

Email: 28(1)

May 12, 2016

28(1)

Dear 28(1) Personal :

Re: Access to Information Request #2016-009 – Parking Ambassador

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This is further to your access to information request received by the City on February 22, 2016 quoted as follows:

“This access to information request is for the time frame August 11, 2015 to February 22, 2016.

Please provide itemized costs for the parking ambassador initiative, including, but not limited to: salaries, benefits, expenses, materials, overtime, social media activities, online promotion, etc.

Please provide any documentation regarding any evaluation of the program using criteria such as (but not limited to): comparison of average tickets issued before and after the campaign; the experience of members of the Regina Downtown Business Improvement District; an analysis of the effect of the Ambassador program on complaints received by Parking Services; Ambassador debrief (copies of documents from debrief meetings held with the Ambassadors regarding this program); social media survey; and the number of brochures distributed.

Please provide all documents related to this initiative, including, but not limited to: emails, briefing notes, media lines, Q & As, memos, correspondence, analysis, complaints from the public, etc.”

We have processed your access request and the records responding to the request are attached. Pursuant to section 8 of *The Local Authority Freedom of Information and Protection of Privacy Act* (LAFOIPP), some of the information contained in the attached has been deleted for the following reason(s):

- Section 14(1)(k) – information released may interfere with a law enforcement matter or disclose information respecting a law enforcement matter.
- Section 16(1)(a)(b)(d) – advice from officials.
- Section 28(1) – personal information.

I have included a copy of all above-noted sections of the Act.

On the City of Regina website from August 11, 2015 to February 22, 2016, the parking brochure was clicked 237 times.

With regard to the processing fees we have determined that the estimate provided to you was lower than the actual costs, therefore the total amount owing is \$0.

Fee Type	# of Staff	Fee Calculations		Fees
Paper & Electronic records - Time to search for and review results	4	7 hr(s)	\$30 /hr	\$210.00
Paper and Electronic records - Time to locate relevant info	4	0.8 hr(s)	\$30 /hr	\$24.00
Time required to prepare records for disclosure	1	5.6 hr(s)	\$30 /hr	\$168.00
USB Drive		1 USB	\$14 /ea	\$14.00
<b>Subtotal:</b>				\$416.00
<b>LESS: 1st Hour Free</b>		<b>1 hour</b>	<b>-\$30</b>	<b>-\$30.00</b>
<b>Total Actual Fees:</b>				<b>\$386.00</b>
<b>Less Deposit - (100% of Estimate Pd.):</b>				\$380.00
<b>Final Amount Owing</b>				<b>\$0.00</b>

If you wish to exercise your right to request a review of this decision, you may do so by completing a Request for Review form and forwarding it to the Saskatchewan Information and Privacy Commissioner within one year of this notice. A copy of this form can be found at <http://www.qp.gov.sk.ca/documents/Forms/L27-1R1-B.pdf> or you may contact the Office of the Information and Privacy Commissioner at (306) 787-8350.

If you have any questions, please contact Cindy Howden at 306-777-7263 or by email at [lafoipp@regina.ca](mailto:lafoipp@regina.ca).

Yours truly,



Erna Hall  
Deputy City Clerk

Eh/ch

Enclosure(s)

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- (3) A notice given pursuant to subsection (2) is to state that the applicant may request a review by the commissioner within one year after the notice is given.
- (4) Where an application is made with respect to a record that is exempt from access pursuant to this Act, the head may refuse to confirm or deny that the record exists or ever did exist.
- (5) A head who fails to give notice pursuant to subsection (2) is deemed to have given notice, on the last day of the period set out in that subsection, of a decision to refuse to give access to the record.

1990-91, c.L-27.1, s.7.

**Severability**

- 8 Where a record contains information to which an applicant is refused access, the head shall give access to as much of the record as can reasonably be severed without disclosing the information to which the applicant is refused access.

1990-91, c.L-27.1, s.8.

