

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

Minutes of the **ADMINISTRATION AND FINANCE COMMITTEE** Meeting
Monday, January 23, 2006 at 10:49 pm
Central Saanich Municipal Council Chamber

PRESENT: Councillor Christopher Graham, Chair
Mayor Jack Mar
Councillors: Bryson, Garrison, King and Thompson
Gary C. Nason, Administrator
Trish Flanders, Municipal Clerk
Hope V. Burns, Director of Planning & Building Services
Nirmal Bhattacharya, Municipal Engineer

ABSENT: Councillor Mason

APPROVAL OF THE AGENDA:

147.06 MOVED BY COUNCILLOR THOMPSON
 NO SECONDER
 *That the Agenda for the Administration & Finance Committee Meeting held on
 January 23, 2006 be approved as circulated.*
 CARRIED UNANIMOUSLY

1. Discussion and Council Direction Re: Municipal Webmail

The Administrator advised that the issue of Municipal Webmail was placed on this evening's agenda for discussion purposes, and referred to the June 28th, 2004 Council Resolution which outlined options in regards to the use of corporate/municipal email addresses for members of Council as well as the posting of those email addresses on the District website.

The Director of Financial Services, Mr. Ed Sykora, gave an overview of various policy and security issues/concerns in connection with the use of personal email addresses as the primary method of communicating municipal business outside of the District's municipal webmail system. Mr. Sykora explained that all email messages from the public to the local government are official records which must be managed correctly and must comply with legislation, policies and procedures as defined under the *Freedom of Information and Protection of Privacy Act*, as well as the *Document Disposal Act*. He concluded his remarks by stating that it is best practice for members of Council to conduct their official business via their corporate email accounts to ensure the security of the District's records. Mr. Sykora advised that the District's new webmail system is very user-friendly and that all corporate email accounts for both Council and Staff can be easily accessed from any on-site or off-site computer, and encouraged all members of Council to utilize this service.

Councillor King reiterated his previous requests that he not be required to utilize the corporate municipal email address and that his municipal email messages be automatically forwarded to his personal email address. He indicated that the general public do not correspond with him through the corporate email address, and questioned why this particular issue has apparently become problematic.

148.06 MOVED BY COUNCILLOR KING
 NO SECONDER
 That It Be Recommended To Council:

That Staff be directed to discontinue/disable the "csaanich.ca" webmail address for Councillor King.

BEFORE THE QUESTION WAS CALLED, it was

149.06 MOVED BY COUNCILLOR THOMPSON
 NO SECONDER
 That It Be Recommended To Council:

That further consideration of the foregoing motion be postponed to the Regular Council Meeting to be held on Monday, February 6, 2006.

CARRIED

ADJOURNMENT:

On motion, the Administration & Finance Committee Meeting held on January 23, 2005 adjourned at 11:03 pm.

Councillor Christopher Graham, Chair

Recorded by: Trish Flanders
Municipal Clerk