



## **Communication Tools Policy**

**Approved: 2026-03-17**

***Motioned by Commissioner Van Kroonenburg***

*"I move that the Village of Bible Hill adopt the Communication Tools Policy as amended."*

***Seconded by Commissioner Pitcher***

***Motion carried***

## Purpose

1. To define acceptable conditions for the acquisition and issuance of electronic communication tools.

## Definitions

2. In this policy,
  - a. "staff" means a person employed by the Village.
  - b. "Deputy Fire Chief" means one or more members of BHFE duly elected to the position of 'Deputy Fire Chief' under the by-laws of BHFE.
  - c. "BHFE" means Bible Hill Fire & Emergency.
  - d. "Fire Chief" means the member of BHFE duly elected to the position of 'Fire Chief' under the by-laws of BHFE.

## Principles Supporting Policy

3. Operation of the Village and BHFE inherently involves regular internal and external communication that requires Commissioners, staff, and BHFE members to discuss, collaborate, inform or be informed of, or otherwise communicate Village or BHFE matters in a accurate and timely manner.
4. High quality communication, both externally with the public and internally within Village and BHFE operations, is essential to providing effective and efficient service delivery to residents. Use of appropriate tools necessary to enable such communication allows individuals to best perform the duties of their roles in the ultimate delivery of municipal services.
5. The Village engages a telecommunications provider that supplies discounted cellular phone service plans and devices negotiated from time to time by the Province of Nova Scotia.

## Terms of Policy

6. Commissioners may be supplied with or assigned the following for use in conducting the duties of their office:
  - a. a computer;
  - b. a biblehill.ca email address; and
  - c. a cellular phone under Village contract described in paragraph 5.
7. At the discretion of the Clerk and Treasurer based on an assessment of necessity, Village staff may be supplied with or assigned the following for use in conducting their employment duties:
  - a. a computer;
  - b. a biblehill.ca email address;
  - c. a land-line desk phone; and
  - d. a cellular phone under Village contract described in paragraph 5.
8. The Fire Chief and Deputy Fire Chief(s) may be supplied with or assigned the following for use in conducting their volunteer duties:
  - a. a computer;
  - b. a land-line desk phone; and
  - c. a cellular phone under Village contract described in paragraph 5.

9. At the discretion of the Clerk and Treasurer based on an assessment of necessity, BHFE Officers other than the Fire Chief and Deputy Fire Chief, may be supplied with the following for use in conducting their volunteer duties:
  - a. a computer; and
  - b. a cellular phone under Village contract described in paragraph 5.
10. Upon request of the Fire Chief, the Village may supply BHFE with portable radios and pagers to be assigned to its members for use in conducting their volunteer duties.
11. Issuance of communication tools as authorized under this policy, shall be at the discretion of the Clerk and Treasurer based on one or more of the following factors:
  - a. cost and budget availability;
  - b. improvement to the effectiveness and efficiency of service delivery;
  - c. necessity of the tool and the tool's specifications in one's role;
  - d. length of term remaining in one's role
  - e. whether the individual has acted with proper care of previously issued devices.
12. The hardware and service plan costs of issued communication tools shall be borne by the Village. Any charges resulting from personal use or non-business activities, including but not limited to international roaming, long-distance charges, or other fees incurred outside normal domestic service, may be charged back to the individual incurring the charge, unless otherwise authorized by the Clerk and Treasurer. The Clerk and Treasurer may deny the Village bearing the cost of replacement devices due to previous damage or mishandling by the individual.
13. Communication tools issued by the Village shall be returned to the Village on the earlier of the conclusion of the individual's role and issuance of a replacement.
14. Records created or stored on devices issued under this policy that relate solely to the business of BHFE or other independent activity that is not Village business are not by default Village records and are not by default under the custody or control of the Village. Records created or stored on such devices for Village business under the custody or control of the Village, are subject to applicable legislation.
15. Notwithstanding other sections of this policy, the Clerk and Treasurer may at their discretion:
  - a. offer partial or full reimbursement for use of a personal cellular phone used in performing the duties of a staff role, in lieu of the supply of a cellular phone, if the staff duties require the occasional or regular use of a cellular phone; or
  - b. may withhold the supply of a cellular phone to any employee whose duties do not require its occasional or regular use.
16. The Clerk and Treasurer shall determine reasonable make, model and specifications of equipment to be acquired under this policy.
17. Requests for alternative or additional equipment will be determined by the Clerk and Treasurer on the basis of reasonability, improvement to the effectiveness and efficiency of service delivery and cost.
18. Individuals issued Village communication tools, or with access to Village email or systems, must promptly notify the Clerk and Treasurer of international travel where the device will or

has accompanied them or Village systems may or has been accessed outside Canada. This allows the Village to assess and meet any privacy, security, or legislative reporting requirements.

19. Individuals issued Village communication tools are responsible for taking reasonable steps to safeguard the device and any Village information contained within it, including the use of passwords, secure networks, and appropriate handling of confidential information.

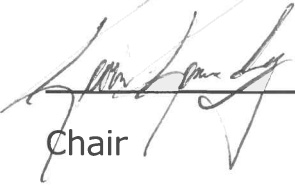
20. Any loss, theft, or suspected compromise of a Village-issued communication tool or Village information must be reported to the Clerk and Treasurer as soon as reasonably possible.

# Policy Document Attestation

Date of Notice to Village Commission of Intent to Consider: 2026-03-17

Date of Passage of Policy: 2026-03-17

I certify that this Policy was adopted by Village Commission as documented above:

  
\_\_\_\_\_  
Chair

2026-03-31  
Date

  
\_\_\_\_\_  
Clerk and Treasurer

2026-03-24  
Date