

Title: Internet Services for Members of Council

Policy No: 1009

Effective Date: October 12, 2021

Motion Number: 21.10.504

Supersedes Policy No: None

Review Date: October 12, 2024



Purpose: Greenview will establish the parameters for providing effective internet for Members of Council at their primary residence within Greenview to ensure that Members of Council can communicate and exchange information and files at an effective speed.

1. DEFINITIONS

- 1.1. **Digital Communication Tools** means Greenview issued electronic equipment, including but not limited to: cellphones, tablets, laptops, cell phone boosters, cellular data, and residential internet plans, installation, servicing, repair and replacement costs, and other digital equipment as required or authorized by the supervisors or the Chief Administrative Officer.
- 1.2. **Greenview** means the Municipal District of Greenview No. 16.
- 1.3. **Primary Residence** means the address within Greenview where the Member spends the majority of the year.

2. POLICY

- 2.1. Internet, email and social media are essential tools for Members of Council.
- 2.2. Each Member of Council will have access to an effective internet connection from their primary residence.
- 2.3. Greenview will reimburse Members of Council for 100% of the monthly costs of an appropriate internet service and 100% of the installation costs and required hardware directly related to the connection to the Internet Service Provider. If a Councillor wishes to obtain a higher cost service, Greenview will reimburse the Councillor for an amount equivalent to the lower cost alternative.
- 2.4. Personal use of an internet connection is expected, but any additional charges generated by personal use will not be eligible for reimbursement.
- 2.5. If a Member of Council resigns their position in office before the end of the four-year term, installation costs shall be repaid on a prorated bases over a three year period. Council may waive the repayment by motion.

- 2.6. If a Member of Council already has effective internet service, monthly costs will be reimbursed from the date where Digital Communication Tools (laptop, iPad/tablet, iPhones, etc.) were issued by Greenview to Council Members. Council Members will be reimbursed for any SIM cards purchased by the Member from the same date, for use in Greenview issued electronic equipment.
- 2.7. Expenses for an appropriate internet service may be claimed by the Member of Council as part of regular expense claims. At the time that the service or the claim is initiated, a copy of the bill shall be submitted. Subsequent expense claims do not require a copy of the internet service bill, unless the cost of the service changes, or a copy of the current bill is requested.
- 2.8. An annual review of internet service rates will be conducted to ensure the policy continues to meet the needs of Council members.