**Fee**

- 9(1) An applicant who is given notice pursuant to clause 7(2)(a) is entitled to obtain access to the record on payment of the prescribed fee.
- (2) Where the amount of fees to be paid by an applicant for access to records is greater than a prescribed amount, the head shall give the applicant a reasonable estimate of the amount, and the applicant shall not be required to pay an amount greater than the estimated amount.
- (3) Where an estimate is provided pursuant to subsection (2), the time within which the head is required to give written notice to the applicant pursuant to subsection 7(2) is suspended until the applicant notifies the head that the applicant wishes to proceed with the application.
- (4) Where an estimate is provided pursuant to subsection (2), the head may require the applicant to pay a deposit of an amount that does not exceed one-half of the estimated amount before a search is commenced for the records for which access is sought.
- (5) Where a prescribed circumstance exists, the head may waive payment of all or any part of the prescribed fee.

1990-91, c.L-27.1, s.9.

**Manner of access**

- 10(1) Where an applicant is entitled to access pursuant to subsection 9(1), the head shall provide the applicant with access to the record in accordance with this section.
- (2) A head may give access to a record:
  - (a) by providing the applicant with a copy of the record; or
  - (b) where it is not reasonable to reproduce the record, by giving the applicant an opportunity to examine the record.

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- (b) where consultations that are necessary to comply with the application cannot reasonably be completed within the original period; or
  - (c) where a third party notice is required to be given pursuant to subsection 33(1).
- (2) A head who extends a period pursuant to subsection (1) shall give notice of the extension to the applicant within 30 days after the application is made.
- (3) Within the period of extension, the head shall give written notice to the applicant in accordance with section 7.

1990-91, c.L-27.1, s.13.

PART III  
Exemptions

Records from other governments

13(1) A head shall refuse to give access to information contained in a record that was obtained in confidence, implicitly or explicitly, from:

- (a) the Government of Canada or its agencies, Crown corporations or other institutions;
- (b) the Government of Saskatchewan or a government institution;
- (c) the government of another province or territory of Canada, or its agencies, Crown corporations or other institutions;
- (d) the government of a foreign jurisdiction or its institutions; or
- (e) an international organization of states or its institutions;

unless the government or institution from which the information was obtained consents to the disclosure or makes the information public.

(2) A head may refuse to give access to information contained in a record that was obtained in confidence, implicitly or explicitly, from another local authority or a similar body in another province or territory of Canada.

1990-91, c.L-27.1, s.13.

Law enforcement and investigations

14(1) A head may refuse to give access to a record, the release of which could:

- (a) prejudice, interfere with or adversely affect the detection, investigation, prevention or prosecution of an offence or the security of a centre of lawful detention;
- (a.1) prejudice, interfere with or adversely affect the detection, investigation or prevention of an act or omission that might constitute a terrorist activity as defined in the *Criminal Code*;

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- (b) discloses agendas or the substance of deliberations of meetings of a local authority if:
- (i) an Act authorizes holding the meetings in the absence of the public; or
  - (ii) the matters discussed at the meetings are of such a nature that access to the records could be refused pursuant to this Part or Part IV.
- (2) Subject to section 29, a head shall not refuse to give access pursuant to subsection (1) to a record where the record has been in existence for more than 25 years.

1990-91, c.L-27.1, s.15.

**Advice from officials**

**16(1)** Subject to subsection (2), a head may refuse to give access to a record that could reasonably be expected to disclose:

- (a) advice, proposals, recommendations, analyses or policy options developed by or for the local authority;
  - (b) consultations or deliberations involving officers or employees of the local authority;
  - (c) positions, plans, procedures, criteria or instructions developed for the purpose of contractual or other negotiations by or on behalf of the local authority, or considerations that relate to those negotiations;
  - (d) plans that relate to the management of personnel or the administration of the local authority and that have not yet been implemented; or
  - (e) information, including the proposed plans, policies or projects of the local authority, the disclosure of which could reasonably be expected to result in disclosure of a pending policy or budgetary decision.
- (2) This section does not apply to a record that:
- (a) has been in existence for more than 25 years;
  - (b) is an official record that contains a statement of the reasons for a decision that is made in the exercise of a discretionary power or an adjudicative function;
  - (c) is the result of product or environmental testing carried out by or for a local authority, unless the testing was conducted:
    - (i) as a service to a person, a group of persons or an organization other than the local authority, and for a fee; or
    - (ii) as preliminary or experimental tests for the purpose of:
      - (A) developing methods of testing; or
      - (B) testing products for possible purchase;
  - (d) is a statistical survey;