

# INFORMATION REPORT

TO: Chair and Members

Audit, Finance & Administration

Committee

WARD(S) AFFECTED: CITY WIDE

**COMMITTEE DATE:** December 9, 2013

#### SUBJECT/REPORT NO:

Freedom of Information Quarterly Report (July 1 to September 30, 2013) (CL13001(b))

(City Wide)

#### **SUBMITTED BY:**

Rose Caterini City Clerk

Corporate Services, Clerk's Division

**SIGNATURE:** 

#### PREPARED BY:

Lisa Barroso 905 546-2424 x2743

#### **Council Direction:**

In response to direction given by Council in 2004, quarterly reports on Freedom of Information activity are presented to the Audit, Finance & Administration Committee. The intent of these reports is to keep the Committee and Council informed of the types of requests received under the <u>Municipal Freedom of Information and Protection Act</u> and what, if any, exemptions have been applied to municipal records.

#### Information:

Listed on Appendix "A" attached to Report CL13001(b) are details of the Freedom of Information requests received during the third quarter of 2013 from July 1 to September 30. These details include the length of time it took to process each request and the status of the request, noting which exemptions, if any, were applied, as well as the type of request, and the originator of the request, based on the categories of private citizen, business and media. We also include the total of time spent by each city department on Freedom of Information requests for each quarter.

Should Committee and Council wish to address a specific access request identified in this report, the matter would have to be dealt with, in closed session, in accordance with the *Municipal Act* and the City's Procedural By-law.

File #	T y p e	Information Requested From	Date Received	Date Completed	No. of Days to Finish	Disposition of Request	Clerk Time (Min.)	City Manager	Community Services	Corporate Services	Emergency Services	HRC	Human Resources	Legal Services	Mayors Office	Planning Economic Development	Public Health	Public Works	Purchasing	Source - Personal, Business, Media
13-002	G	Public Works, Emergency Services, Planning & Economic Development	Jan 3/13			in progress														В
13-011	G	Public Works	Feb 13/13			in progress														М
13-017	G	Corporate Services	Feb 19/13			in progress														Р
13-019	G	Planning & Economic Development	Feb 19/13			in progress														Р
13-023	G	Corporate Services, Legal Services	Feb 21/13			in progress														В
13-030	G	Public Health Services	Mar 20/13			in progress														В
13-033	G	Planning & Economic Development	Mar 28/13			in progress														Р
13-034	G	Planning & Economic Development	Mar 28/13			in progress														Р
13-041	G	Planning & Economic Development	Apr 10/13			in progress														В
13-042	G	Public Works	Apr 18/13			in progress														В
13-045	G	Planning & Economic Development	Apr 25/13			in progress														Р
13-048	G	Planning & Economic Development	May 6/13			in progress														В
13-051	G	Legal Services, Human Resources	May 13/13	May 23/13	10	full disclosure	75	0	0	0	0	0	0	25	0	0	0	0	0	М
13-053	G	Planning & Economic Development	May 27/13	July 3/13	36	partial disclosure	379	0	0	0	0	0	0	0	0	45	0	0	0	Р
13-054	G	Planning & Economic Development	May 27/13	July 2/13	35	records available directly through department	319	0	0	12	0	0	0	0	0	0	0	0	0	Р
13-055	G	Public Works	May 27/13	July 8/13	41	full disclosure	167	0	0	0	0	0	0	0	0	0	0	90	0	В
13-056	G	Planning & Economic Development, Corporate Services	May 28/13	Aug 16/13		in progress														В
13-057	G	Public Health Services	June 17/13 (May 29/13)			in Progress														Р
13-058	G	Planning & Economic Development	June 3/13	July 3/13	30	all disclosed	111	0	0	0	0	0	0	0	0	25	0	0	0	Р

