0 Electronic Monitoring Policy..... 10
 - GPS Tracking..... 10
 - Email and Computer Access..... 10
 - Access to Facilities..... 10
 - Generative Artificial Intelligence Tools..... 10
 - General..... 11
- 3.0 Use of Generative Artificial Intelligence Policy..... 12

Definitions:..... 12

General..... 12

Responsible Use and Ethical Use Guidelines 12

Approved use of Generative AI..... 13

1.0 Email, Internet and Intranet

“Intranet” means the Corporation’s internal website.

“Internet” means all activities undertaken through the Corporation’s Internet resources including electronic mail and browsing external web sites unless otherwise specified.

Access to Internet-related systems enables employees, agents, elected officials, and representatives of the Township of Huron-Kinloss to gather information relevant to the Corporation’s business from external sources; and to provide information to residents, potential residents, businesses and business prospects.

The purpose of this policy is to ensure that all employees, agents, elected officials, and representatives of the Corporation of the Township of Huron-Kinloss practice responsible usage of email and internet.

This policy outlines the Corporation’s requirements regarding acceptable Internet and Email usage.

Corporate email access is automatically provided to administrative employees through Microsoft Outlook. Additional approval is not required. Exceptions to this will be determined by the requirements of the employee’s position. It is the responsibility of the Senior Management of each department to assess employee needs when granting access.

When email is used internally or externally the comments contained in the message may be viewed as an opinion of the Corporation of the Township of Huron-Kinloss and legal ramifications may result if improperly used. In order to avoid any confusions or misconceptions, email use should be limited to work related matters only.

Email is a form of business communication and should be treated as such. Be professional in all email communications.

Remember that email messages are not confidential. If required to distribute confidential information, send it another way or make sure it is properly encrypted.

When using the Internet to conduct research or to make business-related decisions, always consider the source. Ensure that the information obtained is credible, accurate and up to date. This may require verification through an independent source.

GENERAL PRINCIPLES

1. Ownership

Corporate provided Internet/Intranet and Email privileges, like computer systems and networks, are considered corporate resources and are intended to be used for business purposes.

2. Privacy of communications

Correspondence via Internet Email is NOT guaranteed to be private. While network administration provides a high level of privacy and security on the network, users should be aware that Email messages can be recovered even though deleted by the user.

3. Data security

Employees must safeguard their login ID and password from disclosure to any person except the Treasurer or CAO. Users must use their own log ID and password and must immediately report any known or suspected compromise of their ID to the Treasurer or CAO.

4. Personal use

Internet and email access is provided to enable employees to perform their job effectively. Employees are expected to restrict Internet and email use to work-related activities. Although occasional personal use is acceptable, employees may only do so outside working hours and if it does not interfere with anyone else's work. Discretion must be taken when accessing the internet in areas of public access.

Employees may not use the corporation's email or internet access for personal business use.

If an employee receives Email that conflicts with any section of this policy, they must notify their Supervisor immediately. The Supervisor will notify the sender of such Email that it is not appropriate and to cease sending any further such type of Email.

5. Downloading

Downloading of non-executable files for business use is permitted. These would include reports, adobe PDF files, information flyers, etc., from other institutions or government agencies that may be useful to the Corporation. New software programs require approval through the Digital Modernization Committee before they can be downloaded. If in doubt, contact your Supervisor.

6. Unacceptable use of Internet-related systems

Communications and Internet access should be conducted in a responsible and professional manner reflecting the Corporation's commitment to honest, ethical and non-discriminatory business practice.

- Employees shall not visit Internet sites that contain obscene, pornographic, and hateful or other objectionable materials; send or receive any material that is obscene or defamatory or which is intended to annoy, harass or intimidate another person.
- Employees shall not solicit Emails that are unrelated to business activities. This includes the forwarding of jokes or chain-type letters to other employees in the office.
- Employees shall not use or permit the use of the Internet or Email for any illegal purpose.
- Employees shall not represent personal opinions as those of the Corporation.
- Employees shall not make or post indecent remarks, proposals, or materials.
- Employees shall not upload, download, or otherwise transmit commercial software or any copyrighted materials belonging to the Corporation, to parties outside of the Corporation.
- Employees shall not intentionally interfere with the normal operation of the network, including the propagation or computer viruses and sustained high volume network traffic which substantially hinders others in their use of the network.
- Employees shall not examine, change, or use another person's files, output, or user name for which they do not have explicit authorization.
- Employees shall not perform any other inappropriate uses identified by their Supervisor.
- Employees shall not connect unauthorized equipment to the network for any purpose inconsistent with the business purpose of the Corporation.
- Employees shall not deliberately waste computer resources, including but not limited to bandwidth, disk space, server and cloud-based storage and printer paper.

- Employees shall not use the corporate network to gain unauthorized access to any computer system.
- Employees shall not install computer games on any municipally owned computer.

7. Enforcement

Employees who violate any of the guidelines set in the policy will lose their access privileges. Depending on the severity of the violation, employees may be subject to disciplinary action from written warnings through to employee termination. The Corporation also retains the right to report any illegal violations to the appropriate authorities.

