

Corporate Policy

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Section:	Information Systems	01
Sub-Section:	Records Management	1490
Title:	Remote Attendance and Work Outside of Canada	2022-01

Related Policies

Number	Title
01-0530-2020-03	Electronic Participation in Council Meetings by Video Conference or Telephone
01-0530-2020-04	Electronic Meeting Participation Requirements
01-0580-2016-01	Privacy
01-0580-2016-02	Privacy Breach
07-2510-02	Code of Conduct for Elected Officials
A04-1345-01	Mobile Device
A04-1430-01	Internet Access and Use
A04-1430-02	Email Use
A04-1490-01	Confidential
A04-1490-2016-01	Working Away from the Office
A07-2510-2016-01	Code of Conduct

Approvals

Approval Date:	Resolution #:
Amended:	Resolution #:
Amended:	Resolution #:
Amended:	Resolution #:

Corporate Policy Manual

Remote Attendance and Work Outside of Canada

Policy

This City of Port Moody (City) recognizes that there may be circumstances in which it is necessary or reasonable for Council Members and Staff who are travelling outside of Canada to attend Council meetings and/or staff meetings remotely. It may also be necessary for Council members and Staff who are travelling outside of Canada to temporarily access their City email accounts and the City's server remotely.

This Policy allows for remote access to occur in a similar manner as it does from within Canada. It does not permit the disclosure or storage of personal information outside of Canada. However, the City recognizes that attending meetings and accessing City email accounts and the City's server remotely from outside of Canada may pose an increased risk to the security and privacy of personal information and other confidential information.

The purpose of this Policy is to establish consistent and appropriate standards with respect to remote attendance and work from outside of Canada.

Council Members and Staff are required to comply with all related Corporate Policies listed on page 1 of this Policy. To the extent of a conflict between this Policy and any other City policy, this Policy governs.

Definitions

"Act" means the *Freedom of Information and Protection of Privacy Act*, and regulations thereto, as amended from time to time.

"Council Member" means a member of City Council.

"Privacy Officer" means the head of the City for the purposes of the *Act*, currently the Corporate Officer or their designate.

"Personal Information" means "personal information" as defined in the *Act*, namely recorded information about an identifiable individual other than contact information.

"Sensitive Personal Information" means information pertaining to a person's educational or employment history or discipline records; financial and identity information (social insurance number, date of birth, driver's licence number); personal health information; criminal records; personal characteristics; and any other categories of information the inadvertent disclosure of which may give rise to a reasonable prospect of harm to the individual about whom the information pertains.

"Staff" means an employee, independent contractor, service provider, or volunteer employed or engaged by the City.

"Record" has the meaning set out in the *Act*, and includes all paper Records, electronic Records, photographs, recordings, or any other media or device upon which Personal Information is recorded or stored.

Corporate Policy Manual

Remote Attendance and Work Outside of Canada

“User” means a Council Member or Staff who wishes to attend meetings or access their City email accounts or the City’s server remotely from outside of Canada.

Procedures

Council Members and Staff who are travelling outside of Canada and wish to attend meetings or access their City email accounts or the City’s server remotely must comply with the following requirements:

1. Users must notify the City Manager and Corporate Office of their plans to attend meetings while outside of Canada (i.e., meeting date and location from which they will be attending) and/or access their City email accounts or City’s server remotely while outside of Canada (i.e., dates they will be outside of Canada and location(s) from which they will be accessing City email or server).
2. Users must attend meetings and access their City email and the City’s server in the same manner they would if they were within Canada. Without limiting the foregoing, Users must:
 - a. use their own private device (such as a laptop, phone, or iPad);
 - b. access their City email accounts and the City’s server using their password and multi-factor authentication software;
 - c. log-in to the meeting platform (Microsoft Teams or Zoom) using their City email address so that their identity can be authenticated; and
 - d. refrain from accessing City email accounts and the City’s server or attending meetings through unsecured Wi-Fi networks.
3. Users must attend Closed Council meetings or staff meetings from a private location that cannot be accessed by others (such as a hotel room or private Airbnb). Users are not permitted to attend Closed Council meetings or staff meetings from a public location.
4. Users are not permitted to record any Council meetings or staff meetings except with specific authorization from the City Manager or Corporate Officer. Under no circumstances will a User be permitted to record a meeting at which Sensitive Personal Information is discussed.
5. Users are not permitted to disclose or store any personal information outside of Canada.
6. Users are not permitted to take any hard copies of confidential City Records or any Records that contain personal information outside of Canada, unless those Records have been considered at an open meeting or have otherwise been disclosed to the public in accordance with the *Act*.
7. Users must immediately notify the Privacy Officer in the event of a known or suspected privacy breach (such as loss, theft, or unauthorized access to a User’s personal device).

Corporate Policy Manual

Remote Attendance and Work Outside of Canada

Monitoring/Authority

This Policy is to be administered and monitored by the Corporate Officer and the City Manager. Changes to this Policy require Council approval.