

Email: [REDACTED]

August 11, 2023

CONFIDENTIAL

Dear [REDACTED]:

Re: Access to Information Request #2023-124 – ATIR Statistics

This is further to your access to information request and payment received by the City on August 10, 2023, quoted as follows:

[REDACTED]

The vast majority of large public bodies use a records/data management system to track and manage FOI requests. We are seeking access to the following fields:

1. **Identifier:** The request number or unique identifier for each request.
2. **Summary:** The most detailed request text available in the tracking system, be that the full request text or a summary written by an FOI coordinator.
3. **Date received:** The date each FOI was received.
4. **Date completed:** The date each FOI was completed.
5. **Disposition:** The disposition for each FOI (records granted in full, in part, denied, etc.).
6. **(Not mandatory) Department, division, body or entity:** If your tracking system provides detail on which part of your organization is being targeted with a request, we would like this information. For example, some municipalities process FOIs for local transit and police services. Similarly, Ontario's Ministry of the Solicitor

General handles requests for the Ontario Provincial Police, and various provincial health authorities handle requests on behalf of many hospitals. If this is the case for your organization and you are able to distinguish these entities with a field, that is helpful. If this information is not readily available, please disregard this part of our request. You do not need to contact us for permission to disregard this field.

We have processed your access request and records relevant to the request are attached. We have redacted the personal information from out of the records as non-responsive to the request since in past years you did not require this information. Also, The City of Regina does not handle access to information requests for hospitals in Regina.

Please note: The City of Regina does not process access to information requests for the Regina Police Services. They process their own requests.

If you wish to exercise your right to request a review of this decision, you may complete a Request for Review form and forward it to the Saskatchewan Information and Privacy Commissioner within one year of this notice. You may contact the Saskatchewan Information and Privacy Commissioner at 306-787-8350.

Responses to requests may be published on the Regina Open Data website at the City's discretion. All information/data is handled in accordance with LA FOIP. Your identity as the applicant is protected. Published requests will be available on the Open Data website at <http://open.regina.ca/> a minimum of three business days following release to you.

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

Yours truly,



Jim Nicol
City Clerk

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Enclosures

LOCAL AUTHORITY FREEDOM OF INFORMATION
AND PROTECTION OF PRIVACY

7
e. L-27.1

(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;