8. Amendments

The Corporation may amend this Acceptable Use Policy from time to time as necessary. All employees will receive prompt notice of any amendments.

9. Freedom of Information

All electronic documents, which are created by or with the Corporation's computers or network, including Internet related systems are records for the purposes of the Municipal Freedom of Information and Protection of Privacy Act and may be a public record for the purposes of this Act. Professionalism should be used at all times in emails as emails are classified as a document of record under the Freedom of Information and Protection of Privacy Act.

10. Disclaimer

The Corporation will not be responsible for any misuse of Corporate Internet/Intranet-related systems. Persons found to be misusing the Corporation's Internet/Intranet-related systems will be responsible for any costs or damages sustained by the Corporation or third party and will be obligated to indemnify the Corporation for any claim against the Corporation by a third party.

2.0 Mobile Communications

The Township recognizes the importance of mobile communication devices and wishes to establish guidelines for their consistent, convenient and cost-effective use.

Eligibility

Assigned Mobile Devices: Employees or Council members who are required to be available outside regular business hours and/or spend a significant amount of time outside of the office while performing their duties shall be eligible for an assigned mobile communication device, upon the approval of the appropriate supervisor and the Treasurer.

Department Issued Devices: Employees may be provided with a mobile communication device at the discretion of their supervisor for the purposes of being on call, emergency or occasional use, as required.

Personal Mobile Devices: Employees or members of Council who frequently use a mobile communications device while performing their duties may be eligible for a service reimbursement for use of a personal device on Township business, upon the approval of the appropriate supervisor and the Treasurer.

Implementation

The appropriate senior manager shall monitor their department issued devices distribution and use arrangements and reallocate available mobile resources as necessary to address the needs within specific functional areas.

Employees or Council members wishing to acquire an assigned mobile device or receive a service reimbursement shall complete the Mobile Communications Application (attached as Schedule "A") and submit to their supervisor for review.

The application shall be retained in the employee's personnel file and document the type of equipment, if any, assigned and the date of the return of said equipment.

The amount of the service reimbursement will be set at the discretion of the Treasurer based on the amount of business use and the comparable rates of similar services.

Program Management

Assigned Mobile Devices and accessories are considered Township property and shall be returned immediately upon request or termination of employment. The Township will assume the costs of usage, including monthly plans and the purchase of equipment. All bills shall be sent directly to the Township for payment and the Treasurer shall be

authorized to make any necessary changes to the service. Mobile devices assigned to individual employees and are used for personal use will not be considered a taxable benefit as long as the costs are part of an all-inclusive plan. Any plan overages that result from an employee's personal use will be the responsibility of the employee.

Employees who use their own personal mobile device for Township business may receive a reimbursement for the business portion only. This is not considered a taxable benefit when it is based on the service portion only. Personal Mobile Devices and accessories are considered personal property and the Township assumes no responsibility for payment of any monthly charges or repairs/replacement of equipment. All bills are the responsibility of the employee.

If an employee or Council member has been approved for a service reimbursement with respect to business use of a personal mobile device, they may redeem as follows:

- 1) Submit copies of their bill and/or proof of payment of the mobile service to their supervisor.
- 2) Once received reimbursement will be made through Accounts Payable during the appropriate cheque run.

Guidelines for Use

Mobile devices are intended for the purpose of conducting Township business. Individually assigned Township mobile devices may be utilized for personal use, but it is recognized by both the employee and the Township that this is municipal property. Mobile devices are a business communication support and staff are required to be professional in their use, in accordance with the employee code of conduct. The Township may make changes to the plan/device as necessary and may request the return of the device at any time.

Employees must realize that although personal calls made within the local calling region and under the usage limits provided by the Township plan do not result in additional charges, they do count toward the overall time limits established under the service agreement. Any overage, long distance, roaming or other charges for personal calls shall be the responsibility of the employee and shall be promptly reimbursed.

Cell phone numbers will be treated as privileged information and therefore, will NOT be provided directly to members of the public.

If you need to make or receive a call on your mobile device while driving, you must safely pull off the road and park your vehicle.

The misuse of a mobile device may result in the loss of its use by the individual and/or other arrangements may be made as deemed appropriate by the supervisor.

Reference: Schedule A Mobile Communications Application

Schedule B Mobile Communications Memorandum of Understanding

CRA Taxable Benefits – T413OE Rev. 19 Page 18

3.0 Electronic Monitoring Policy

Legislative Authority: *Employment Standards Act; Municipal Freedom of Information and Protection of Privacy Act.*

The Township of Huron-Kinloss values trust, discretion and transparency and believes employees deserve to know when and how they are being monitored. The Township does not actively monitor employees electronically, however there are opportunities where access to electronic communications and electronic monitoring may occur.

The Township can access information through electronic monitoring for a variety of reasons, listed below.

GPS Tracking

The Township has GPS tracking on many of their vehicles. The GPS tracks location, speed, whether the plow was down, salt was applied and other operational items of the vehicle. The main reason for this level of monitoring is for liability purposes and road patrol and inspections.

