

CENTRAL COAST REGIONAL DISTRICT  
POLICIES

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**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:** Five 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 Community Economic Development Officer

The Community Economic Development Officer (CEDO) is required to provide a cell phone or Blackberry at personal expense. The CEDO 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 review process before December 31 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 the level of service provided, as follows:

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

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In addition to the foregoing, the regional district will provide a satellite phone for use by staff 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.

d) The Operations Manager

The Operations Manager is required to provide a cell phone or Blackberry at personal expense. The Operations Manager 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 review process before December 31 for the following year.

e) Bella Coola Volunteer Fire Department

The Bella Coola Volunteer Fire Department Fire Chief is required to provide a cell phone or Blackberry at personal expense. The Fire Chief will be issued an annual allowance in recognition of costs incurred for its use for the regional district's business. The amount of the allowance will be determined in conjunction with the annual budgeting process before December 31 for the following year.

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  
Amended: July 10, 2014  
Amended: October 12, 2017  
Amended: November 12, 2020