



BOARD ADMINISTRATIVE PROCEDURE	
Administrative Procedure Freedom of Information	Administrative Procedure Number 1207
Directional Policy 1200 - Records and Information Management	

Title of Administrative Procedure:

Freedom of Information

Date Approved:

June 4, 2024

Projected Review Date:

2029

Directional Policy Alignment:

The Freedom of Information Administrative Procedure aligns with Directional Policy 1200 – Records and Information Management by articulating the Board’s legislative obligations and operational commitment to upholding transparent records and information management.

Alignment with Multi-Year Strategic Plan:

The Freedom of Information Administrative Procedure supports our Board’s Multi-Year Strategic Plan by supporting the Board in its commitment to maintaining public confidence by being open, transparent, and accountable with respect to the records and information it manages.

[PVNCCDSB Board Vision, Mission and Strategic Priorities](#)

Action Required:

The Board understands that the public has a right of access to board records with limited exemptions and that the public retains a right to appeal any denial of access to information to the Information and Privacy Commissioner of Ontario.

The Board shall comply with the provisions of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the Personal Health Information Protection Act (PHIPA).

The Director of Education shall be considered the Head of the Board for the purposes of MFIPPA.

The Communications Manager shall be designated Freedom of Information and Privacy Officer and formal requests made under MFIPPA for information held by the Board shall be made to the Communications Manager.

Responsibilities:**The Board of Trustees is responsible for:**

- Ensuring alignment of this administrative procedure with the Records and Information Directional Policy.
- Reviewing the Freedom of Information Administrative Procedure as part of its regular policy and procedure review cycle.

Trustees are responsible for:

- Providing the Freedom of Information and Privacy Officer records and information responsive to a formal access request.

The Director of Education is responsible for:

- Authorizing decisions with respect to the release of information under MFIPPA.
- Providing leadership and designating resources to ensure implementation and compliance with this administrative procedure.
- Providing the Freedom of Information and Privacy Officer with records and information responsive to a formal access request.

The Communications Manager is responsible for:

In the role of Freedom of Information and Privacy Officer:

- Receiving and processing all requests for information under *MFIPPA* including appeals.
- Reporting annually to the Information and Privacy Commission of Ontario.
- Providing consultation and support regarding access to information for staff and members of the public.

Superintendents of Schools and System Portfolios, managers and principals are responsible for:

- Providing the Freedom of Information and Privacy Officer with records and information responsive to a formal access request.
- Directing staff to assist in the preparation of records responsive to a formal access request.

Staff are responsible for:

- Providing the Freedom of Information and Privacy Officer with records and information responsive to a formal access request.

Members of the public are responsible for:

- Understanding that any costs related to information access shall be recovered in accordance with the fees outlined in MFIPPA.
- Understanding that they have a right to appeal Board decisions with respect to access requests under MFIPPA to the Information and Privacy Commissioner of Ontario.

Progress Indicators:

- Yearly completion of the Board's annual report to the Information and Privacy Commissioner of Ontario.

References:

- [MFIPPA](#)
- [PHIPA](#)