

SECTION: LEGISLATIVE	SUBJECT: INTERNET/COMPUTER USE COST REIMBURSEMENT
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Original Resolution No.: 06-09-12

**Internet/Computer Use Cost Reimbursement**

It is the policy of the County of Warner No. 5 to cover the costs associated with Councillor’s use of County computers, laptops and printers for County business. It is anticipated there will be financial savings for paper, postage and related products by the County by implementing a paperless office environment. County agendas and other information can also be distributed in a more timely manner.

**Guidelines**

1. Each County Councillor will be provided a laptop computer and other computer equipment as approved by Council for their use in conducting County business while elected.
2. Each County Councillor is responsible to obtain access to the internet to assist them in obtaining communications and agendas from the County Office. If internet access is not reasonably available, County Administration will be required to provide the information through regular communication such as mail, fax and telephone.
3. Councillors will provide copies of purchase receipts, if required, and will be reimbursed for the costs based on the following:
  - a. Internet Monthly Connection Fee - \$25.00 per month (no receipt required), and will invoice the County once per year in December of each year for the number of months connected for County business.
  - b. Internet Hookup Charges - one initial hookup - at a cost up to a maximum of \$100 (receipt required),
  - c. Printers - 50% of the cost of one initial printer up to a maximum of \$75 (receipt required),
  - d. Printer Ink Cartridges - 100% of one black and one colour cartridge per year (receipt required),
  - e. Paper - as required for County use
  - f. Wireless or Wired Routers - 50% of the cost up to a maximum of \$35 (receipt required)
4. Any of the guidelines within this policy can be amended, modified or disregarded by a motion of Council.
5. When Councillors cease to be elected, all of the County equipment they are in possession of, or have been allocated, shall be returned to the County Office.