File#	T y p	Information Requested From	Date Received	Date Completed	No. of Days to Finish	Disposition of Request	Clerk Time (Min.)	City Manager	Community Services	Corporate Services	Emergency Services	HRC	Human Resources	Legal Services	Mayors Office	Planning Economic Development	Public Health	Public Works	Purchasing	Source - Personal, Business, Media
13-059	G	Planning & Economic Development	June 4/13	July 3/13	29	records available directly through department	194	0	0	0	0	0	0	0	0	2	0	0	0	В
13-060	G	Planning & Economic Development	June 5/13	July 5/13	30	abandoned	181	0	0	0	0	0	0	0	0	60	0	0	0	Р
13-061	G	Planning & Economic Development	June 10/13	July 10/13	30	records available directly through department	173	0	0	0	0	0	0	0	0	14	0	0	0	Р
13-062	G	Planning & Economic Development	June 17/13	July 9/13	21	partial disclosure	114	0	0	0	0	0	0	0	0	30	0	0	0	Р
13-063	G	Planning & Economic Development	June 18/13	July 4/13	15	partial disclosure	100	0	0	0	0	0	0	0	0	13	0	0	0	Р
13-064	G	Planning & Economic Development	June 18/13	July 4/13	15	partial disclosure	56	0	0	0	0	0	0	0	0	2	0	0	0	Р
13-066	G	Public Works	June 18/13	July 10/13	22	abandoned	139	0	0	0	0	0	0	0	0	90	0	0	0	В
13-067	G	Corporate Services	June 20/13			in progress														В
13-068	G	Planning & Economic Development	June 21/13	July 11/13	20	all disclosed	156	0	0	0	0	0	0	0	0	14	0	0	0	Р
13-069	G	Corporate Services, Members of Council & Council's Admin staff	June 25/13	Aug 22/13	30	partial disclosure upon pymt of processing fees														М
13-070	G	Planning & Economic Development	June 28/13	Oct 16/13	107	all disclosed	181	0	0	0	0	0	0	0	0	37	0	0	0	Р
13-071	G	Planning & Economic Development	July 2/13	Aug 8/13	36	partial disclosure	132	0	0	0	0	0	0	0	0	22	0	0	0	Р
13-072	G	Planning & Economic Development	July 2/13			in progress														Р
13-073	G	Planning & Economic Development	July 11/13			in progress														Р
13-074	G	Planning & Economic Development	July 12/13	Sept 13/13	52	all disclosed	119	0	0	0	0	0	0	0	0	27	0	0	0	Р
13-075	G	All	July 15/13			in progress														М
13-076	G	Members of Council	July 15/13			in progress														М
13-077	G	City Manager's Office, Planning & Economic Development	July 15/13	Aug 13/13	29	no responsive records	142	15	0	0	0	0	0	0	0	25	0	0	0	М
13-078	G	Planning & Economic Development	July 16/13			in progress														Р
13-079	G	Planning & Economic Development, Public Health Services	July 18/13	Sept 13/13		in progress														Р