Email and Computer Access

The Township has access to employee's windows log in, work email and other Microsoft applications, using administrator rights. Access to employee's work emails may occur to put on an "out of office" message for unplanned absences, throughout the term of any unplanned absences, Freedom of Information requests if applicable or as deemed necessary to manage the operations of the organization. The Township does not actively monitor employee's work emails.

Access to Facilities

The Township has established guidelines surrounding electronic access to municipal facilities where available. Guidelines include specific timeframes to access facilities based on the position and access is restricted to respective facilities of the position. Employees have appropriate access to all their workplaces and facilities with the use of a single keyless remote FOB or use of a mobile app. This method allows full control on all functions and features via web-based program and tracks all events electronically.

Generative Artificial Intelligence Tools

The Township has established guidelines surrounding the use of Generative Artificial intelligence. The Township reserves the right to monitor the Internet usage, various websites and Generative AI models and staff activity on these resources. Action will be

taken if the Township suspects that Staff have used Generative AI in contrary to this policy or for any unlawful activity.

General

The Township reserves the right to change policies and procedures as required to comply with legislation.

The Township's electronic monitoring is aimed at collecting information that is related to the services provided and any personal information collected will be protected as per the Municipal Freedom of Information and Protection of Privacy Act.

3.0 Use of Generative Artificial Intelligence Policy

Legislative Authority: *Municipal Freedom of Information and Protection of Privacy Act.*

This policy establishes guidelines for the responsible and ethical utilization of Generative artificial intelligence (AI) tools by Township employees. Generative AI tools, such as ChatGPT, can enhance efficiency, however their use must align with the Township's values, regulations and data privacy standards. Generative AI tools may be employed for various tasks, such as drafting routine emails, generating reports and answering general inquiries. It is important to note that these tools are not a substitute for human judgment or decision making.

Definitions:

Generative AI - Class of Artificial Intelligence (AI) tools that create new data or content autonomously, such as text, images and videos. Data can be entered in a Generative AI tool to produce different outputs, which are often indistinguishable from human created content. Examples: ChatGPT, GPT, DALL-E2, Bing AI.

GPT - Generative Pre-trained Transformer is a Chatbot created by OpenAI. It uses large language models and data inputs to create a desired output that can be customized accordingly including such things as the language style, format, length of output, and level of detail.

Social Media - Websites and applications that enable users to create and share content or to participate in social networking. Examples include TikTok, Facebook, Instagram.

Output – The results that are produced from a Generative AI tool.

General

Generative AI technologies are a powerful set of tools that will have a significant impact on the productivity of individuals and organizations, but the use of such technologies presents legal, compliance and security risks. It is not always clear how data provided to public version of Generative AI models will be used, therefore the Township has developed this Policy to establish its decision and guidance on the use of Generative AI technologies.

Responsible Use and Ethical Use Guidelines

- Like other public exposure of data, you must always assume any data provided to a public Generative AI system can and will be used for training future Generative

AI models and will be made publicly available to other individuals and organizations on the Internet.

- Employees must not use or enter any confidential or restricted information into third-party Generative AI tools. Types of restricted information would include, but is not limited to, personal data, financial data, protected health information, resident data and Township proprietary information.
- Posting Township confidential information or proprietary information to public external website and technologies is strictly prohibited. Anything you would not post on social media or on a website should not be exposed to or shared with publicly available Generative AI tools.
- Employees who use Generative AI tools must review the outputs to ensure that they are factually accurate, complete and up to date. Since Generative AI tools do not cite sources for content there may also be copyright or intellectual property considerations. Employees are responsible for validating the output produced by Generative AI.
- Generative AI tools have been shown to produce incorrect or inaccurate information. In addition, Generative AI outputs are derived from data entered by many other users through the well-known process of model training. Township staff should carefully consider the impact of leveraging data that is generated by Generative AI, particularly data derived from public domain data sets.

Approved use of Generative AI

Use of public Generative AI is allowed for the following use cases:

- Summarizing information from public sources. This involves condensing lengthy articles, reports or data into concise, easily consumable summaries, saving time and highlighting key points.
- Theming information from public sources. Generative AI can analyze and categorize information based on themes or topics, making it easier to understand the overarching ideas or trends within large datasets or texts.
- Templating responses, for example emails, letters etc. Generative AI can create customizable templates for various forms of communication, ensuring consistency and professionalism while adapting to different contexts and recipients.
- Comparing information. Generative AI can be used to compare data sets, texts or information from different sources, identifying similarities, differences or trends which is particularly useful in research and analysis.

- Creating starting points for presentations or documents. Generative AI can generate outlines, initial drafts or ideas for presentations and documents, offering a foundation that can be further developed and personalized.
- Generating basic web content. This includes creating text for websites, blogs and social media posts.

The Township of Huron-Kinloss reserves the right to restrict Staff from using a particular Generative AI tool if the Staff member is deemed to be using the tool outside of this policy and its guidelines.