Northumberland OPP Detachment Board Policy

Freedom of Information and Protection of Privacy

Policy No: 2024-12

Effective Date: April 1, 2024

Rescinds all other Policies and Procedures relating to this subject.

1. Policy Statement

1.1. It is the policy of the Board to provide for the retention, preservation and destruction of its records as required under the Municipal Act, 2001 (the "Act") and to provide public access to such records in accordance with the Municipal Freedom of Information and Protection of Privacy Act, 1989 (the "MFIPPA") through:

(a) Board By-Law 002-2024, with respect to the retention, preservation and destruction of Board records;

1.2. The Agreement is attached to this Policy as Schedule A.

1.3. Board documents and other records (both electronic and hard copy) in the possession of Board members and the Executive Assistant at the time they leave the service of the Board, shall be turned over to the County of Northumberland as soon as practicable to hold under the Agreement.

2. Statutory Authority or References

2.1. The CSPA contains MFIPPA requirements that may apply to Board records.

2.2. Section 49(1) of MFIPPA; By-Law 002-2024; the Agreement

3. Scope

3.1. This Policy will apply to Board Members and the Executive Assistant in the conduct of their duties.

4. Definitions

4.1. As defined herein.

5. Review and Revision History

Revision Date	Description of Changes
April 1, 2024	Reflect the new CSPA

Approved and ratified by the Board effective April 1, 2024

John Davison

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Chair

Lou Rinaldi

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Vice-Chair

Schedule A

(attach signed Amended and Restated Archive Services Agreement)