



LGMA

LOCAL GOVERNMENT
MANAGEMENT ASSOCIATION
OF BRITISH COLUMBIA

**FOI AND RECORDS MANAGEMENT COMMITTEE
TERMS OF REFERENCE**

**Revised January 2017
Pending Board Approval March 2017**

PHILOSOPHY AND OBJECTIVES

The primary objective of the FOI and Records Management Committee is to provide input and support to the LGMA Executive Director and staff for the development of professional development and training program content and information, including updates to the FOIPP Toolkit and Records Management manuals within the annual LGMA budget.

These objectives are achieved through Committee assistance to:

- Draw attention to and emphasize best practices in local government FOIPPA and records management procedures.
- Provide a forum for the exchange of ideas, methodologies and legislative/regulatory updates within local government for those responsible for overseeing records management and processing requests for records through FOIPPA.
- Provide local government FOI coordinators and records managers with toolkits/resource manuals and training workshops that provide practical guidance and advice on records management and FOIPPA.
- Provide advice and advocacy support to the Board of Directors of the LGMA in respect to legislative changes being proposed by the Province of British Columbia relating to the authority or responsibility of records managers and FOIPPA coordinators.

COMMITTEE TERMS OF REFERENCE

1. The FOI and Records Management Committee (the “Committee”) is established as a sub-committee of the Local Government Management Association Professional Development and Education Committee and reports to that committee.
2. The role of the Committee is to provide input and support as required on appropriate training, professional development, continued education and technical support for local government staff tasked with records management and FOIPPA. An emphasis is placed on pragmatic professional development rather than theoretical studies. Training program content is kept current through an ongoing evaluation of course objectives and updating materials combined with a regular rotation of facilitators and instructors.
3. The Committee’s responsibilities shall include the following:
 - (a) Identifying legislative, regulatory or other changes in best practice for FOI and records management that will impact the work of the local government officials tasked with these responsibilities.
 - (b) Identifying opportunities and working with LGMA staff to organize and deliver professional development and training workshops.
 - (c) Working with LGMA staff and consultants to ensure timely updates to and maintenance of the *Freedom of Information and Protection of Privacy Act Toolkit* and the *Records Management Manual for Local Government Organizations*.

- (d) Facilitating networking opportunities/partnerships for FOI coordinators and records managers.
- 4. The Committee may recommend to the Professional Development and Education Committee: budget allocation for special initiatives or projects, terms of reference for the FOI Advisory Committee and the Records Management Advisory Committee and selection of its members, policy relating to the delivery of training and professional development, and other education matters.
- 5. Costs of Committee member's travel for Committee business are included in the LGMA budget and are reimbursable subject to prior approval of the LGMA Executive Director.
- 6. Minutes/summary of deliberations of the Committee will be maintained and forwarded to the Professional Development and Education Committee.

COMMITTEE MEMBERS

7. Composition

- (a) The Committee shall consist of at least three (3) and up to seven (7) volunteer members. The Committee may provide the Professional Development and Education Committee with nominations to fill vacancies to the Committee. However, the Professional Development and Education Committee is delegated the responsibility for the appointment of members to the Committee.

8. Term of Office

- (a) The term of office for each member on the Committee is three (3) years.
- (b) The annual term of office of each member shall be from January 1st to December 31st.

9. Selection of Chairperson

- (a) The Committee shall, after its first meeting after January 1st each year, select from amongst its appointed members a Chair.
- (b) The Committee may, after its first meeting after January 1st each year, select from amongst its appointed members a Vice Chair.

10. Selection of Members

- (a) The members of the Committee are volunteers with experience in records management, archiving, and FOIPPA in a local government context and the following criteria for appointment to the Committee shall be deemed desirable:
 - (i) At least three members of the Committee should have experience in FOIPPA;
 - (ii) At least three members of the Committee should have experience in records management and/or archiving;

- (iii) At least one member of the Committee should be from a municipality with a population over 50,000;
 - (iv) At least one member of the Committee should be from a municipality with a population under 5,000;
 - (v) At least one member of the Committee should have experience in a regional district environment.
- (b) Balanced representation from geographic regions around BC should be considered on the Committee.
- (c) A balance between experienced and relatively new records management and FOI officials is desirable to support succession planning.
- (d) Membership in the Local Government Management Association of BC is encouraged.

11. Ex Officio Members

- (a) The Committee may appoint additional ex-officio members to act in an advisory capacity as necessary from time to time.

12. Time Commitment

Committee members are expected to:

- (a) attend at least one Committee meeting each year in person or by electronic meeting;
- (b) participate in Committee conference calls as reasonably required;
- (c) take a role in one of the responsibilities identified for the Committee and its working groups;
- (d) provide reasonable time outside of meetings to assist with the development of training and workshops;
- (e) provide reasonable time outside of meetings to assist with technical updates to the *Freedom of Information and Protection of Privacy Act Toolkit* and the *Records Management Manual for Local Government Organizations*; and
- (f) participate in the organization and/or delivery of training workshops as reasonably required.