



Administrative Policy # 2025-07

Cell Phone Use During Council and Committee Meetings

1. Purpose:

To ensure that Council and Committee meetings are conducted in a respectful, orderly, and distraction-free environment, while still allowing for appropriate use of mobile devices when necessary

2. Scope:

This policy applies to all members of Council, Committee members, staff, and members of the public attending Town of Digby Council or Committee meetings.

3. Policy Statement:

General Prohibition on Disruptive Use Cellphones and other personal electronic devices must be turned off or placed in silent/vibrate mode during all Council and Committee meetings. The use of ringtones, notification sounds, speakerphone functions, or any other audio features is strictly prohibited during meetings.

4. Permitted Uses

Devices may be used discreetly for the purpose of reviewing agendas, reference materials, or municipal documents relevant to the meeting. Text or email communication may be permitted only if it is related to the business of the meeting and does not cause distraction. Members may step out of the meeting room to take urgent calls.

5. Prohibited Uses

During Meetings Personal texting, social media posting, gaming, or unrelated internet browsing. Recording, photographing, or live streaming without prior authorization from the Chair or the Chief Administrative Officer is prohibited.

6. Public Attendance

Members of the public attending meetings must silence their devices. Calls or texts should be handled outside the Council Chambers to avoid disruption.

7. Enforcement

The Chair has the authority to remind members or attendees of this policy. Continued disregard for the policy may result in a recess being called, removal from the meeting, or other measures permitted under procedural rules.

8. Other

8.1 This policy will be reviewed from time to time and can be changed because of experience or new knowledge but shall be reviewed no later than five (5) years from the date of adoption.

Clerk's Annotation for Official Policy Book

Date of Notice: August 18, 2025

Date of adoption: September 2, 2025

Policy effective date: September 3, 2025

I certify that Administrative Policy # 2025-07 Cell Phone Use During Council and Committee Meetings was adopted by Council as indicated above.



Clerk

September 3, 2025

Date

Town of Digby – Cellphone Use During Meetings

To ensure a respectful and distraction-free environment:

- Please turn off or silence all cellphones and electronic devices.
- Use devices only for meeting-related purposes.
- No personal calls, texts, social media, or unrelated browsing during the meeting.
- Urgent calls should be taken outside the meeting room.
- Recording or photographing requires prior approval from the Chair or CAO.

Thank you for helping maintain order and respect in our meetings.

Town of Digby CELLPHONE USE DURING MEETINGS

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distraction-free environment:



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cellphones and electronic devices



Use devices only for meeting-
related purposes



No personal calls, texts, social
media, or unrelated browsing
during the meeting



Urgent calls should be taken
outside the meeting room



Recording or photographing
requires prior approval from
the Chair or CAO

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