

August 19, 2015

28(1) Personal

Dear 28(1) :

Re: Access to Information Request #2015-053 – Mayor’s Office Water Bill Increase

Thank you for your access to information request received in this office on August 10, 2015 and further clarification received August 17, 2015 requesting access to:

“Any reports, briefing notes, memos or emails drafted by the Mayor’s Office concerning residents’ questions or complaints with regards to increased water bills and consumption over and following the water conservation advisory period (at the end of May 24, 2015 to July 31, 2015), the city’s explanation and response.”

The City has done a search for the records requested above and can advise that the record(s) you wish to access do not exist in the City of Regina. For your information, this notification has been provided pursuant to clause 7(2)(e) of *The Local Authority Freedom of Information and Protection of Privacy Act*.

If you have any questions, please contact Cindy Howden at 306-777-7263 or by email at lafoipp@regina.ca.

Yours truly,



Jim Nicol
Chief Legislative Officer & City Clerk

jn/ch

NOTE: If you would like 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. If you require a copy of this form please contact us or you may contact the Office of the Information and Privacy Commissioner directly at (306) 787-8350.

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LOCAL AUTHORITY FREEDOM OF INFORMATION
AND PROTECTION OF PRIVACY

c. L-27.1

Application

6(1) An applicant shall:

- (a) make the application in the prescribed form to the local authority in which the record containing the information is kept; and
 - (b) specify the subject matter of the record requested with sufficient particularity as to time, place and event to enable an individual familiar with the subject matter to identify the record.
- (2) Subject to subsection (4) and subsection 11(3), an application is deemed to be made when the application is received by the local authority to which it is directed.
- (3) Where the head is unable to identify the record requested, the head shall advise the applicant, and shall invite the applicant to supply additional details that might lead to identification of the record.
- (4) Where additional details are invited to be supplied pursuant to subsection (3), the application is deemed to be made when the record is identified.

1990-91, c.L-27.1, s.6

Response required

7(1) Where an application is made pursuant to this Act for access to a record, the head of the local authority to which the application is made shall:

- (a) consider the application and give written notice to the applicant of the head's decision with respect to the application in accordance with subsection (2); or
 - (b) transfer the application to another local authority or to a government institution in accordance with section 11.
- (2) The head shall give written notice to the applicant within 30 days after the application is made:
- (a) stating that access to the record or part of it will be given on payment of the prescribed fee and setting out the place where, or manner in which, access will be available;
 - (b) if the record requested is published, referring the applicant to the publication;
 - (c) if the record is to be published within 90 days, informing the applicant of that fact and of the approximate date of publication;
 - (d) stating that access is refused, setting out the reason for the refusal and identifying the specific provision of this Act on which the refusal is based;
 - (e) stating that access is refused for the reason that the record does not exist; or
 - (f) stating that confirmation or denial of the existence of the record is refused pursuant to subsection (4).
- (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.