

TOWN OF LAFLECHE

POLICY 49-25

BEING A POLICY TO GOVERN ACCESS TO INFORMATION REQUESTS

The Council of the Town of Lafleche, in the Province of Saskatchewan, enacts as follows:

1. Definitions:

- (a) Access to Information Request – the formal process by which an individual may request access to the Town’s records under the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act* (LAFOIP). The term freedom of information request (FOI) is also used to describe an access to information request.
- (b) CAO – the Chief Administrative Officer for the Town appointed pursuant to Section 110 of *The Municipalities Act*.
- (c) Applicant – any individual who requests access to a record under LAFOIP.
- (d) Contractor – an individual or company retained under a contract to perform services for the Town including any information management service providers (IMSP).
- (e) Control – is where the Town has the authority to manage the record including restricting, regulating and administering its use, disclosure or disposition.
- (f) Duty to Assist – the Town’s obligation to provide assistance to an applicant including responding to a request for access openly, accurately and completely.
- (g) Employee – an individual employed by the Town, including an individual retained under a contract to perform services for the Town (LAFOIP Sec. 2(1) (b.1)).
- (h) Exemption – a mandatory or discretionary provision under LAFOIP that authorizes the Town to refuse to give access to information contained in a record.
- (i) Formal Request – a request for access to information, made in writing or presented on the prescribed Access to Information Request Form that states the applicant wishes to make application under LAFOIP.
- (j) Head – the Mayor, or the CAO, dependent upon designation by the Town Council (LAFOIP Sec. 2(1)(e)).
- (k) Informal Request – a request for information, which is general in nature, can be easily access in a minimal amount of time and can typically be handled by the area, branch or unit responsible for the information.
- (l) Information – what a record contains; it is also a term used to refer to the content of an electronic database or application. Regardless of the form, all recorded information in the possession or under the control of the Town is a record.
- (m) Personal Information – means information about an identifiable individual of a personal nature which may include but is not limited to: information about an individual’s race; religion; family status; age; birthdate; place of origin;

employment or criminal history; financial information; health services number; driver's license number; social insurance number; home address, email address or telephone number; physical or mental condition of an individual; an individual's personal views or opinions except where they are about another individual.

- (n) Possession – physical possession plus a measure of control of the record.
 - (o) Privacy – is the right to keep certain information private; freedom from unauthorized access to, use, or disclosure of one's personal information.
 - (p) Record – means a record of information in any form and includes information that is written, photographed, recorded, digitized or stored in any manner, but does not include computer programs or other mechanisms that produce records (LAFOIP Sec. 2(1)(j)).
 - (q) Third party – means a person or company other than the Town or the applicant.
2. That each request is to be made in person by filling out the attached Schedule "A" and accompanied by a payment of \$20 to the Town of Lafleche.
 3. That each request will be entertained and responded to within thirty calendar days from the date of request, in accordance with LAFOIP, as it may be amended from time to time.
 4. That the CAO is responsible for:
 - (a) Corporate information, including personal information the Town keeps of residents and employees.
 - (b) Providing guidance with respect to this policy and ensuring this policy is followed.
 - (c) Receiving and managing all access to information requests including the application of all exemptions and working with the IPC when a review is undertaken.
 5. That employees are responsible for:
 - (a) Forwarding all access requests to the Head.
 - (b) Assisting with the search for responsive records.
 - (c) Compliance with this policy and related procedures and guidelines.
 6. That upon receiving a completed form, the Head will review the request and may choose to fully disclose, partially disclose, or fully deny the request. There are several reasons a request may be partially disclosed or fully denied. These reasons are outlined in LAFOIP and may include:
 - (a) Records from other governments obtained and kept in confidence – LAFOIP 13(2)
 - (b) Certain third-party information – LAFOIP 18
 - (c) Information received in confidence from another local authority – LAFOIP 13(2)
 - (d) Information regarding law enforcement and ongoing investigations – LAFOIP 14
 - (e) Draft resolutions, bylaws, and in-camera meeting documents – LAFOIP 15

- (f) Advice from officials – LAFOIP 16
- (g) Information that may result in danger to the health or safety of an individual – LAFOIP 20
- (h) Information covered under solicitor-client privilege – LAFOIP 21

7. That types of requests include:

- (a) General Access to Information Request - request general information from the Town. For access to general information, an application fee of \$20 is required. Additional processing fees may be applied.
- (b) Information About Someone Else – request information about someone else. For this request, an application fee of \$20 is required. Additional processing fees may be applied.
- (c) Request your Own Personal Information - Personal information consists of information you personally provided to the Town of Lafleche. Personal information does not include everywhere your name is mentioned in records nor does it include complaints against your property.

