



Date: 29/05/2019

MEMORANDUM

To: Chair and Directors, Cariboo Regional District Board
And To: John MacLean, Chief Administrative Officer
From: Jessica Kozuki, Information Technology Support Specialist
Date of Meeting: Committee of the Whole_Jun06_2019
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Subject: In-Camera Agenda Options

Item for Discussion:

Potential Use of eScribe for In-Camera Agendas

Background:

Currently, the Cariboo Regional District produces its in-camera agendas on paper. CRD management staff photocopy the agendas onto pink paper, put them into sealed envelopes and distribute them to the Directors; after the meeting the agendas are collected and shredded. Paper file copies are kept in a locked cabinet.

While every effort is made to keep these papers secure, it has been noted that there are security issues with creating multiple physical copies of confidential information. As requested by the board, we are providing information to support the discussion of using eScribe to prepare our in-camera agendas.

eScribe provides a secure, online, cloud-based solution for managing agendas. eScribe documentation states that:

“eSCRIBE Cloud Infrastructure is hosted within the Microsoft Azure Canadian Data Centres and is fully SSAE 16, SOC 1 and SOC 2 Compliant. eSCRIBE leverages Azure's Basic DDOS protection which is automatically enabled as part of the Azure platform. Always-on traffic monitoring, and real-time mitigation of common network-level attacks, provide the same defenses utilized by Microsoft's online services. The entire scale of Azure's global network can be used to distribute and mitigate attack traffic across regions.”

This security provides assurance that an unauthorized external party should be unable to access our confidential agendas.

To ensure security of the in-camera items within the organization, we would take the following steps:

- A new closed meeting type would be created for in-camera items. Closed meetings do

not post to the public website.

- An in-camera meeting attendee list would be created that would include only board members and staff that are privy to that meeting. Only users on the attendee list would have access to the in-camera meeting.
- The link to the in-camera meeting would be available to the attendees from the day the agenda is published until the meeting concludes, when staff would deactivate the link.
- Within the eScribe app, downloaded content would automatically be discarded one day after the in-camera session.
- If the pdf agenda is downloaded and saved, each attendee would be responsible for deleting those files when the meeting is concluded. For this reason, it is recommended that in-camera agendas are either accessed through the app or that users view the pdf in their browser without saving a local copy.

To ensure security of the in-camera agenda in the event of the loss or theft of a device, we would suggest the following:

- All laptops/devices should have a login password, and devices should be set to lock after a period of inactivity. Support will be provided to set this up if it is not already in place.
- Staff should be notified as soon as possible of a loss or theft, so that access to the in-camera meeting could be removed.

Attachments:

n/a