



Policy: Council Cellphone and Internet Costs Reimbursement Policy

Date Originally Approved: October 26, 2017

Motion: "That Council approves the Council Cell Phone & Internet Costs Reimbursement Policy as presented." Motion Carried.

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Date Amended: January 25, 2018

Motion: "That Council approves the amended Council Cell Phone & Internet Costs Reimbursement Policy, as presented." Motion Carried.

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## **Council Cellphone and Internet Costs Reimbursement Policy**

### **Purpose**

The purpose of this policy is to allow appropriate reimbursement to members of Council who use personal cellphones and internet for Council-related activities during their term.

### **Definitions**

*Council* - means the Council for the Municipality of the County of Colchester.

*Councillor* – means an elected member of Council.

*Municipality* - means the Municipality of the County of Colchester.

*Device* – means any electronic communication tool requiring cellular or internet service (e.g. cellular phone, tablet).

### **Principles Supporting Policy**

- 1) Although Colchester Councillors are issued Municipality owned and maintained laptops and e-mail accounts for Council duties, the Municipality recognizes that many members of Council use personal cellphones and personal internet access in carrying out their duties as a Councillor.
- 2) A flat rate reimbursement is intended to be a reasonable contribution to the expense taking into account the Councillor's expense and use of personal devices and/or internet access.
- 3) A Councillor is not entitled to reimbursement if the costs of the device and/or internet service are already paid for by a third party.

### **Terms of Policy**

- 1) The rate of reimbursement will be a set amount per month for combined device and internet charges per Councillor (2017/18 fiscal year is \$75 per month/per Councillor) and is subject to review by Corporate Services based on actual expense and usage by the Councillor for Council business.
- 2) In order to receive the reimbursement, a Councillor will be required to sign a compliance form that will commit the Councillor to:
  - Acknowledge that any device or service account used for Council duties is subject to access in the event of a Freedom of Information and Protection of Privacy Act (FOIPOP) inquiry, legal investigation, or matter deemed permissible by the CAO;

- Provide information (telephone number, service providers, e-mail addresses) about any device or account used for any Council duties;
  - Will not permit any other person to use the device;
  - Will adhere to the Municipality’s policy on technology use and will refrain from any illegal or illicit usage.
  - Will preserve and protect all records created by the Councillor and will only permit the records to be destroyed in accordance with the Municipality’s Records Management Policy including after the Councillor is no longer in office.
  - Will co-operate with Municipal staff to permit staff to make duplicate copies of the records.
  - Will not permit any other person access to Municipality records.
  - Will indemnify the Municipality from any liability relating to illegal use of a device or internet account used by the Councillor.
  - Acknowledge that the reimbursement offered pursuant to this Policy is the extent of the Municipality’s obligation and that under no circumstances is the Municipality responsible for other charges related to the use of a device or internet service.
  - Inform the CAO, via a PIIDPA form, of any anticipated out-of-country use of cell or internet service, whether on a Municipality or personal device, to facilitate obligatory PIIDPA reporting.
- 3) A Councillor that prefers not to use his/her personal device for Council business may request the use of a County-owned device.
- 4) A Councillor using a Municipality owned device is not eligible for cell phone or internet costs reimbursement.

<b>Clerk’s Annotation For Official Policy Book</b>	
Date of Notice to Council Members of Intent to Consider (7 days minimum):	<u>October 6, 2017</u>
Date of Passage of Current Policy:	<u>October 26, 2017</u>
I certify that this Policy was adopted by Council as indicated above.	
<u>Rob Simonds</u> Municipal Clerk	<u>November 3, 2017</u> Dated

## Council Cellphone and Internet Cost Reimbursement Form

The purpose of this form is to allow appropriate compensation to Councillors who use personal or **business** cell phones and internet for Council-related activities during their term of Council.

By completing this form, the signatory commits to:

- Acknowledge that any device or service account used for Council duties is subject to access in the event of a Freedom of Information and Protection of Privacy Act (FOIPOP) inquiry, legal investigation, or matter deemed permissible by the CAO;
- Provide information (telephone number, service providers, e-mail addresses) about any device or account used for any Council duties;
- Will not permit any other person to use the device;
- Will adhere to the Municipality's policy on technology use and will refrain from any illegal or illicit usage.
- Will preserve and protect all records created by the Councillor and will only permit the records to be destroyed in accordance with the Municipality's Records Management Policy including after the Councillor is no longer in office.
- Will co-operate with Municipal staff to permit staff to make duplicate copies of the records;
- Will not permit any other person access to Municipality records;
- Will indemnify the Municipality from any liability relating to illegal use of a device or internet account used by the Councillor;
- Acknowledge that the reimbursement offered pursuant to this Policy is the extent of the Municipality's obligation and that under no circumstances is the Municipality responsible for other charges related to the use of a device or internet service;
- Inform the CAO, via a PIIDPA form, of any anticipated out-of-country use of cell or internet service, whether on a Municipality or personal device, to facilitate obligatory PIIDPA reporting.

Privately owned device(s) used for Council duties:

<b>Device</b>	<b>Phone # and/or Email Associated with Device</b>	<b>Service Provider and Account #</b>

**Council Member Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_