BY-LAW NO: 24-23

Being a bylaw to adopt the Usage and Returning of Work-Related items 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 a Usage and Returning of Work-Related items Policy;

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

1. That the Usage and Returning of Work-Related items Policy and attached "Returned Work-Related Items" 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 "Usage and returning of Work-Related items Policy By-Law".

READ A FIRST, SECOND AND THIRD TIME, ENACTED AND FINALLY PASSED THIS 15th DAY OF MAY 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:	SUBJECT:
The Usage and Returning of Work-Related items	The Usage and Returning of Work-Related Items by Council, Staff, and Volunteer Firefighters
POLICY SECTION:	POLICY NO:
R	5
EFFECTIVE DATE: May 1. 2024	ENACTED BY: Resolution, By-Law 24-23

PURPOSE:
To define and describe the expectations and steps to be taken to return Work-Related items to the Township of The North Shore.

APPLICATION:
This policy applies to all current and future members of the Township of The North Shore Municipal Council, staff, and the Volunteer Fire Department.

DEFINITION:
"Individual" for the purpose of this Policy means any member of Council, Staff, or the Volunteer Fire Department

"Township Representative" for the purpose of this policy means Immediate Supervisor, or the Mayor or Designate, or the Clerk or Designate, or the Fire Chief.

"Work-Related Items" is defined as "Connected with your job or work" and includes, but is not limited to:

- The Individual's laptop computer and laptop computer accessories including mouse, any power cords, laptop computer bags or protective gear, stylus pens, printers.
- The Individual's work cellular telephone and cellular telephone accessories including any protective cases or screen covers, power cords.
- Any and all USB sticks, Jump drives, Flash drives, Thumb drives, Memory sticks, Data sticks, Back up devices, any other device that may be used to keep or transfer Township of The North Shore information. In the case where the memory device (as listed above) is owned by the Individual, the Township of The North Shore will ensure that all Township related information within the device is properly deleted from the device upon return of the Work-Related Items.
- Any and all documents, or duplicates of documents, that are the property of the Township of The North Shore
- Any and all login and password information, combinations, security codes, and key codes that are used during their Council term or employment at the Township of The North Shore
- Any and all keys to the Township of The North Shore Municipal Office, cupboards, file cabinets, mailboxes, vehicles, and buildings
- Any and all Credit Cards, banking cards, gas cards, and any other financial or banking items used or acquired during the Council term or employment at the Township of The North Shore.
- Any and all notes, records, reports, drawings or other documents, executed by or acquired by the Individual in the course of their Council term or employment.

- Any and all tools and equipment, safety devices or personal protection equipment, uniforms, Township branded clothing, fire department turnout gear, or any other item acquired by the Individual in the course of their Council term or employment.

GENERAL:

Work-Related Items supplied by the Township of The North Shore and Work-Related Items executed by or acquired by the Individual during the course of their Council term or employment shall remain or become the property of the Township of The North Shore.

All Work-Related Items shall only be used for Township of The North Shore business and the Individual shall do nothing to cause damage recklessly or intentionally to the Work-Related Items.

The Individual shall comply with all applicable Township of The North Shore policies when using the Work-Related Items.

EXPECTATIONS:

The Individual shall surrender all Work-Related items to the applicable Township Representative in person. All items returned to the applicable Township Representative will be confirmed as received and a "Returned Work-Related Items" form (Appendix A) will be signed by both parties involved in the reviewing of the returned Work-Related items. A copy of the signed "Returned Work-Related Items" form (Appendix A) will be provided to the Individual.

The Individual shall return all Work-Related items by the end of the last scheduled workday during regular business hours (9:00 AM - 4:30 PM) after giving notice of Resignation.

The Individual shall return all Work-Related items within two (2) business days, by the end of the workday during regular business hours (9:00 AM - 4:30 PM) after notice is given of Termination. At the time the Individual returns the Work-Related items, all personal items that are owned by the Individual shall be returned to the Individual. The Individual, at their discretion, may forward a list of personal items to be gathered to the applicable Township Representative.

The Individual shall return all Work-Related Items prior to taking a leave of absence scheduled for more than two weeks. If the Individual's leave of absence is unexpectedly extended so that it lasts longer than two weeks, that Individual should use reasonable efforts to contact the applicable Township Representative to arrange for return of the Work-Related Items.

The Individual shall surrender all Work-Related Items in good working order upon request from the Township of The North Shore or prior to their separation (of any form) from the Township of The North Shore.

If the Individual fails to return the Work-Related Items in the manner or timeline as described in this Policy, the Ontario Provincial Police may be notified.

Returned Work-Related Items

ITEMS	DATE OF RETURN	INDIVIDUAL INITIALS	TOWNSHIP REPRESENTATIVE INITIALS
Laptop Computer with power cords			
Laptop Computer bag/protective gear			
Laptop Computer mouse			
Laptop Computer stylus pens			
Printer with power cords			
Printer paper			
Township Cellular Telephone with power cords, covers, protective cases/screens			
USB sticks/Jump drives/Flash drives/Thumb drives/Memory sticks/Data sticks/Backup devices			
Login and password information			
Combinations, security codes, any key codes			
Outside doors office keys			
Inside doors office keys			
File cabinet/cupboard keys			
Keys to Landfill, Public Works keys			
Vehicle keys			
Township Credit Card			
Township banking cards, gas cards			
Banking login "keychain"			
Any and all notes/records, reports, drawings			
Policy binders, Zoning By-laws, Official Plan			
Procedure By-Law, manuals, forms			
Tools or equipment			
Safety devices/Personal protective equipment			
Uniforms or Township branded clothing			
Fire Department turnout gear			
Other:			
Other:			
Other:			

By signing this form, I am confirming that all (applicable) items have been returned to the Township of The North Shore per the Usage and Returning of Work-Related Items Policy.

Individual Signature

Township Representative Signature

TOWNSHIP OF THE NORTH SHORE

COPY

Resolution # 147

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

REGULAR COUNCIL MEETING

MEETING DATE: May 15th, 2024

AGENDA ITEM(S): 9a)

MOVED BY: L. Menard

SECONDED BY: T. Simon

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore approve By-Law 24-23 being a by-law to adopt the Usage and Returning of Work-Related items 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)