File#	T y p	Information Requested From	Date Received	Date Completed	No. of Days to Finish	Disposition of Request	Clerk Time (Min.)	City Manager	Community Services	Corporate Services	Emergency Services	HRC	Human Resources	Legal Services	Mayors Office	Planning Economic Development	Public Health	Public Works	Purchasing	Source - Personal, Business, Media
13-080	G	Planning & Economic Development	July 18/13	Sept 9/13	52	all disclosed														Р
13-081	G	Public Health Services, Planning & Economic Development	July 30/13	Sept 12/13	43	partial disclosure upon payment of processing fee	141	0	0	0	0	0	0	0	0	33	0	0	0	В
13-082	G	Planning & Economic Development	Aug 6/13	Sept 5/13	30	partial disclosure	301	0	0	0	0	0	0	0	0	45	0	0	0	Р
13-083	G	Corporate Services, Public Health Services, Councillors, Mayor's Office	Aug 7/13	Sept 30/13	30	Partial Disclosure														Р
13-084	G	Planning & Economic Development	Aug 2/13	Sept 9/13	30	abandoned	162	0	0	0	0	0	0	0	0	10	0	0	0	Р
13-085	G	Planning & Economic Development	Aug 8/13	Sept 10/13	31	all disclosed	192	0	0	0	0	0	0	0	0	28	0	0	0	Р
13-086	G	Planning & Economic Development	Aug 9/13	Sept 10/13	31	all disclosed	280	0	0	0	0	0	0	0	0	105	0	0	0	В
13-087	G	Planning & Economic Development	Aug 9/13	Sept 18/13	40	all disclosed	83	0	0	0	0	0	0	0	0	45	0	0	0	Р
13-088	G	Planning & Economic Development, Public Health Services	Aug 12/13	Aug 22/13	10	abandoned	65	0	0	0	0	0	0	0	0	7	0	0	0	В
13-089	G	Planning & Economic Development	Aug 12/13			in progress														В
13-090	G	Planning & Economic Development	Aug 16/13	Aug 18/13	32	abandoned	290	0	0	0	0	0	0	0	0	40	0	0	0	Р
13-091	G	Planning & Economic Development	Aug 19/13	Sept 18/13	30	full disclosure	78	0	0	0	0	0	0	0	0	101	0	0	0	В
13-092	G	Community & Emergency Services	Aug 20/13			in progress														Р
13-093	G	Corporate Services	Aug 20/13	Sept 19/13	30	no responsive records	172	0	0	42	0	0	0	0	0	0	0	0	0	М
13-094	G	Planning & Economic Development	Aug 21/13	Aug 19/13	29	partial disclosure upon payment of processing fee														Р
13-095	G	Public Health Services, Planning & Economic Development	Aug 22/13	Sept 20/13	29	no responsive records	119	0	0	0	0	0	0	0	0	0	10	0	0	В
13-096	G	Planning & Economic Development	Aug 22/13	Sept 23/13	30	abandoned	146	0	0	0	0	0	0	0	0	30	0	0	0	Р
13-097	G	Public Works	Aug 23/13	Sept 23/13	30	partial disclosure upon pymt of processing fees														В
13-098	G	Planning & Economic Development	Aug 27/13	Sept 26/13	30	abandoned	52	0	0	0	0	0	0	0	0	30	0	0	0	Р
13-099	G	Community & Emergency Services, Planning & Economic Development	Sept 4/13	Oct 4/13	30	partial disclosure	367	0	0	0	25	0	0	0	0	75	0	0	0	В

File #	T y p e	Information Requested From	Date Received	Date Completed	No. of Days to Finish	Disposition of Request	Clerk Time (Min.)	City Manager	Community Services	Corporate Services	Emergency Services	HRC	Human Resources	Legal Services	Mayors Office	Planning Economic Development	Public Health	Public Works	Purchasing	Source - Personal, Business, Media
13-100	G	Public Works	Sept 4/13	Oct 4/13	30	available directly through City department	140	0	0	0	0	0	0	0	0	0	0	30	0	Р
13-101	G	Councillor Office	Sept 5/13			in progress														В
13-102	G	Planning & Economic Development	Sept 13/13	Sept 23/13	10	abandoned	50	0	0	12	0	0	0	0	0	20	0	0	0	Р
13-103	G	Public Health Services	Sept 13/13			in progress														Р
13-104	G	Planning & Economic Development	Sept 16/13	Sept 20/13	4	all disclosed		0	0	0	0	0	0	0	0	0	0	0	0	Р
13-105	G	Planning & Economic Development	Sept 26/13			in progress														
13-106	G	Planning & Economic Development	Sept 23/13			in progress														
13-107	G	Planning & Economic Development	Sept 26/13			in progress														
13-108	G	Planning & Economic Development, Corporate Services	Sept 26/13			in progress														
13-109	G	City Manager, Corporate Services, Planning & Economic Development	Sept 30/13			in progress														
13-110	G	Public Health Services	Sept 27/13			in progress														
12-003	G	Planning & Economic Development, Corporate Services	Jan 5/12	June 29/12	30	Under Appeal	723	0	0	0	0	0	0	0	0	0	0	0	0	Р
12-032	G	Planning & Economic Development, Public Health Services	Mar 15/12			in progress	181									30				М
12-033	G	Community Services	Mar 19/12			in progress	82		5											В
12-083	G	Planning & Economic Development	July 12/12			in progress	158									70				В
12-086	G	Public Works	July 23/12			in progress	264													В
12-091	G	Public Works	July 30/12			in progress	222											195		Р
12-092	G	City Manager's Office	July 31/12			in progress	110			11		8		13						Р
12-093	G	City Manager's Office	July 31/12			in progress	11													Р
12-101	G	Planning & Economic Development, Legal Services	Aug 24/12			in progress	112									53				Р
12-103	G	Planning & Economic Development	Aug 30/12			in progress	78									77				Р

