

February 8, 2017

28(1) Personal

Dear 28(1) :

Re: Access to Information Request #2016-077 – Parking Tickets

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This is further to your access to information request received by the City on January 18, 2017, quoted as follows:

“A listing (in Microsoft Excel Spreadsheet format if possible) of all Parking Tickets issued since 2012. As well as a listing of all complaint calls received by the City of Regina in a similar format during the same timeframe. Information to include but not limited to, Date, Time, Location, Officer Number, Reason, and whether the ticket was issued on a proactive or complaint basis.”

We have processed your access request and a portion of the records relevant 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 spreadsheet titled “R ServiceReginaParking Data” is not being released at this time. The columns titled “Caller Comments” and “Inspector Comments” contain personal information to which s. 28(1) Disclosure of Personal Information LAFOIPP applies. A copy of the relevant section is enclosed for your reference.

If you require the information contained in the two removed columns, we have determined the following fees apply to your request, based on the large number of pages (3,135) that will require preparation for disclosure.

Fee Type	# of Staff	Fee Calculations		Fees
Time required to prepare records for disclosure	1	104.5 hr(s)	\$30 /hr	\$3,135.00
<b>Subtotal:</b>				\$3,135.00
<b>LESS: 1st Hour Free</b>		<b>1 hour</b>	<b>-\$30</b>	<b>-\$30.00</b>
<b>Total Fees:</b>				<b>\$3,105.00</b>
<b>Deposit Required - 50% of Total Fees:</b>				<b>\$1,552.50</b>

The above fees have been calculated pursuant to section 5 of *The Local Authority Freedom of Information and Protection of Privacy Regulations* and a copy is enclosed for your reference.

On the Access to Information Request form, you requested a waiver of processing fees. Since fees apply, we are providing you with an Application for Fee Waiver form. In order to determine your eligibility, you will be required to:

- Complete and return the Application for Fee Waiver form.
- Provide documented evidence of inability to pay based on income, assets and expenses.
- Indicate why using public resources to provide this information to you is in the public interest.

Personal information submitted in support of a fee waiver request is protected under *The Local Authority Freedom of Information and Protection of Privacy Act* and is used only for the purpose of determining eligibility.

Once we receive your documentation we will determine your eligibility for a fee waiver and provide you with a response.

If we do not receive a response within 90 calendar days of the date of this letter, your request for access will be considered abandoned and your file will be closed.

Please be advised that we have extended the 30 day response period by an additional 30 days, pursuant to:

- Subclause 12(1)(a)(i) of *The Local Authority Freedom of Information and Protection of Privacy Act* as your "...application is for access to a large number of records or necessitates a search through a large number of records and completing

the work within the original period would unreasonably interfere with the operations of the local authority.”

If you wish to exercise your right to request a review, 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.

Please be advised responses to requests are published on the Regina Open Data website at the City’s discretion. All information/data is handled in accordance with LAFOIPP. Your identity as the applicant is protected. Published requests will be available on the Open Data website at <http://open.regina.ca/> after a minimum of three to five business days following release to you.

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,



Jim Nicol  
Chief Legislative Officer & City Clerk  
Jn/ch

Enclosure(s)

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(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.

(3) A head may give access to a record that is a microfilm, film, sound recording, machine-readable record or other record of information stored by electronic means:

(a) by permitting the applicant to examine a transcript of the record;

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**Purpose of information**

24 No local authority shall collect personal information unless the information is collected for a purpose that relates to an existing or proposed program or activity of the local authority.

1990-91, c.L-27.1, s.24.

**Manner of collection**

25(1) A local authority shall, where reasonably practicable, collect personal information directly from the individual to whom it relates.

(2) A local authority that collects personal information that is required by subsection (1) to be collected directly from an individual shall, where reasonably practicable, inform the individual of the purpose for which the information is collected.

(3) Subsections (1) and (2) do not apply where compliance with them might result in the collection of inaccurate information or defeat the purpose or prejudice the use for which the information is collected.

1990-91, c.L-27.1, s.25.

**Standard of accuracy**

26 A local authority shall ensure that personal information being used by the local authority for an administrative purpose is as accurate and complete as is reasonably possible.

1990-91, c.L-27.1, s.26.

**Use of personal information**

27 No local authority shall use personal information under its control without the consent, given in the prescribed manner, of the individual to whom the information relates, except:

- (a) for the purpose for which the information was obtained or compiled, or for a use that is consistent with that purpose; or
- (b) for a purpose for which the information may be disclosed to the local authority pursuant to subsection 28(2).

1990-91, c.L-27.1, s.27.

**Disclosure of personal information**

28(1) No local authority shall disclose personal information in its possession or under its control without the consent, given in the prescribed manner, of the individual to whom the information relates except in accordance with this section or section 29.

(2) Subject to any other Act or regulation, personal information in the possession or under the control of a local authority may be disclosed:

- (a) for the purpose for which the information was obtained or compiled by the local authority or for a use that is consistent with that purpose;

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- (3) A head may give access to a record that is a microfilm, film, sound recording, machine-readable record or other record of information stored by electronic means:
- (a) by permitting the applicant to examine a transcript of the record;
  - (b) by providing the applicant with a copy of the transcript of the record; or
  - (c) in the case of a record produced for visual or aural reception, by permitting the applicant to view or hear the record or by providing the applicant with a copy of it.

