

Memorandum

Date: July 8, 2022
Submitted by: Legislative Services Division
Subject: Corporate Policy – Remote Attendance and Work from Outside of Canada

At the Closed Council meeting held on June 14, 2022, Council directed staff to conduct a Privacy Impact Assessment (PIA) regarding Council members and staff attending meetings and accessing their email remotely outside of Canada. Staff were also directed to report back with a comprehensive Corporate Policy for Council consideration that defines the responsibilities of Council members and staff in relation to the access, disclosure, and storage of confidential information while they are outside of Canada.

The completed PIA (**Attachment 1**) and draft Corporate Policy – 01-1490-2022-01 – Remote Attendance and Work from Outside of Canada (**Attachment 2**) are attached to this memo for Council consideration. The recommended resolutions are:

THAT the Privacy Impact Assessment regarding Attending Meetings and Accessing Email from Outside of Canada be received for information as recommended in the memo dated July 8, 2022 from the Legislative Services Division regarding Corporate Policy – Remote Attendance and Work from Outside of Canada;

AND THAT Corporate Policy – 01-1490-2022-01 – Remote Attendance and Work from Outside of Canada be adopted.

Attachment(s)

1. Privacy Impact Assessment – Attending Meetings and Accessing Email from Outside of Canada.
2. Draft Corporate Policy – 01-1490-2022-01 – Remote Attendance/Work from Outside of Canada.

Report Approval Details

Document Title:	Corporate Policy – Remote Attendance and Work from Outside of Canada.docx
Attachments:	- Attachment 1 - Privacy Impact Assessment - Attending Meetings and Accessing Email from Outside Canada.pdf - Attachment 2 - Draft Corporate Policy - 01-1490-2022 01 - Remote Attendance and Work Outside of Canada.pdf
Final Approval Date:	Jul 19, 2022

This report and all of its attachments were approved and signed as outlined below:

Angie Parnell, General Manager of People, Communications, and Engagement - Jul 15, 2022 - 5:09 PM

Tim Savoie, City Manager - Jul 19, 2022 - 10:53 AM