



## **GREATER SUDBURY POLICE SERVICE BOARD BY-LAW BY-LAW 2025-005**

A By-Law to establish governance standards to comply with the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56.

**WHEREAS** Section 3 (2) of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56 provides that the Board may designate from among its members, a person to act as Head of the Institution for the purposes of the *Act*;

**AND WHEREAS** Section 49 (1) of that *Act* provides that a Head may delegate a power or duty as vested in the Head to officers or employees of the Institution subject to such limitations, restrictions, conditions or requirements as the Head may set out in the delegation;

**AND WHEREAS** the Board desires to establish guidelines for compliance with the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56 for the disclosure of information;

**AND WHEREAS** section 46 (1) of the *Community Safety and Policing Act* authorizes the Board, by by-law, to make rules for the effective management of the police service;

**NOW THEREFORE, the Greater Sudbury Police Service Board hereby enacts as follows:**

### **1.0 DEFINITIONS**

#### **ACT**

Means the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56.

#### **BOARD**

Means the Greater Sudbury Police Service Board.

#### **CHAIR**

Means the Chair of the Greater Sudbury Police Service Board.

#### **CHIEF OF POLICE**

Means the Chief of the Greater Sudbury Police Service.

## HEAD

Means in respect of the Institution, the Individual determined to be Head under this By-Law.

## INSTITUTION

Means the Greater Sudbury Police Service.

### **2.0 DESIGNATION OF HEAD OF THE INSTITUTION**

- 2.1 Pursuant to Section 3(2) of the *Act*, the Board designates the Chair as the Head of the Institution for the purposes of the *Act*.

### **3.0 DELEGATION OF POWERS**

- 3.1 Pursuant to Section 49(1) of the *Act*, the Chair delegates the powers and duties vested in the Head under the *Act* to the Chief of Police and/or his designate with respect to all records in the custody or under the control of the Institution.

### **4.0 CHIEF OF POLICE**

- 4.1 The Chief of Police shall develop written procedures to ensure compliance with the requirements of the *Act* including provisions which ensure right of access to information under control of the Institution as well as the protection of personal information.
- 4.2 The Chief of Police shall ensure that all members who receive delegation of the duties under Section 3 of this By-Law receive the appropriate training on the *Act* and its administration.

### **5.0 REPORTING REQUIREMENTS**

- 5.1 The Chief of Police or designate shall ensure that an annual report is filed with the Ontario Information Privacy Commission in the format required by the Commission.
- 5.2 The Chief shall provide an annual statistical report to the Board which shall contain, at a minimum, the following information:
- a. The total number of personal information requests;
  - b. The total number of general information requests;
  - c. The sources of the requests;
  - d. The Disposition of requests;
  - e. Exemptions claimed; and
  - f. Total fees collected.

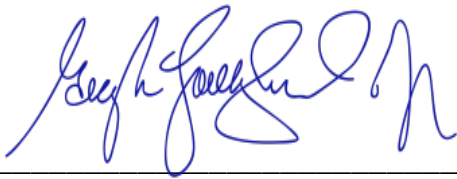
- 6.0 In this By-law words imparting singular include the plural and vice versa.

## **7.0 EFFECTIVE DATE**

7.1 By-Law 2015-2, as amended, and all By-Laws, sections of By-Laws and procedural policies of the Board inconsistent with the provisions of this By-Law are hereby repealed.

7.2 This By-Law shall come into effect on passage.

BY-LAW passed by the Greater Sudbury Police Service Board, this 17<sup>th</sup> day of December 2025.



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Gerry Lougheed, Jr., Chair



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Matthew Gatien, Board Administrator