

THE LOCAL AUTHORITY FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Accessing records held by the City of Saskatoon

WHAT IS THE LOCAL AUTHORITY FREEDOM OF INFORMATION AND PRIVACY PROTECTION ACT?

This legislation of the Saskatchewan Government is really “two Acts in one”.

- 1) The Act enables any person to apply for access to records containing information processed by or controlled by the City of Saskatoon.
- 2) The Act establishes rules for how the City collects and deals with personal information.

WHAT RECORDS WILL THE LOCAL AUTHORITY GIVE ME ACCESS TO?

Written documents, computer records, photographs or information stored by any other means are accessible under the Act.

However, the Act does exempt certain types of records from the application for access. For example, records that contain personal information about another individual, closed meetings of Council, and law enforcement investigations are not accessible.

WHAT ARE THE STEPS FOR USING THE LOCAL AUTHORITY FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT TO OBTAIN INFORMATION FROM THE CITY OF SASKATOON?

Complete an application form by filling in your name, address and enough information to let the City Clerk’s Office know exactly what record(s) you need.

Application forms are available at the City Clerk’s Office or can be printed from the City’s website. (www.saskatoon.ca – look under City Hall/Send Comments & Concerns to the City/Freedom of Information. You may be asked to give further details regarding the information you are requesting to assist in retrieving the records.

HOW LONG WILL IT TAKE TO GET THE REQUESTED INFORMATION?

Every effort is made to supply the requested information as quickly as possible. However in some cases the records are not easily retrievable or discussions have to be held with other parties.

Within 30 day you will hear back from the City Clerk, either:

- Providing the requested information;
- Advising that the information will not be released and for what reason; or
- Advising that due to extenuating circumstances, it will take a further period of time, not to exceed 30 days, to respond to the request.

DO I HAVE TO USE THIS ACT TO OBTAIN INFORMATION FROM THE CITY OF SASKATOON?

No. *The Local Authority Freedom of Information and Protection of Privacy Act* does not replace the methods the City of Saskatoon traditionally uses to provide information to the public.

If you want information, contact the City Clerk's Office. Chances are, they will be able to help you immediately. Records such as Council minutes, Committee minutes, bylaws, etc. will continue to be available to the public through the City Clerk's Office.

If you can't get what you need through everyday channels, *The Local Authority Freedom of Information and Protection of Privacy Act* can be used.

DOES IT COST ANYTHING TO ACCESS RECORDS THROUGH THIS ACT?

There is a \$20.00 application fee which includes one hour of research time.

If your request is more complicated, processing fees of \$15.00 per half hour after the first hour will be charged.

If a copy of the record is provided to you, you may be required to pay a fee. For example, photocopy charges are \$0.25 per page.

If you apply for access to a computer record, you may be charged the actual computer costs of searching for and retrieving the record.

A written cost estimate will be provided in advance if the costs are expected to exceed \$50.00. No action will be taken without your authorization to proceed.

FOR FURTHER INFORMATION CONTACT:

City Clerk's Office
Telephone (306) 975-3240

WHAT IF THE CITY OF SASKATOON REFUSES TO GIVE ME ACCESS TO A RECORD I REQUESTED?

If you are refused access to a record or part of a record, you may ask the Provincial Information and Privacy Commissioner to review the decision.

If the Commissioner reviews the matter and you are still not satisfied, the decision to refuse to give you access to the record can be appealed to the Court of Queen's Bench.

For further information you may contact:

Information and Privacy Commissioner
503 – 1801 Hamilton Street
Regina, Saskatchewan
S4P 4B4

Toll Free Telephone: 1-877-748-2298