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12-117   G   Corporate Services   Oct 11/12   In progress   In progres		T y p e	Information Requested From		Days to	Disposition of Request	Time	City Manager	Community Services	Corporate Services	Emergency Services	HRC	Human Resources	Legal Services	Mayors Office	Planning Economic Development	Public Health	Public Works	Purchasing	Source - Personal, Business, Media
12-119 G Planning & Economic Development Nov 22/12 in progress	12-114	G	Legal Services, Public Works	Oct 10/12		in progress														Р
12-127   C   Planning & Economic Development   Nov 22/12   In progress	12-117	G	Corporate Services	Oct 11/12		in progress														Р
12-136   G   Planning & Economic Development   Dec 5/12   Dec 5/	12-119	G	Planning & Economic Development	Oct 12/12		in progress														Р
12-136   G   Planning & Economic Development   Dec 5/12   Dec 20/12   Dec 20	12-127	G	Planning & Economic Development	Nov 22/12		in progress														Р
12-144   G   City Manager's Office, Planning & Economic Development   Dec 20/12   in progress	12-135	G	Planning & Economic Development	Dec 5/12		in progress														В
12-146   G   Councillor offices, Office of the Mayor   Dec 20/12   In progress	12-136	G	Planning & Economic Development	Dec 5/12		in progress														В
12-146 G Planning & Economic Development Dec 20/12 in progress 6 Planning & Economic Development Feb 18/11 in progress 65 401 45 B   11-021 G Planning & Economic Development Feb 18/11 in progress 94 90 B   11-031 G Planning & Economic Development Mar 11/11 in progress 292 510 B   11-057 G City Manager, Corporate Services May 4/11 in progress 125 90 M   11-061 G Planning & Economic Development May 18/11 in progress 87 15 B   11-062 G Planning & Economic Development May 18/11 in progress 114 20 B   11-072 G Planning & Economic Development May 18/11 in progress 47 9 4 30 B   11-072 G Public Works, Planning & Economic Development June 21/11 in progress 106 35 4 30 B   11-075 G Corporate Services July 6/11 in progress	12-144	G		Dec 17/12		in progress														Р
11-021 G Planning & Economic Development Feb 18/11 in progress 65 401 45 B   11-026 G Planning & Economic Development Feb 28/11 in progress 94 90 B   11-031 G Planning & Economic Development Mar 11/11 in progress 292 510 B   11-057 G City Manager, Corporate Services May 4/11 in progress 125 90 M   11-061 G Planning & Economic Development May 18/11 in progress 87 15 B   11-062 G Planning & Economic Development May 18/11 in progress 114 20 B   11-063 G Planning & Economic Development May 18/11 in progress 47 10 B   11-072 G Public Works, Planning & Economic Development May 18/11 in progress 106 35 4 30 B   11-075 G Corporate Services July 6/11 in progress 1	12-145	G	Councillor offices, Office of the Mayor	Dec 20/12		in progress														Р
11-026 G Planning & Economic Development Feb 28/11 in progress 94 90 8   11-031 G Planning & Economic Development Mar 11/11 in progress 292 510 8   11-057 G City Manager, Corporate Services May 4/11 in progress 125 90 M   11-061 G Planning & Economic Development May 18/11 in progress 87 15 8   11-062 G Planning & Economic Development May 18/11 in progress 114 20 8   11-063 G Planning & Economic Development May 18/11 in progress 47 20 8   11-072 G Public Works, Planning & Economic Development June 21/11 in progress 106 35 4 30 8   11-075 G Corporate Services July 6/11 in progress 112 30 0 18 87 8   11-096 G Corporate Services Aug 23/11 in progress 71 0 18 87 8   11-103 G </td <td>12-146</td> <td>G</td> <td>Planning &amp; Economic Development</td> <td>Dec 20/12</td> <td></td> <td>in progress</td> <td></td> <td>Р</td>	12-146	G	Planning & Economic Development	Dec 20/12		in progress														Р
