

APPENDIX 2: FREEDOM OF INFORMATION STANDING COMMITTEE TERMS OF REFERENCE

1. PURPOSE

The purpose of the Vancouver Police Board Freedom of Information Standing Committee (the “Standing 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).

2. COMPOSITION AND OPERATIONS

- A. The Standing Committee shall be composed of two or more members appointed by the Board, with one member designated as Chair. Appointment of Committee members will be in accordance with relevant sections of the *Vancouver Police Board Policy and Procedure Manual*.
- B. The Standing Committee shall operate in a manner consistent with provisions of the *Vancouver Police Board Policy and Procedure Manual*.
- C. The Standing Committee shall meet as necessary in order to deal with requests made under FOIPPA.
- D. The Standing Committee shall meet at the call of the Chair, or by agreement of the Standing Committee.
- E. 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.
- F. The Standing Committee may invite such Board Members 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 Standing Committee.

3. DUTIES AND RESPONSIBILITIES

- A. 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. 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.
- B. The Standing Committee’s approval is required for the release of information in response to requests made under FOIPPA.
- C. The Standing Committee’s approval is required for the engagement of counsel to assist the Board in responding to a request made under FOIPPA, if deemed necessary.
- D. The Standing Committee’s mandate 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.

4. ACCOUNTABILITY

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

- B. The Standing 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.