BY-LAW NO: 23-56

Being a bylaw to adopt the Part Time Assistant 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 Part Time Assistant Policy;

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

1. That the Part Time Assistant Policy attached 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 "Part Time Assistant Policy By-Law".

READ A FIRST, SECOND AND THIRD TIME, ENACTED AND FINALLY PASSED THIS 16th DAY OF AUGUST 2023.

Tony Moor, Mayor

Rachel Jean Schneider, Clerk

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:
Part Time Assistant		Assistant to Staff
POLICY SECTION:		POLICY NO:
P		7
EFFECTIVE DATE:	November 2, 2015	ENACTED BY:
AMENDED DATE:	July 12, 2023	Resolution, By-law 23-56

The Corporation of the Township of the North Shore recognizes that there will be events that result in the need to obtain assistance with a staff member's day to day duties.

Assistance from the Part Time Assistant may be needed to help ensure that the Township of The North Shore day-to-day tasks, special projects, and any other duty as required are completed in an effective and timely manner (when possible), to provide coverage in the case of emergency, illness, or short-term or long-term absenteeism, and due to duties that require, at the least, a two-person team.

When assistance is needed, the Clerk will give as much advance notice as possible to the Part Time Assistant to ensure availability. If the Part Time Assistant is unavailable and there will not be coverage provided during the case of an emergency, illness, or during a short-term or long-term absence, the Township of The North Shore's Office Unforeseen Incidents policy will be followed.

Ideally, the Part Time Assistant will be a resident of the Township of the North Shore and/or will be qualified for the position with experience working in an office setting. If every effort does not produce such, an outside Assistant will be considered.

The Part Time Assistant compensation will be based on the average wage for the position in Ontario and will be reviewed annually.