8. That records of the request and of the resulting released information will be kept and labelled, to be accessed in the case of a similar request in the future.

9. That upon completion of a request, the Town shall send a letter (either e-mail or mail) outlining the steps taken and including the requested information (if disclosed).

10. That if the requester is unsatisfied with the Town's processing of the request, they may apply to the Saskatchewan Information and Privacy Commissioner (IPC) for review. The Town will cooperate with the IPC during the review and will work with the IPC, the applicant, and any third parties to come to an acceptable result, wherever possible.

11. That information that can be released does not include:

- (a) Personal information of employees, including phone numbers, birthdates, social insurance numbers, health card numbers, and other personal identifying information will be redacted and will not be disclosed;
- (b) In-camera discussions in Council meetings.

12. That, depending on the scope of work, the Town may request additional fees to complete the request. These fees may include:

- (a) \$0.25 per page for copying or printing;
- (b) The cost of storage devices for electronic copies;
- (c) \$15.00 for each half-hour, or portion thereof, of excess time spent locating the requested information and performing redactions (as necessary); and/or
- (d) \$25.00 for each half-hour, or portion thereof, of excess time spent locating requested information and contacting individuals pertaining to their personnel records and performing redactions (as necessary).

13. That the above fees may not include the first hour of search and/or preparation time, as guided by the IPC.

14. That, in accordance with the current IPC guidelines, the following is included in the search time:
- (a) Staff time involved with searching for records;
 - (b) Examining file indices, file plans or listings of records (paper or electronic);
 - (c) Pulling paper files/specific paper records out of files; and
 - (d) Reading through files to determine responsiveness.
15. That, in accordance with the current IPC guidelines, the following is not included in the search time:
- (a) Time spent copying the records;
 - (b) Time spent going from office to office or off-site storage to look for records; and
 - (c) Having someone review the results of the search.
16. That, in accordance with the current IPC guidelines, the following is included in the preparation time:
- (a) Time spent physically severing exempt information from records.
17. That, in accordance with the current IPC guidelines, the following is not included in the preparation time:
- (a) Deciding whether or not to claim an exemption;
 - (b) Identifying records requiring severing;
 - (c) Packing records for shipment;
 - (d) Identifying and preparing records requiring third party notice.
 - (e) Transporting records to the mailroom or arranging for a courier;
 - (f) Time spent by a computer compiling information;
 - (g) Assembling information and proofing data;
 - (h) Photocopying; and
 - (i) Preparing an index of records.
18. That the public has a right to inspect any of the documents listed below. A request is not needed nor shall the application fee of \$20 be charged. Copies must be presented in a reasonable time and a fee, as approved by Council, may be charged to cover administrative costs.
- (a) Any contract approved by Council, any bylaw or resolution, and any account paid by the Council relating to the Town;
 - (b) Public Disclosure Statements;
 - (c) Council member official oaths or affirmations;
 - (d) Financial statements;
 - (e) Auditor's reports;
 - (f) Consultant reports, employee reports, or of any committee or body established by Council;
 - (g) Minutes, after they have been approved;
 - (h) Employee code of conduct;

- (i) Assessment roll;
- (j) Waterworks information.

19. That Schedule "B" be attached to and form part of this policy, to list additional resources to be consulted by an employee or the applicant in the case of a formal request.

20. That this policy be retroactive to January 1, 2025.

This policy was adopted this 15th day of October, 2025.

