

## **CHAPTER 7: ACCESS TO INFORMATION AND RECORDS MANAGEMENT**

### **7.1 Freedom of Information and Protection of Privacy Act**

7.1.1 The Board is a public body subject to the provisions of the British Columbia *Freedom of Information and Protection of Privacy Act* (FOIPPA) and, under FOIPPA, a separate body from the Vancouver Police Department.

7.1.2 Pursuant to s. 77 of FOIPPA, the Board designates the Chair of the Police Board as the head of the local public body for the purpose of FOIPPA, and the following persons are authorized to perform any duty or exercise any function of the head:

- 1) any member of the Vancouver Police Board;
- 2) Executive Director of the Vancouver Police Board; and
- 3) any person retained to provide legal advice respecting matters concerning the *Freedom of Information and Protection of Privacy Act*.

7.1.3 The Board shall establish a Freedom of Information Standing Committee to be responsible for ensuring that the Board meets its responsibilities under FOIPPA. [See Appendix 2]

### **7.2 Public Information**

7.2.1 The Police Board supports the principle of fair and reasonable disclosure of information to facilitate public participation.

7.2.2 The Board shall make available public meeting materials, including agendas, minutes and reports to the Board from the Police Department, without an individual making a request under FOIPPA, unless disclosure is restricted by provisions of FOIPPA.

7.2.3 Requests for Vancouver Police Board records that are not disclosed at public meetings shall be processed in accordance with FOIPPA.

7.2.4 Notwithstanding that the Vancouver Police Board may be in receipt of reports made by the Vancouver Police Department, the Police Department is considered to be the originator of the Police Department reports.

7.2.5 Request for Police Department reports that are not considered at public meetings of the Board shall be transferred to the Vancouver Police Department Information and Privacy Section for processing in accordance with FOIPPA.

### **7.3 Records Management**

7.3.1 Records of the Board shall be retained in the Police Board Office or a designated archive storage facility.

7.3.2 The Board Executive Director shall be responsible for the custody and control of Board records.