


TOWN OF NIVERVILLE

Minutes of the regular meeting of the Niverville Town Council held on January 2, 2024, at 9:00 a.m. at the Niverville Community Resource and Recreation Centre. In attendance were Mayor Myron Dyck, Deputy Mayor Chris Wiebe, Councillors Nathan Dueck, Bill Fast and Meghan Beasant.

- Res#01-24  
Agenda  
B. Fast – M. Beasant  
BE IT RESOLVED that the agenda be approved as presented.  
“Carried”
- Res#02-24  
Minutes  
N. Dueck – B. Fast  
BE IT RESOLVED that the minutes of the regular Council meeting held on December 19, 2023 be approved as presented.  
“Carried”  
Mayor Dyck wished everyone a Happy New Year.
- Res#03-24  
Accounts  
C. Wiebe – B. Fast  
BE IT RESOLVED that cheque nos. 43669 to 43695 totalling \$147,922.98 be hereby approved for payment.  
“Carried”
- Res#04-24  
HR1-13  
C. Wiebe – B. Fast  
BE IT RESOLVED that Council approves an amendment to the Electronic Communication Device Policy HR1-13, which is now specific to the expectations and use of Town issued cell phones and other communication devices at work for the Executive Management Team, copy of which is attached hereto as Schedule “A”.  
“Carried”
- Res#05-24  
HR1-24  
B. Fast – M. Beasant  
BE IT RESOLVED that Council adopts policy HR1-24 Electronic Communication Device Policy- Staff (Town Equipment), which lays out the expectations and use of Town issued cell phones and other communication devices at work to staff, copy of which is attached hereto as Schedule “B”.  
“Carried”
- Res#06-24  
HR2-24  
C. Wiebe – B. Fast  
BE IT RESOLVED that Council adopts policy HR2-24 Electronic Communication Device Policy- Personal Devices, which lays out the expectations and use of personal cell phones and other communication devices at work for staff, copy of which is attached hereto as Schedule “C”.  
“Carried”
- Res#07-24  
Adjourn  
B. Fast – M. Beasant  
BE IT RESOLVED that the meeting be adjourned. (9:09 a.m.)  
“Carried”

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Chief Administrative Officer

Schedule "A"



Town Of Niverville-Human Resources

<b>Policy No. HR1-13:</b>	<b><u>Electronic Communication Device Policy - EMT</u></b>	
<b>Effective Date:</b>	<b><u>February 5, 2013</u></b>	<b>Resolution# <u>29-13</u></b>
<b>Revision Date:</b>	<b><u>January 2, 2024</u></b>	<b>Resolution# <u>04-24</u></b>

**Purpose:** This policy lays out the expectations and use of Town issued cell phones and other communication devices at work for the Executive Management Team (EMT). Its purpose is to protect both the employee and the Town. Inappropriate use of communication devices at work not only reduces productivity but may be unsafe and even illegal in some cases. It can cause injuries because it is distracting and may interfere with the proper and safe use of equipment and machinery. Devices may get tangled in machinery or interfere with the proper use of personal protective equipment. Employees involved in accidents in which they or others are injured may result in the Town being held vicariously liable. All of this is preventable by using common sense and acting reasonably.

It is expected that members of the EMT, unless otherwise approved by the Chief Administrative Officer (CAO), carry their phones at all times, ensure that "read receipts" for text messages is turned on, or provide an acknowledgement within 15 minutes or when safe to do so (Section 4 b.), and have the emergency override ringtone turned on for all members of the EMT.

Members of the EMT have the ability to grant or revoke privileges to their staff regarding device usage during work hours.

1. **Devices Covered:** The devices covered by this Policy includes all cell phones, two-way radios and other wireless devices, whether owned by the Town or the employee (collectively referred to as "Devices").
2. **Persons Covered:** This Policy applies to the Executive Management Team of the Town whether full time or part time.
3. **Activities Covered:** This Policy applies to any and all activities occurring while at or in the course of work, including operating equipment and motor vehicles, whether or not owned by the Town. The Policy applies to all actions, conversations and communication during work hours, whether personal or business-related. Above and beyond this Policy, laws of general application may apply, and employees are required to know of and conduct themselves consistently with those as well.
4. **Prohibited Uses:**
  - a. **General**

While at work, employees are expected to focus on work and may not inappropriately use any Device in the workplace for any inappropriate purposes, including but not limited to:

    - Playing games;
    - Listening to podcasts or other broadcasts;
    - Surfing or accessing the internet for personal purposes (including Facebook, Twitter, Google, etc.); or

- Personal calls, email, posts or other communication (other than noted below)

During work hours, employees are expected to use Devices, other than those specifically not permitted, for work related purposes only. The Town understands that occasions may occur where employees will use Devices to contact family regarding urgent matters. The Town expects that these employee conversations will be for urgent matters only, will be brief and conducted in a safe manner. The CAO will address concerns with employees if the perception is that this privilege is being abused.

