



**Date: July 28, 2010**

**City Council  
Committee Report**

**To: Mayor & Council**

**Fr: Sharen McDowall, Human Resources Manager**

**Re: City of Kenora Procurement and use of City of Kenora Supplied Cellular Phones**

**Recommendation:**

**That** Council hereby approves a Procurement and Use of City of Kenora Supplied Cellular Phone Policy # HR-2-22; and further

That Council give three readings to a by-law to amend the Comprehensive Policy Manual for this purpose.

**Background:**

The City has completed an inventory of City issued Cellular phones. There is no consistent manner in which departments allocate out phones. There are no guidelines in place to determine what positions should carry a cellular phone or what position should have a SmartPhone. The City does not have any mechanisms in place for monitoring use or auditing of misuse of the cellular phone.

With the increased use of cellular/SmartPhones for communication between staff, it is necessary to implement consistent processes for departments to follow.

At the present time there are numerous different packages being used. There is no formal process in place for tender of service providers. Our commitment with KMTS is coming to an end and we have the opportunity to RFP for a cellular service provider and review our packages.

This policy also reiterates the important of hands-free operation in a vehicle. The implementation of a new City of Kenora Cellular policy is a commitment to staff and the community safety.

**Communication Plan/Notice By-law Requirements:**

The new policy will be circulated to all Managers and Supervisors and will posted on the City Portal.