

CHAPTER 5: COMMITTEE TERMS OF REFERENCE

SECTION 5: FREEDOM OF INFORMATION COMMITTEE

5.1 PURPOSE

5.1.1 The purpose of the Freedom of Information (FOI) Committee (the “Committee”) is to approve the release of information in response to requests made of the Board under the *Freedom of Information and Protection of Privacy Act* (FOIPPA).

5.2 COMPOSITION

5.2.1 The Committee shall be composed of two or more Directors appointed by the Board, with one Director designated as Chair.

5.2.2 Appointment of Committee members will be in accordance with relevant sections of the *Vancouver Police Board Governance Manual*.

5.2.2 The Chief Constable and/or delegate may attend and support the Committee as needed.

5.3 OPERATIONS

5.3.1 The Committee shall operate in a manner consistent with provisions of the *Vancouver Police Board Governance Manual*.

5.3.2 The Committee shall meet as necessary in order to deal with requests made under FOIPPA.

5.3.3 The Committee shall meet at the call of the Chair, or by agreement of the Committee.

5.3.4 The Board Executive Director shall consult with the Chair on the agenda development, be responsible for preparation and distribution of the agenda package and shall maintain a record of the meetings.

5.3.5 The Committee may invite such Board Directors and outside parties, and in consultation with the Chief Constable such employees, as may be deemed desirable to attend meetings and assist in the discussion and consideration of the business of the Committee.

5.3.6 The Board’s Executive Director acts as the FOIPPA Coordinator for the Board and has day-to-day responsibility for ensuring Board compliance with the Act.

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5.3.7 The Executive Director is responsible for correspondence with FOIPPA applicants; notification of third parties; transfer of requests; preparation of draft responses; and severing of records.

5.4 DUTIES AND RESPONSIBILITIES

5.4.1 Subject to the powers and duties of the Board, the Committee has the following responsibilities:

- a. The Committee oversees the release of information in response to requests made under FOIPPA.
- b. The Committee's approval is required for the engagement of counsel or other expertise to assist the Board in responding to a request made under FOIPPA, if deemed necessary.
- c. The Committee's approval is required for the Executive Director or Board Counsel to engage in any mediation or review processes undertaken by the Office of the Information and Privacy Commissioner.

5.5 ACCOUNTABILITY

5.5.1 The Committee shall review the terms of reference for the Committee annually and make recommendations to the Board as required.

5.5.2 The Committee shall keep a record of its meetings and the Chair shall provide oral reports to the Board, or other reports to the Board as requested, on the Committee's work.