Schedule "A"

L-27.1 REG 1

LOCAL AUTHORITY FREEDOM OF INFORMATION
AND PROTECTION OF PRIVACY

PART III

Form A

[Clause 6(1)(a) of the Act]



**Access to
Information
Request Form**

LOCAL AUTHORITY FREEDOM OF
INFORMATION AND PROTECTION
OF PRIVACY
Form A
[Clause 6(1)(a)]

Personal information and personal health information on this form is collected under *The Local Authority Freedom of Information and Protection of Privacy Act* and *The Health Information Protection Act* and will be used or disclosed only as necessary to respond to your request.

INFORMATION ABOUT YOU

Last Name		First Name	
<input type="text"/>		<input type="text"/>	
Name of Company or Organization (if applicable - optional)			
<input type="text"/>			
Address	City	Province	Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day Phone Number	Alternate Number	Fax Number	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

INFORMATION ABOUT THE RECORDS YOU ARE REQUESTING

Are you requesting:

your own personal information.

personal information about someone other than yourself (*attach proof that you have authority to receive the information requested*).

general information.

To which local authority are you making your request? *Enter the name of the local authority that you believe has the records you are requesting.*

What records do you wish to access? *Please provide a detailed description of the records you wish to access. This information will help locate the records.*

LOCAL AUTHORITY FREEDOM OF INFORMATION
AND PROTECTION OF PRIVACY

L-27.1 REG 1

What is the time period for the records you are requesting (if applicable)?

There is a processing fee of \$20 payable to the local authority. The person managing your request may contact you to seek clarification or to discuss aspects of the request, including the application of additional fees if necessary. You may request a waiver of the processing fee or additional fees, but may be required to provide evidence of substantial financial hardship (see section 8 of the regulations). Please keep a copy of this request for your records.

Check if requesting waiver of processing fees:

I request that payment of the fees related to this request be waived because payment will cause me substantial financial hardship. Details are as follows: *(Use reverse of form if additional space is required.)*

Signature of Applicant

FOR OFFICE USE ONLY

Date Received

Application Number

30-Day Response Date

Print

Save

Reset Form

Schedule “B”

Related Forms and Reference Materials

- Access to Information Request Form:
<https://publications.saskatchewan.ca/#/products/8096>
- Information and Privacy Commissioner, Sample Access Request Checklist at:
<https://oipc.sk.ca/assets/sample-operational-policy-and-checklist-for-municipalities.pdf>
- Sample letters, Ministry of Justice, Access and Privacy Branch website:
<http://www.publications.gov.sk.ca/deplist.cfm?d=9&c=4620>
- The Local Authority Freedom of Information and Protection of Privacy Act:
<http://www.publications.gov.sk.ca/freelaw/documents/English/Statutes/Statutes/L27-1.pdf>
- The Municipalities Act:
<http://www.publications.gov.sk.ca/freelaw/documents/English/Statutes/Statutes/M36-1.pdf>

Other IPC resources (www.oipc.sk.ca):

- The Rules of Procedure, https://oipc.sk.ca/assets/rules-of-procedure_v2.pdf
- Best practices for Mayors, Reeves, Councilors, and School Board members in handling records that contain personal information and personal health information
- What Councillors should know about LA FOIP, <https://oipc.sk.ca/assets/what-councillors-should-know-about-lafoip.pdf>
- LA FOIP 101: the Basics for cities, Towns, Municipalities (webinar), <https://oipc.sk.ca/resources/webinars/la-foip-101-the-basics-for-cities-towns-municipalities-etc/>
- IPC Guide to FOIP and LA FOIP, <https://oipc.sk.ca/assets/ipc-guide-to-exemptions.pdf>
- Understanding the Duty to Assist, <https://oipc.sk.ca/assets/understanding-the-duty-to-assist.pdf>
- Steps to Charging Fees, <https://oipc.sk.ca/assets/steps-to-charging-fees.pdf>
- Fee Estimates – Quick Calculation Guide, <https://oipc.sk.ca/assets/fee-estimate-quick-calculation-guide.pdf>
- Best Practices for Responding to Access Requests, <https://oipc.sk.ca/assets/best-practices-for-responding-to-access-requests.pdf>
- Responsive Records Search Checklist at: <https://oipc.sk.ca/resources/access/>
- Search Checklist Blog, <https://oipc.sk.ca/search-checklist/>
- Severing Blog, <https://oipc.sk.ca/severing/>