

ADMINISTRATIVE REPORT

TO: Corporate Services Committee

FROM: J. Zaffino, Chief Administrative Officer

DATE: January 9, 2025

RE: **Freedom of Information Applications 2024**

Purpose:

To provide the Board of Directors a summary of requests received in 2024 for access to records under the *Freedom of Information and Protection of Privacy Act*.

Reference:

[*Freedom of Information and Protection of Privacy Act*](#)

Business Plan Objective:

To provide a high level of customer service

Background:

The purpose of the *Freedom of Information and Protection of Privacy Act* is to make public bodies more accountable to the public and to protect personal privacy. Requests for access to records must be in writing and provide enough detail to identify the record(s) sought. The public body must respond within 30 days, although under certain circumstances, the deadline may be extended an additional 30 days.

Access to a record may be subject to the payment of fees, however the first three hours spent on a request are free. The maximum fees are set out in the *Freedom of Information and Protection of Privacy Regulation*. Fees may be waived if the applicant cannot afford the payment or for any other reason it is fair to excuse payment, or if the record relates to a matter of public interest, including the environment or public health or safety.

The Act outlines various exemptions to disclosure under which the public body may or must refuse to disclose in full or in part.

Analysis:

In 2024, the RDOS actioned 30 formal requests for access to RDOS records, as follows:

- 6 regarding bylaw enforcement complaints;
- 8 regarding building inspection files;
- 5 regarding planning/land use records;
- 4 regarding fire investigations;
- 11 regarding miscellaneous matters (e.g. copies of contracts, invoices, letters).

Approximately 4000 pages of records were released through access requests in 2024.

Each application is an opportunity for administration to consider whether certain records should be made routinely available to the public. For example, a request for a UBCM briefing note through an FOI application led to all 2024 UBCM briefing notes being available on the RDOS website.

Financial Implications:

Fees were charged for 8 applications, bringing in \$1490.00 toward the cost of searching for and preparing records for disclosure.

Respectfully submitted:

Gillian Cramm

G. Cramm, Deputy Corporate Officer

Endorsed by:

Christy Malden

C. Malden, Corporate Officer/Deputy CAO