

SSIFPD Access to Information Policy

According to the BC [Freedom of Information and Protection of Privacy Act](#) (FIPPA) “all records in the custody or under the control of a public body are accessible to the public”.

It is the position of the Salt Spring Island Fire Protection District Board of Trustees to make readily available all records unless the information is required or authorized to be withheld under the Freedom of Information and Protection of Privacy Act (Sections 12-22). Some parts of a document may be redacted if the information is deemed to be of a private nature, or is in draft or developmental state. Access to records is regulated by the Act and illustrated by, but not limited to, the following examples:

Correspondence containing the personal identifiers of individual complainant; personal information of electors or employees; any reports, studies, correspondence or other items dealt with in camera; information related to negotiations for contracts or the purchase of property, while in process, or in some cases, after the process is completed; and, any legal advice from the improvement district’s solicitor.

All due diligence will be exercised to provide information in a timely manner and within the guidelines of the FIPPA. All efforts will be made to protect the rights and privacy of individuals and corporations where the release of information may compromise people’s lives or business operations as legislated in FIPPA.

Records routinely available through the SSIFPD office, as defined by FIPPA, include: Letters Patent, bylaws, the annual financial statements and auditor’s reports, annual reports, agendas and minutes of any district meeting other than in-camera meetings. These records will be made available through Salt Spring Island Fire/Rescue website on the SSIFPD Trustees page <http://www.saltspringfire.com/ssifpd/ssifpd.php>

Any record request for items not listed above will be reviewed and processed by Operations Staff, Fire Officers or Corporate Admin Staff as delegated by management depending on the content. This process takes time and may involve a fee assessment for: staff time, reproduction and/or handling costs (Schedule A Cost Recovery). NB: The Trustees’ office is separate from and is not served by the Operations Office of Salt Spring Island Fire/Rescue.

Record requests may be submitted in writing through the SSIFPD office, 105 Lower Ganges Road, Ganges, Salt Spring Island, BC Canada V8K 2T1 or via email trustees@saltspringfire.com or 778-353-0319.

If the timelines required to process a request or the information provided is not satisfactory to the person or persons requesting the records, applicants may appeal through the [Information & Privacy Commissioner for British Columbia](#). NB: The SSIFPD offices are located in a working Fire Hall and due to emergencies staff may not be able to accommodate applicants at the time of their visit or scheduled appointments.

Adopted by the SSIFPD Trustees _____ 2014; Chairperson _____

SSIFPD Access to Information Procedures

Definitions:

Salt Spring Island Fire Protection District: SSIFPD

Salt Spring Island Fire Protection District Board of Trustees: the Board of Trustees or the Board

The Chief: The SSIFPD Chief and Operations Manager of the SSIFPD

Freedom of Information and Protection of Privacy Act: FIPPA or the Act

For the purposes of the Freedom of Information and Protection of Privacy Act:

1. The SSIFPD Board of Trustees is responsible for the coordination of access to information. The Board of Trustees or their designate is recognized as the Coordinator.
2. The SSIFPD Board of trustees may authorize any person or group of persons to perform any duty or exercise any function under the Act.
3. The SSIFPD Board of trustees may set any fees the local public body requires to be paid under section 75 of the Act. (Schedule A)

Information and Records Requests

General Inquiries:

General information inquiries may be received by: post, courier, phone, fax, e-mail or in person at our main office at the #1 Ganges Fire Hall, 105 Lower Ganges Road, Ganges, Salt Spring Island, BC Canada V8K 2T1. If answers are not available immediately at the time of the request details will be taken by the receiving staff and forwarded to the appropriate section. (Operations or the Board of Fire Trustees)

All reasonable attempts will be made to forward a reply to the inquirer within 48 hours of the time of receipt of their request. The initial reply to the request may be to inform the inquirer that their request is being actioned and by whom.

Request for Records:

As stated in the Access to Information Policy: record requests may be submitted in writing through the SSIFPD office, 105 Lower Ganges Road, Ganges, Salt Spring Island, BC Canada V8K 2T1 or via email trustees@saltspringfire.com or 778-353-0319.

Records routinely available through the SSIFPD office, as defined by the Act, include: Letters Patent, bylaws, the annual financial statements and auditor's reports, annual reports, agendas and minutes of any district meeting other than in-camera meetings. These records will be made available through Salt Spring Island Fire/Rescue website on the SSIFPD Trustees page <http://www.saltspringfire.com/ssifpd/ssifpd.php>

Any record requests for items not listed above will be reviewed and processed by Operations Staff, Fire Officers or Corporate Admin Staff as delegated by management depending on the content. This process takes time and may involve a fee assessment for: staff time, reproduction and/or handling costs (Schedule A Cost Recovery).

To obtain access to a record, the applicant must make a written request that:

1. provides sufficient detail to enable an experienced employee of the public body, with a reasonable effort, to identify the records sought,
2. provides written proof of the authority of the applicant to make the request, if the applicant is acting on behalf of another person in accordance with the regulations, and
3. is submitted to the public body that the applicant believes has custody or control of the record.

Timelines:

All due diligence will be exercised to provide existing records within 30 days of a formal written request for records submitted to the Board of Trustees unless the information is required or authorized to be withheld under FIPPA (Sections 12-22) or an extension is warranted under the FIPPA (Sections 10 and 11)

Responding to Requests:

1. as per the direction of the Board of Trustees the Coordinator must respond to requests except where the Board has the discretion under the Act to determine whether a record will be released or withheld from disclosure;
2. the Coordinator must create a record from a machine readable record in the custody or under the control of the SSIFPD using its normal computer hardware and software and technical expertise if creating the record would not unreasonably interfere with the operations of the SSIFPD;
3. the Coordinator must respond to a request after the Board has made a decision regarding the disclosure or non-disclosure of a record;
4. the Coordinator may refuse in a response to confirm or deny the existence of:
 - a) a record containing information described in section 15 of the Act (information harmful to law enforcement); or
 - b) a record containing personal information of a third party if disclosure of the existence of the information would be an unreasonable invasion of that party's personal privacy;
5. the Coordinator must:
 - a) provide an applicant with a copy of a record or part of a record with a response where the record can reasonably be reproduced; or
 - b) give reasons for the delay in providing the record;

Schedule A: Cost recovery for record retrieval.

At this time no costs are assigned to record retrieval, currently under review.