



LGMA

LOCAL GOVERNMENT
MANAGEMENT ASSOCIATION
OF BRITISH COLUMBIA

INFORMATION GOVERNANCE COMMITTEE TERMS OF REFERENCE

Revised September 2026

PHILOSOPHY AND OBJECTIVES

The primary objective of the Information Governance 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 FIPPA (Freedom of Information and Protection of Privacy Act) 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 FIPPA 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 FIPPA.
- Provide local government FOI (Freedom of Information) and Privacy coordinators and records managers with toolkits/resource manuals and training workshops that provide practical guidance and advice on records management and Information Governance.
- Provide advice and 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 FIPPA coordinators.

COMMITTEE TERMS OF REFERENCE

1. The Information Governance 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 through the Executive Director.
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 FIPPA administration. 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 and/or providing advice with respect to legislative, regulatory or other changes in best practices for FOI, privacy 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 FIPPA coordinators and records managers.
- 4. The Committee may recommend: special initiatives or projects, terms of reference for the Information Governance 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 filed in the LGMA's record management system.

COMMITTEE MEMBERS

7. Composition

- (a) The Committee shall consist of at least five (5) and up to ten (10) volunteer members. At times, the size of the Committee may increase to achieve identified objectives or support succession planning.
- (b) Following consultation with the Committee Chair and Vice Chair, the Committee Program Adviser forwards proposed nominations to fill Committee vacancies to the LGMA Board of Directors. The Board reviews the nominations and recommends approves appointments to the Committee.
- (c) The Committee may provide the Professional Development and Education Committee with nominations to fill vacancies on the Committee. However, the Professional Development and Education Committee is delegated the responsibility to recommend the appointment of members to the Committee by the LGMA Board.

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 FIPPA 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 FIPPA;
 - (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 FIPPA 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 six 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.

13. Volunteer Appreciation

In accordance with LGMA's Program Management Policy the following volunteer appreciation has been established.

In addition to sections 3.1, 3.2, and 3.3, [of the Program Management Policy](#), volunteer Committee members who register for a program they have contributed to developing, whether they are a speaker or only participated in Committee meetings, will be provided with a complimentary registration in recognition of their volunteer support. This is intended to provide tangible volunteer appreciation by the Association.