



Date: 25/10/2024

To: Chair and Directors, Policy Committee

And To: Murray Daly, Chief Administrative Officer

From: Alice Johnston, Manager of Corporate Services/Deputy CAO

Date of Meeting: Policy Committee_Nov06_2024

File: 0340-50

Short Summary:

Draft – Privacy Management Program Policy

Voting:

-

Memorandum:

Amendments to the *Freedom of Information and Protection of Privacy Act* require a public body under section 36.2 to develop a privacy management program for the public body and to do so in accordance with the directions of the minister responsible for the *Act*.

Privacy management programs help ensure that public bodies are properly equipped to manage and protect any personal information in their custody or under their control. They also help provide transparency and accountability by ensuring public bodies document their privacy practices. The Minister responsible for FOIPPA has issued a [Privacy Management Program Direction](#) to public bodies which sets out the key elements that must be included in a privacy management program. One requirement is the establishment of a Privacy Management Program Policy, which is attached to this agenda item for the Board's consideration.

As the Board is aware, the CRD has commenced a Privacy Awareness education program involving all staff and board members. In the future, it will be extended to volunteers and service providers who come into contact with personal information in the course of their CRD-related duties.

Our privacy management consultant has reviewed the attached policy and has no concerns.

Attachments:

Draft policy

Financial Implications:

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Policy Implications:

This item requests that a new board policy be adopted.

Alignment with Strategic Plan:

- Infrastructure and Asset Management:** To establish a systematic, predictable approach to managing the regional district's assets and infrastructure that builds on current asset management data and condition assessments.
- Enhanced Communications and Engagement:** To build trust and credibility of the regional district by enhancing our communications and engagement with citizens, stakeholders, and volunteers.
- Effective and Responsive Land Use Planning and Development:** To ensure our land use planning and development is responsive to future growth and housing needs, anticipates risks and hazards associated with climate change and provides efficient and consistent processes for landowners and developers.
- Relationships with First Nations:** To foster a healthy and inclusive region by building and strengthening our relationships with First Nations and embracing the principles of reconciliation.

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CAO Comments:

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Options:

- 1) Endorse recommendation;
- 2) Request amendment(s).

Recommendation:

That the Privacy Management Program Policy be adopted as presented.