

City of Maple Ridge
Office of the Integrity Commissioner
Policy Number 2025-001
Privacy and Confidentiality

Definitions

“Bylaw” is the Code of Conduct Bylaw No. 7976-2023.

“City” is the City of Maple Ridge.

“Commissioner” is the Integrity Commissioner appointed by Council under section 37 of the Bylaw.

“Council” is the City Council of Maple Ridge.

“FIPPA” is the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, ch 165.

“Record” has the same meaning as in Schedule 1 of FIPPA.

Purpose

This policy applies to all records compiled and created by the Commissioner when carrying out the Commissioner’s duties and responsibilities pursuant to section 43 of the Bylaw.

Records

1. All records compiled and/or created by the Commissioner while carrying out their duties and responsibilities will be kept in the sole custody and control of the Commissioner. The City will not have any right to inspect, review, obtain or otherwise access any such records, with the sole authority over the management, storage, retention and disposition of record being that of the Commissioner.
2. The Commissioner will create, access and store records in for the length of time required pursuant to applicable legislation and/or professional obligations of the Commissioner.

3. The City will not have any role in directing how records are created, stored or accessed.
4. The City will not have access to any record in the custody or control of the Commissioner. The Commissioner will only share records with the City when it is necessary for the Commissioner to carry out her duties under the Bylaw, or as required by law.
5. The Commissioner will retain all records for at least ten years from the date the matter related to that record is closed.
6. If a new individual becomes Commissioner, all records in the custody and control of the former Commissioner will be transferred to the new Commissioner, and not to the City.

FIPPA

7. The Commissioner's records are outside the custody and control of the City, and are not subject to disclosure under FIPPA.

Confidentiality

8. All records in the custody and control of the Commissioner are confidential and will only be disclosed for the purpose of carrying out the Commissioner's duties under the Bylaw, or when required by law.
9. When conducting a formal investigation, the Commissioner may disclose confidential information to participants where, in the Commissioner's judgment, it is necessary for procedural fairness. Before disclosing confidential information, the Commissioner will advise participants that they are required to maintain confidentiality over all information shared with them and may require participants to sign a confidentiality agreement prior to providing them with confidential information.