



BY-LAW NO: 23-16

**Being a bylaw to adopt the Cell Phone 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 Cell Phone Policy;

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

1. That the Cell Phone Policy attached hereto as Schedule "A" be adopted.
2. That Schedule "A" be declared to form part of this by-law.
4. This by-law shall come into force and take effect on the date of passing thereof and its short title is "Cell Phone Policy By-Law".

READ A FIRST, SECOND AND THIRD TIME, ENACTED AND FINALLY PASSED THIS 1st DAY OF MARCH, 2023.


Tony Moor, Mayor


Rachel Jean Schneider, Clerk

THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE

POLICY MANUAL

POLICY TITLE:

Cell Phones

SUBJECT:

Cell Phone Operating Guidelines
and Etiquette

POLICY SECTION:

C

POLICY NO:

2

EFFECTIVE DATE:

December 12, 2012

ENACTED BY:

AMENDED:

February 15, 2023

Resolution, By-Law 23-16

To facilitate the efficient conduct of business, cell phones may be required by certain individuals who are frequently in the field and/or need to provide a timely response. This includes but is not limited to employees and elected officials whose duties involve public safety issues, on call/standby duties, employees who during the normal course of employment perform their duties away from their assigned workspace, and employees and elected officials who have demonstrated a need to be in contact with their office. All cell phone allowances must be approved by the Council of the Township of the North Shore.

The purpose of this policy is to establish and provide operating guidelines for cost effective cell phone services to the Township of the North Shore employees. The Township reserves the right to change these policies and rules at any time.

1. Cell phones are to be used responsibly. This includes not talking on the phone or texting while driving.
2. Upon leaving employment or elected office, the individual must return the phone to the Township of The North Shore office.
3. The cell phone will be provided by the Township of The North Shore, unless an elected official chooses to use their own personal phone with their own personal phone number. The cost of the service for the use of a personal cell phone will be reimbursed to the elected official at an amount determined by Council.

Cell Phone Etiquette

Please observe good cell phone etiquette.

- If you are meeting with others, turn your cell phone off. If you take a call during a meeting you're sending a message to the others that you do not respect them or value their time or that they are not as important as the person who has called.
- If there is a call you absolutely must take (which should be rare), advise the people you are meeting with in advance that you must take the call. Set the phone to vibrate and when it rings excuse yourself from the room while you take the call. Keep the call as brief as possible.