1990-91, c.L-27.1, s.10.

**Transfer of application**

11(1) Where the head of the local authority to which an application is made considers that another local authority or a government institution has a greater interest in the record, the head:

- (a) may, within 15 days after the application is made, transfer the application and, if necessary, the record to the other local authority or government institution; and
- (b) if a record is transferred pursuant to clause (a), shall give written notice of the transfer and the date of the transfer to the applicant.

(2) For the purposes of this section, another local authority or a government institution has a greater interest in a record if:

- (a) the record was originally prepared in or for the other local authority or the government institution; or
- (b) the other local authority or the government institution was the first to obtain the record or a copy of the record.

(3) For the purposes of section 7 and section 7 of *The Freedom of Information and Protection of Privacy Act*, an application that is transferred pursuant to subsection (1) is deemed to have been made to the local authority or the government institution on the day of the transfer.

(4) Where the application is transferred to a government institution, *The Freedom of Information and Protection of Privacy Act*, and not this Act, applies to the application.

1990-91, c.L-27.1, s.11.

**Extension of time**

12(1) The head of a local authority may extend the period set out in section 7 or 11 for a reasonable period not exceeding 30 days:

- (a) where:
  - (i) the application is for access to a large number of records or necessitates a search through a large number of records; or
  - (ii) there is a large number of requests;

and completing the work within the original period would unreasonably interfere with the operations of the local authority;

CHAPTER L-27.1 REG 1

*The Local Authority Freedom of Information and  
Protection of Privacy Act*

**Title**

1 These regulations may be cited as *The Local Authority Freedom of Information and Protection of Privacy Regulations*.

**Interpretation**

2 In these regulations:

- (a) "Act" means *The Local Authority Freedom of Information and Protection of Privacy Act*;
- (b) "employment reference" means personal information that is evaluative or opinion material compiled solely for the purpose of describing an individual's suitability, eligibility or qualifications for employment.

16 Jly 98 cL-27.1 Reg 1 e2.

**Local Authorities prescribed**

3(1) For the purposes of subclause 2(f)(y) of the Act, the bodies set out in Part I of the Appendix are prescribed as local authorities.

(2) For the purposes of subclause 2(f)(xvii) of the Act, the bodies set out in Part II of the Appendix are prescribed as local authorities.

16 Jly 98 cL-27.1 Reg 1 e3; 11 Jly 97 SR 5687 e3.

**Applications**

4 For the purposes of clause 6(1)(a) of the Act, Form A of Part III of the Appendix is the form prescribed for applications for access to records.

16 Jly 98 cL-27.1 Reg 1 e4.

**Fees**

5(1) An application fee of \$20 is payable at the time an application for access to a record is made.

(2) Where access to a record or part of a record is given by providing the applicant with a copy of the record, the following fees are payable at the time when access is given:

- (a) for a photocopy, \$0.25 per page;
- (b) for a computer printout, \$0.25 per page;
- (c) for a paper print from microfilm, \$0.50 per page;
- (d) for 16 millimetre microfilm duplication, non-silver, \$32 per 30.5 metre reel;
- (e) for 35 millimetre microfilm duplication, non-silver, \$36 per 30.5 metre reel;

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- (f) for microfiche duplication, non-silver, \$0.50 per fiche;
  - (g) for a print of a photograph or slide:
    - (i) \$3 per 3 1/2" x 5" black and white print;
    - (ii) \$6 per 3 1/2" x 5" colour print;
    - (iii) \$5 per 4" x 6" black and white print;
    - (iv) \$8 per 4" x 6" colour print;
    - (v) \$7 per 5" x 7" black and white print;
    - (vi) \$10 per 5" x 7" colour print;
    - (vii) \$9 per 8" x 10" black and white print;
    - (viii) \$12 per 8" x 10" colour print;
    - (ix) \$18 per 11" x 14" black and white print;
    - (x) \$21 per 11" x 14" colour print;
  - (h) for a print mentioned in clause (g) for which a negative must be made:
    - (i) \$9 per 3 1/2" x 5" black and white print;
    - (ii) \$12 per 3 1/2" x 5" colour print;
    - (iii) \$11 per 4" x 6" black and white print;
    - (iv) \$14 per 4" x 6" colour print;
    - (v) \$13 per 5" x 7" black and white print;
    - (vi) \$16 per 5" x 7" colour print;
    - (vii) \$15 per 8" x 10" black and white print;
    - (viii) \$18 per 8" x 10" colour print;
    - (ix) \$24 per 11" x 14" black and white print;
    - (x) \$27 per 11" x 14" colour print;
  - (i) for an audio cassette, \$15 for each hour or portion of an hour;
  - (j) for a one-half inch video cassette, \$35 for each hour or portion of an hour;
  - (k) for a floppy disk, \$10;
  - (l) for a form of record not mentioned in clauses (a) to (k), the actual cost of copying the record.
- (3) Where time in excess of one hour is spent in searching for a record requested by an applicant or in preparing it for disclosure, a fee of \$15 for each half-hour or portion of a half-hour of that excess time is payable at the time when access is given.
- (4) Where a search and retrieval of electronic data is required to give access to a record requested by an applicant, a fee equal to the actual cost of the search and retrieval, including machinery and operator costs, is payable at the time when access is given.

16 Jly 93 cL-27.1 Reg 1 s5.