MUNICIPALITY OF THAMES CENTRE

REPORT NO.   **CAO-012-23**

TO: Mayor and Members of Council
FROM: Chief Administrative Officer
MEETING DATE: November 27, 2023

SUBJECT: **Information Technology (IT) Services – Additional Policy Updates**

RECOMMENDATION:

THAT Report No. CAO-012-23 be received for information;

AND THAT the proposed policies, as attached to Report No. CAO-010-23, be adopted as presented;

AND THAT these proposed policies be added to the Corporate Section of the Thames Centre Policy Manual:

- "Information Security" Policy (CP-A-11.5)
- "Malware Protection" Policy (CP-A-11.6)
- "Wireless Access" Policy (CP-A-11.7)
- "IT Access Control" Policy (CP-A-11.8)

PURPOSE:

The purpose of this Report is to present updated IT policies for Council's consideration and adoption.

BACKGROUND:

Additional Policy Updates

As Council is aware, Middlesex County provides IT services for the Municipality of Thames Centre. The County IT Department and Thames Centre each have their own respective policies in place to maintain the security and integrity of information technology infrastructure and to ensure ITS assets are used safely and appropriately.

In the past, Thames Centre's IT policies have been updated to be consistent with the policies of Middlesex County for operational purposes. At the July 17, 2023 Council meeting, Thames Centre Council adopted 4 updated IT policies, which had been recently adopted by Middlesex County Council prior to that on February 14, 2023.

On September 26, 2023, Middlesex County Council approved the following updated IT policies:

- Information Security Policy
- Malware Protection Policy
- Wireless Access Policy
- IT Access Control Policy

COMMENTS:

Additional Policy Updates

Municipal staff believe that Thames Centre's current IT policies should be updated to reflect Middlesex County's newly updated policies, to better align with industry standards and best practices. This also helps to provide consistent expectations in shared working environments. With respect to the above 4 new proposed policies, there aren't any existing similar policies currently in place at Thames Centre.

Municipal staff have reviewed Middlesex County's below IT Policies and feel that these policies are appropriate for Thames Centre.

The following provides information regarding each of the proposed new policies:

Information Security Policy

This policy protects system resources against inappropriate or undesired user access and/or data loss, through the following ways:

- Controlled access to IT systems and services
- Security of unique accounts
- Incident reporting
- Maintaining security
- Usage of hardware and software

Malware Protection Policy

This policy outlines the implementation and configuration of endpoint protection tools, user security awareness, early detection and mitigation security systems and ensure staff are aware of security policies in place on their IT assets.

Thames Centre shall work with Middlesex County ITS to ensure:

- Procedures and tools exist to guard against, detect, and report malicious software
- Middlesex County ITS personnel are trained and proficient in the use of the security solutions used to protect against malicious software
- Staff are aware of the security policies enforced on their workstations

<u>Wireless Access Policy</u>

This policy outlines the secure and appropriate use and configuration of Wireless Networks.

<u>IT Access Control Policy</u>

This policy protects system resources against inappropriate or undesired user access:

- All systems capable of accessing, storing, or modifying corporate data shall be configured in a manner which renders them inaccessible to unauthorized individuals, as defined in the Procedures section of this policy.

- Users or resources shall be granted access to systems or services with the minimum privileges necessary to fulfil their roles and responsibilities.

- All systems and services provided by or managed through Middlesex County ITS shall be subject to review under this policy to ensure they are compliant with the Procedures in this policy.

Reorganization of Corporate Policy Manual

A new policy category will be created under the Corporate Policy Manual titled, "Information Technology", which will contain all the new policies pertaining to Information Technology Services. All IT policies that have been previously approved by Council will be moved from the category, "Standards of Conduct" and will be renumbered under administrative authority to fit this new organizational structure.

Please see the list of IT policies below that will be renumbered:

- Acceptable Use of Technology – from CP-A-5.7 to **CP-A-11.1**
- ITS Asset Management – from CP-A-5.7.1 to **CP-A-11.2**
- Password – from CP-A-5.7.2 to **CP-A-11.3**
- Cell Phone & Mobile Device – from CP-A-5.7.3 to **CP-A-11.4**

If approved by Council, the policies listed in this report will be added to this new category.

FINANCIAL IMPLICATIONS:

None.

STRATEGIC PLAN LINK

Pillar: Responsive Leadership
Goal: Thames Centre encourages an environment of innovation, resilience and community through responsive leadership.

CONSULTATION:

C. Bailey, Director of Information Technology Services, Middlesex County
J. Nethercott, Interim Deputy Clerk

REFERENCES:

None.

ATTACHMENTS:

Draft Policies –

- "Information Security" Policy (CP-A-11.5)
- "Malware Protection" Policy (CP-A-11.6)
- "Wireless Access" Policy (CP-A-11.7)
- "IT Access Control" Policy (CP-A-11.8)

Prepared by: S. Henshaw, Interim Clerk

Reviewed by: D. Barrick, Chief Administrative Officer