There is no expectation of privacy in the use or storage of material on such Devices, and the Town reserves the right to access and search such Devices as needed. Employees using Town issued Devices for personal use will be responsible to reimburse the Town for any charges incurred over and above the Device contract, eg. Roaming charges, unless pre-approved by CAO.

b. Driving

While operating a vehicle, employees may not answer a communication device unless they are using a hands-free device *or* until they pull over in a safe spot *or* let a passenger answer the call. Employees using a hands-free device are strongly encouraged to keep calls as brief as possible and to pull off the roadways when conversation becomes technical in nature (i.e. safety is the absolute first priority).

c. Camera Imaging

It is understood by the Town, that as members of the EMT, Town owned Devices may be your primary device, and may be used for personal as well as work related purposes.

d. Music, Podcasts, etc.

Devices shall not be used to play podcasts or any other broadcasts while an employee is at work.

5. **Emergency Measures Organization (EMO) Radios** – The CAO, Director of Operations and the Mayor will be provided two-way radios in the case of an emergency situation within the Town. If at any time these individuals terminate their employment, it is expected that the radio and any related equipment be returned to the Town.
6. **Broken or Lost Phones:** Employees will be responsible for paying the current buy out cost of the phone prior to being issued a new phone. There are limited circumstances where this may be waived and will be at the discretion of the CAO.
7. **Upgrades:** From time to time the Town may upgrade phones. It is expected that the old phone be returned to the Town. It may be reallocated or used in an emergency situation. Town issued phones will be supplied with appropriate cases and accessories. It is expected that all cases and accessories be returned with the phone.
8. **Termination of employment** – at the end of employment, it is expected that the employee return the phone, case and all accessories. Other arrangements may be made at the discretion of the CAO.
9. **Violations:** Employees found in breach of this Policy will be subject to disciplinary measures up to and including dismissal, depending on circumstances. If in doubt about any potential use, an employee should contact his/her manager and ask for clarification before acting.

*I have read and will abide by both the letter and spirit of this Policy. I recognize and accept that it is subject to change from time to time by the Town in its discretion.*

Employee's Name (printed): \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Schedule "B"



Town Of Niverville-Human Resources

Policy No. HR1-24: Electronic Communication Device Policy – Staff (Town Device)

Effective Date: January 2, 2024

Resolution# 05-24

Revision Date: \_\_\_\_\_

Resolution# \_\_\_\_\_

**Purpose:** This policy lays out the expectations and use of Town issued cell phones and other communication devices at work to staff. Its purpose is to protect both the employee and the Town. Inappropriate use of communication devices at work not only reduces productivity but may be unsafe and even illegal in some cases. It can cause injuries because it is distracting and may interfere with the proper and safe use of equipment and machinery. Devices may get tangled in machinery or interfere with the proper use of personal protective equipment. Employees involved in accidents in which they or others are injured may result in the Town being held vicariously liable. All of this is preventable by using common sense and acting reasonably.

It is expected that staff with Town issued cell phones, unless otherwise approved by the manager or the Chief Administrative Officer (CAO), carry their phones at all times, and ensure that “read receipts” for text messages is turned on, or provide an acknowledgement of receipt within 15 minutes or when safe to do so (Section 4 b.).

1. **Devices Covered:** The devices covered by this Policy includes all cell phones, two-way radios and other wireless devices, whether owned by the Town or the employee (collectively referred to as “Devices”).
2. **Persons Covered:** This Policy applies to employees of the Town with Town issued devices, whether full time, part time, casual or seasonal, excluding members of the Executive Management Team.
3. **Activities Covered:** This Policy applies to any and all activities occurring while at or in the course of work, including operating equipment and motor vehicles, whether or not owned by the Town. The Policy applies to all actions, conversations and communication during work hours, whether personal or business-related. Above and beyond this Policy, laws of general application may apply, and employees are required to know of and conduct themselves consistently with those as well.

**4. Prohibited Uses:**

e. General

While at work, employees are expected to focus on work and may not inappropriately use any Device in the workplace for any inappropriate purposes, including but not limited to:

- Playing games;
- Listening to podcasts or other broadcasts;
- Surfing or accessing the internet for personal purposes (including Facebook, Twitter, Google, etc.); or
- Personal calls, email, posts or other communication (other than noted below)

During work hours, employees are expected to use Devices, other than those specifically not permitted, for work related purposes only. The Town understands that occasions may occur where employees will use Devices to contact family regarding urgent matters. The Town expects that these employee conversations will be for urgent matters only, will be brief and conducted in a safe manner. Town department managers will address concerns with employees if the perception is that this privilege is being abused.

While at work, employees who have been issued a Town owned Device may only use it for work related purposes. There is no expectation of privacy in the use or storage of material on such Devices, and the Town reserves the right to access and search such Devices as needed. Employees using Town issued Devices for personal use will be responsible to reimburse the Town for any charges incurred over and above the Device contract, e.g. Roaming charges, unless pre-approved by CAO.

f. Driving

While operating a vehicle, employees may not answer a communication device by any means (text or call) unless they are using a hands-free device *or* until they pull over in a safe spot *or* let a passenger answer the call. Employees using a hands-free device are strongly encouraged to keep calls as brief as possible and to pull off the roadways when conversation becomes technical in nature (i.e. safety is the absolute first priority).

g. Camera Imaging

It is understood by the Town, that Town owned Devices may be your primary device, and may be used for personal as well as work related purposes.

h. Music, Podcasts, etc.

