

CENTRAL COAST REGIONAL DISTRICT
POLICIES

A-23 – Purchase and use of Communication Tools

Preamble: The regional district recognizes the necessity for designated personnel to be available to be contacted beyond the office hours of operation and when they are away from the office telephone and email communications. This is particularly important in the case of local or regional emergency situations. The regional district also recognizes that there are cost implications to the organization for having certain personnel available for contact at all times.

It is also understood that communication tools can and will be used for personal business not related to the regional district.

For the purposes of this policy, communication tools include cellular phones, Blackberries and satellite phones

Policy: Three positions are key to the application of this policy:

a) The Board Chair

The board chair is required to provide a cell phone or Blackberry at personal expense. Pursuant to active bylaws related to expense reimbursement, the board chair will be issued a monthly allowance in recognition of costs incurred for cell phone use related to regional district business. In the event that costs exceed the monthly allowance, or in the event that the monthly allowance is deemed insufficient, the regional district may consider an amendment to the expense reimbursement bylaw.

b) The Chief Administrative Officer

The Chief Administrative Officer (CAO) is required to provide a cell phone or Blackberry at personal expense. The CAO will be issued a monthly allowance in recognition of costs incurred for its use for regional district business. The amount of the allowance will be determined in conjunction with the annual evaluation process, but before December 31 for the following year.

c) The Emergency Program Coordinator

The Assistant Emergency Program Coordinator (EPC) is required to provide a cell phone or Blackberry at personal expense. The EPC will be issued a monthly allowance in recognition of costs incurred for its use for regional district business. The amount of the allowance will be determined ~~by the CAO~~ in conjunction with the annual review ~~of contract scope process~~ before December 31 ~~which will apply~~ for the following year.

~~Where the monthly allowance is deemed insufficient by the CAO, as a result of attending to at an emergency event, additional actual incremental costs will be paid relative to Amounts will be specified according to~~ the level of service ~~as provided by contract~~, as follows:

- i) when the EPC is operating at level 1(a)
- ii) when the EPC is operating at level 1(b)
- iii) when the EPC is operating at level 2 etc.

Board Meeting
JUL 10 2014

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In addition to the foregoing, the regional district will provide a satellite phone for use by the EPC in those situations where regular telephone or cellular telephone services are not available. All charges applicable to ownership and use of the satellite phone will be paid by the regional district.

In all cases, the owners of the cell phones or Blackberries are required to provide evidence of annual use and cost if requested by the board of directors or the CAO.

Adopted: May 12, 2011

Proposed amendment: July ~~12~~ 10, 2014

Rationale: To reimburse the Assistant Emergency Program Coordinator for additional costs over the \$100 per month stipend, in the event of having to enact the Central Coast Regional District Emergency Plan.