

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	AM - 1.2.1.1
Section Council and Committees	Subject Internet Reimbursement Policy

1. APPLICATION

This policy applies for all members of Municipal Council.

2. AUTHORITY

Sections 3(bhb)(i); 23 and 24, *Municipal Government Act*, as amended

3. PURPOSE

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

4. DEFINITIONS

- (1) *Council* - means the Council for the Municipality of the County of Annapolis;
- (2) *Councillor* – means an elected member of Municipal Council for the Municipality of the County of Annapolis;
- (3) *Municipality* - means the Municipality of the County of Annapolis;

5. POLICY PRINCIPLES

- (1) Although Councillors are issued Municipally-owned and maintained laptops and e-mail accounts for Council duties, the Municipality recognizes that members of Council use 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 internet access.

6. PROVISIONS

- (1) The rate of reimbursement will be \$75 per month for personal internet charges per councillor and is subject to periodic review and amendment by Municipal Council.
- (2) In order to receive the reimbursement, a Councillor must:
 - (a) Adhere to all Municipal policies and practices related to technology use;
 - (b) Preserve and protect all municipal records in their custody and only destroy or permit the records to be destroyed in accordance with *AM-1.5.4 Records Management Policy* including after the councillor is no longer in office;
 - (c) 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 internet service;
 - (d) Reimbursement of internet for councillors is provided as a taxable benefit.
 - (e) Internet reimbursement shall be listed as a reportable municipal expense in public disclosures as required by the Province.
 - (f) Should any councillor wish not to receive reimbursement, the councillor may complete and submit a waiver of reimbursement.

