



## STAFF REPORT

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**DATE:** January 3, 2019 **FILE:** 0550-04 Board

**TO:** Chair and Directors,  
Regional Board

**FROM:** Dave Leitch  
Chief Administrative Officer

**RE:** DIRECTOR ORIENTATION SESSION - FOIPPA

### PURPOSE/PROBLEM

To confirm the schedule for holding a FOIPPA orientation session for directors.

### EXECUTIVE SUMMARY

At its November 7, 2018 meeting the Board considered the attached report and requested that an orientation session be held to better acquaint directors with their legal obligations in respect of the *Freedom of Information and Protection of Privacy Act* (FOIPPA). In accordance with the Board's direction arrangements have been made with legal counsel for the requested session to be held at the Board's pleasure. The session would cover a number of topics of interest to directors with respect to legal obligations surrounding FOIPPA:

- the determination of what constitutes a 'record' and the preservation thereof
- requirements for transparency
- personal records vs corporate records (email, text messages, etc.)
- the protection of constituents' personal information
- duty to respect confidentiality

The session is anticipated to run not more than 2 hours in total and would include opportunity for responses to any questions that directors may have. To allow sufficient time for legal counsel to make travel arrangements it will be necessary to schedule the meeting date and time as soon as possible. The next page of this report includes several options that have been built around Board meetings that are currently scheduled. If there are other dates that the Board wishes to consider we will need to confirm the availability of legal counsel before arrangements can be finalized.

### RECOMMENDATIONS

1. THAT the report from the Chief Administrative Officer be received.
2. THAT the director orientation session for FOIPPA matters be scheduled for \_\_\_\_\_.

Respectfully,



\_\_\_\_\_  
Dave Leitch  
Chief Administrative Officer

OPTION	DATE AND TIME	DETAILS
1	Wednesday, January 23, 2019	A separate afternoon session the day before Board.
2	Thursday, January 24, 2019	Mid-afternoon following the SRD Board meeting.
3	Friday, January 25, 2019	A separate morning session the day after Board.
4	Thursday, January 31, 2019	Early afternoon following the SRD budget session.
5	Wednesday, February 27, 2019	A separate afternoon session the day before Board.
6	Thursday, February 28, 2019	Mid-afternoon following the SRD Board meeting.

**Prepared by:** Tom Yates, Corporate Services Manager

Attachments: Copy of November 1, 2018 report to the Board