

## **COSTS ASSOCIATED WITH RESPONDING TO 'FREEDOM OF INFORMATION & PROTECTION OF PRIVACY' (FOIP) REQUESTS**

---

### **EXECUTIVE SUMMARY**

Report to Council on the costs of processing FOIP requests at The City of Calgary, in accordance with Notice of Motion 2013-09.

### **ADMINISTRATION RECOMMENDATION(S)**

That Council receive for information.

### **PREVIOUS COUNCIL DIRECTION / POLICY**

At the Regular Meeting of Council 2013 March 18, Notice of Motion 2013-09 was adopted as amended:

"NOW THEREFORE BE IT RESOLVED that, in accordance with Council Policy CC039 Transparency and Accountability and to reduce the overall cost of FOIP at the City, Administration be directed to routinely disclose information wherever possible on a cost-recovery basis;

AND FURTHER BE IT RESOLVED that the City Manager provide the following information in **semi-annual** reports to Council:

- a. the number of personal information and general information requests received by City Clerk's;
- b. the cost of responding to FOIP **requests** by City Clerk's;
- c. the cost of responding to each request by The City by Department(s);
- d. the value of fees assessed by City Clerk's;
- e. the number and nature of new types of records made available through routine disclosure by Department; and
- f. fees received by routine disclosure of new types of records."

### **BACKGROUND**

The City of Calgary, a public body under the *Freedom of Information & Protection of Privacy (FOIP) Act*, must respond to all formal FOIP access to information requests made for records in the custody or control of The City. The City has experienced continual increases in the number of FOIP requests, which is reflected in a concurrent increase in the cost of responding to them.

### **INVESTIGATION: ALTERNATIVES AND ANALYSIS**

Departments were provided 2 templates to capture the information required for Items "c", "e" and "f" above. The Attachment summarizes FOIP request costs, routine disclosure & active dissemination, by Department for the period 2014 July 1 – December 31.

Making more records available to the public through the use of active dissemination and routine disclosure is the best way for The City to reduce FOIP program costs.

## **COSTS ASSOCIATED WITH RESPONDING TO 'FREEDOM OF INFORMATION & PROTECTION OF PRIVACY' (FOIP) REQUESTS**

---

Active dissemination is making more information available without a request being made, and routine disclosure is making records available upon request. Both of these methods are used outside of FOIP. Routine disclosure and active dissemination are forms of proactive disclosure, which aligns with Council Policy CC039, Transparency and Accountability.

### **Stakeholder Engagement, Research and Communication**

None.

### **Strategic Alignment**

This report is aligned with Council's request for information, which aligns with Council Policy CC039 Transparency and Accountability.

### **Social, Environmental, Economic (External)**

Social

With Departments identifying more records to be made available without use of FOIP, the public will benefit from increased access to records without having to rely on a FOIP request.

Environmental

None.

Economic

Identifying new types of records for proactive release could result in a reduction of costs to The City of Calgary associated with responding to FOIP requests.

### **Financial Capacity**

#### **Current and Future Operating Budget:**

Unknown.

#### **Current and Future Capital Budget:**

None.

### **Risk Assessment**

None.

### **REASON(S) FOR RECOMMENDATION(S):**

Report is a result of Notice of Motion 2013-09, requesting information.

### **ATTACHMENT(S)**

Attachment –

FOIP Request Expenditures; \*new\* Routine Disclosure & Active Dissemination, by Department