

Village of Belledune
Policy NO - PMP 2017-01
Paperless Meetings Policy

POLICY

The Village of Belledune will conduct Council meetings without the use of paper.

PURPOSE

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.

SCOPE

All Council meetings will be conducted without the use of paper. Relevant files and information will be stored electronically in a fashion that they can be accessed by any Council member, at any time, from the Municipality approved electronic equipment. Councillors will be provided with a suitable iPad Tablet to access the files.

RESPONSIBILITIES

Administrative Staff

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

Administrative staff have the responsibility of preparing Council agendas and ensuring that relevant information is uploaded to the designated file sharing location within the timelines established by the Procedural By-law, By-law No. 10-2004 and amendments thereof.

Administrative staff shall also ensure that each Councillor, including the Mayor, is provided with suitable iPad Tablet, based upon current best practices and business norms.

Administrative staff shall provide Council with training on this equipment if necessary.

Council

Each Councillor, 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. Should the equipment malfunction during the length of the term, through no fault of the Councillor, it will be repaired or replaced with a suitable piece of equipment at no cost to the Councillor.

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

It is the responsibility of all council members and staff to respect and protect the confidentiality of all documents stored on the iPad.

PROCEDURES

File Organization

Files shall be organized by the Clerk or individual designated by the Clerk. They shall be visible to all Council members via the internet, through current software.

File Access

Access to files shall be as follows:

Full access to public Council files shall be granted to Council, the CAO and the Clerk and Assistant Clerk.

Limited access may be granted on a Committee by Committee basis to individuals that participate in select Committees, or with respect to private matters or items still under development.

Access to Information and Protection of Privacy

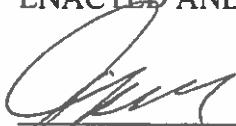
All Council members will be required to follow applicable legislation regarding access to information and protection of privacy, including purging or destruction of files and documents if so directed by the Rights to Information and Protection of Privacy designated Head.

Meeting Notes

All minutes of meetings will be taken by the Clerk or individual designated by the Clerk. Should Council members wish to take their own notes, they may do so on their mobile device, or on their own note pads.

ENACTED AND ADOPTED

January 16, 2017



Mayor



Clerk