Devices shall not be used to play podcasts or any other broadcasts while an employee is at work.

5. **Permitted Uses:** Employees may use Devices for personal use while on a coffee or lunch break or as permitted by this Policy.
6. **Broken or Lost Phones:** Employees will be responsible for paying the current buy out cost of the phone prior to being issued a new phone. There are limited circumstances where this may be waived and will be at the discretion of the CAO.
7. **Replacement:** From time to time the Town may upgrade phones. It is expected that the old phone be returned to the Town. It may be reallocated or used in an emergency situation. Town issued phones will be supplied with appropriate cases and accessories. It is expected that all cases and accessories be returned with the phone.
8. **Termination of Employment:** At the end of employment, it is expected that the employee return the phone, case and all accessories. Other arrangements may be made at the discretion of the CAO.
9. **Violations:** Employees found in breach of this Policy will be subject to disciplinary measures up to and including dismissal, depending on circumstances. If in doubt about any potential use, an employee should contact his/her manager and ask for clarification before acting.
10. **Phone Privilege:** The Town reserves the right to withdraw the privilege of supplying a Town owned Device to staff at any time.

*I have read and will abide by both the letter and spirit of this Policy. I recognize and accept that it is subject to change from time to time by the Town in its discretion.*

Employee's Name (printed): \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Schedule C



Town Of Niverville-Human Resources

Policy No. HR2-24: Electronic Communication Device Policy- Personal Devices

Effective Date: January 2, 2024

Resolution# 06-24

Revision Date: \_\_\_\_\_

Resolution# \_\_\_\_\_

**Purpose:** This policy lays out the expectations and use of personal cell phones and other communication devices at work for staff. Its purpose is to protect both the employee and the Town. Inappropriate use of communication devices at work not only reduces productivity but may be unsafe and even illegal in some cases. It can cause injuries because it is distracting and may interfere with the proper and safe use of equipment and machinery. Devices may get tangled in machinery or interfere with the proper use of personal protective equipment. Employees involved in accidents in which they or others are injured may result in the Town being held vicariously liable. All of this is preventable by using common sense and acting reasonably.

1. **Devices Covered:** The devices covered by this Policy includes all cell phones, two-way radios and other wireless devices, whether owned by the Town or the employee (collectively referred to as “Devices”).
2. **Persons Covered:** This Policy applies to all employees of the Town who do not have a Town provided device, whether full time, part time, casual or seasonal.
3. **Activities Covered:** This Policy applies to any and all activities occurring while at or in the course of work, including operating equipment and motor vehicles, whether or not owned by the Town. The Policy applies to all actions, conversations and communication during work hours, whether personal or business-related. Above and beyond this Policy, laws of general application may apply, and employees are required to know of and conduct themselves consistently with those as well.
4. **Prohibited Uses:**
  - i. **General**

While at work, employees are expected to focus on work and may not inappropriately use any Device in the workplace for any inappropriate purposes, including but not limited to:

    - Playing games;
    - Listening to music, podcast or other broadcast;
    - Surfing or accessing the internet for personal purposes (including Facebook, Twitter, Google, etc.); or
    - Personal calls, email, posts or other communication (other than noted below)

During work hours, employees are expected to use Devices, other than those specifically not permitted, for work related purposes only. The Town understands that occasions may occur where employees will use Devices to contact family regarding urgent matters. The Town expects that these employee conversations will be for urgent matters only, will be brief and conducted in a safe manner. Town department



managers will address concerns with employees if the perception is that this privilege is being abused.

j. Driving

While operating a vehicle for Town authorized purposes, employees are not expected to answer a communication device (either text or call) unless they are using a hands-free device *or* until they pull over in a safe spot *or* let a passenger answer the call. Employees using a hands-free device are strongly encouraged to keep calls as brief as possible and to pull off the roadways when conversation becomes technical in nature (i.e. safety is the absolute first priority).

k. Camera Imaging

Personally owned devices may be used for work related purposes at the request of the manager for tracking of work-related information.

l. Music, Podcasts, etc.

Devices shall not be used to play music, podcasts or any other broadcasts while an employee is at work.

**5. Permitted Uses:** Employees may use Devices while on a coffee or lunch break or as permitted by this Policy.

**6. Violations:** Employees found in breach of this Policy will be subject to disciplinary measures up to and including dismissal, depending on circumstances. If in doubt about any potential use, an employee should contact his/her manager and ask for clarification before acting.

*I have read and will abide by both the letter and spirit of this Policy. I recognize and accept that it is subject to change from time to time by the Town in its discretion.*

Employee's Name (printed): \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_