
POLICY TITLE: PAPERLESS COUNCIL MEETINGS

POLICY NUMBER: 2023-3

VERSION NUMBER: 1

DATE APPROVED: JANUARY 4, 2023

EFFECTIVE DATE: JANUARY 4, 2023

1.01 The Rural Community of Fundy Shores will conduct Council meetings without the use of paper for elected officials.

1.02 To reduce paper and photocopying costs, including employee time, to prepare and produce information packages for Council. Also, to improve Council's access to and awareness of relevant files and information through wireless technology.

1.03 All Council meetings will be conducted without the use of paper for elected officials. Relevant files and information will be stored electronically in a fashion that they can be accessed by any elected official, at any time, from Community approved electronic equipment. The only exception will be items deemed confidential, they may, at the discretion of the CAO be managed by paper files.

Elected officials will be provided with suitable mobile computer equipment to access the files.

1.04 *Administrative Staff*

Administrative staff has the responsibility of ensuring that an electronic file storing and sharing system is implemented and maintained.

Administrative staff has the responsibility of preparing Council packages and ensuring that the information is uploaded to the designated file sharing location within the timelines established by the Procedural By-law.

Administrative staff shall also ensure that each Member of Council, including the Mayor, is provided with suitable mobile computer equipment, based upon current best practices and business norms. Administrative staff shall provide elected officials with training on this equipment, if necessary.

1.05 *Council*

Each Member of Council, including the Mayor, is responsible for the care of the provided mobile equipment, and must return the equipment in working order at the end of their term of office. Should the equipment malfunction during the length of the term, through no fault of the elected official, it will be repaired or replaced with a suitable piece of equipment at no cost to the elected official.

1.06 Each Member of Council, including the Mayor, is responsible for accessing the on-line information for their meetings prior to any meeting, and for bringing the mobile equipment to the meetings to have access to the files during the meeting. Paper copies of information will not be provided at the meeting.

1.07 Community *Internet Use Policy* and *Electronic Mail Use Policy* shall apply to each Member of Council, the Mayor and Administrative Staff.

1.08 *File Organization*

Files shall be organized by meeting date. They shall be visible to all elected officials via the internet, through current software. Elected officials may have access to comment on, but not modify, files.

1.09 *File Access*

Access to files shall be as follows:

Full access to meeting files shall be granted to Council and the CAO.

1.10 *Access to Information and Protection of Privacy*

All elected officials will be required to follow applicable legislation regarding access to information and protection of privacy, including purging or destruction of files and documents.

1.11 Passwords

Council and Staff will be required to turn over passwords to devices and e-mails, these passwords will be locked in the Community's safe for use only for investigations should they be required. Investigations may take place at the request of the RCMP or any other law enforcement agency, if requested or to staff for a Right to Information Request in accordance with Provincial Statutes.

VERSION LOG

Version Number	Amendment Description	Approved By	Approval Date
1	N/A	Council	January 4, 2023

ANNOTATION FOR OFFICIAL POLICY BOOK

This is to certify that the foregoing is a true and accurate copy of the Rural Community of Fundy Shores' Paperless Council Meeting Policy, which was adopted by Council at its duly convened meeting held 4th day of January, 2023.

Linda N. Sullivan Brown
CAO/Clerk - Treasurer
Rural Community of Fundy Shores

Date