11-031 G Planning & Economic Development Mar 11/11 in progress 292 510 B   11-057 G City Manager, Corporate Services May 4/11 in progress 125 90 M   11-061 G Planning & Economic Development May 18/11 in progress 87 15 B   11-062 G Planning & Economic Development May 18/11 in progress 114 20 B   11-063 G Planning & Economic Development May 18/11 in progress 47 90 M   11-072 G Public Works, Planning & Economic Development June 21/11 in progress 106 35 4 30 B   11-075 G Corporate Services July 6/11 in progress 112 30 9 P   11-096 G Corporate Services Aug 23/11 in progress 243 0 18 87 B   11-102 G Planning & Economic Development Aug 29/11 in progress 71 2 P   11-103 G Corporate Services, Publ	11-021	G	Planning & Economic Development	Feb 18/11		in progress	65									401	45			В
11-057 G City Manager, Corporate Services May 4/11 in progress 125 90 M   11-061 G Planning & Economic Development May 18/11 in progress 87 15 B   11-062 G Planning & Economic Development May 18/11 in progress 114 20 B   11-063 G Planning & Economic Development May 18/11 in progress 47 30 B   11-072 G Public Works, Planning & Economic Development June 21/11 in progress 106 35 4 30 B   11-075 G Corporate Services July 6/11 in progress 112 30 0 18 87 B   11-096 G Corporate Services Aug 23/11 in progress 243 0 18 87 B   11-102 G Planning & Economic Development Aug 29/11 in progress 525 0 174 A	11-026	G	Planning & Economic Development	Feb 28/11		in progress	94									90				В
11-061 G Planning & Economic Development May 18/11 in progress 87 15 B   11-062 G Planning & Economic Development May 18/11 in progress 114 20 B   11-063 G Planning & Economic Development May 18/11 in progress 47 0 0 B   11-072 G Public Works, Planning & Economic Development June 21/11 in progress 106 35 4 30 B   11-075 G Corporate Services July 6/11 in progress 112 30 0 P   11-096 G Corporate Services Aug 23/11 in progress 243 0 18 87 B   11-102 G Planning & Economic Development Aug 29/11 in progress 71 2 P   11-103 G Corporate Services, Public Works Aug 29/11 in progress 525 174 A	11-031	G	Planning & Economic Development	Mar 11/11		in progress	292									510				В
11-062 G Planning & Economic Development May 18/11 in progress 114 20 B   11-063 G Planning & Economic Development May 18/11 in progress 47 30 B   11-072 G Public Works, Planning & Economic Development June 21/11 in progress 106 35 4 30 B   11-075 G Corporate Services July 6/11 in progress 112 30 Development P   11-096 G Corporate Services Aug 23/11 in progress 243 0 18 87 B   11-102 G Planning & Economic Development Aug 29/11 in progress 71 2 P   11-103 G Corporate Services, Public Works Aug 29/11 in progress 525 174 A	11-057	G	City Manager, Corporate Services	May 4/11		in progress	125												90	М
11-063 G Planning & Economic Development May 18/11 in progress 47   B   11-072 G Public Works, Planning & Economic Development June 21/11 in progress 106 35 4 30 B   11-075 G Corporate Services July 6/11 in progress 112 30  P   11-096 G Corporate Services Aug 23/11 in progress 243  0 18 87 B   11-102 G Planning & Economic Development Aug 29/11 in progress 71  2 P   11-103 G Corporate Services, Public Works Aug 29/11 in progress 525  174 A	11-061	G	Planning & Economic Development	May 18/11		in progress	87									15				В
11-072 G Public Works, Planning & Economic Development June 21/11 in progress 106 35 4 30 B   11-075 G Corporate Services July 6/11 in progress 112 30 0 P   11-096 G Corporate Services Aug 23/11 in progress 243 0 18 87 B   11-102 G Planning & Economic Development Aug 29/11 in progress 71 2 P   11-103 G Corporate Services, Public Works Aug 29/11 in progress 525 0 174 A	11-062	G	Planning & Economic Development	May 18/11		in progress	114									20				В
11-072 G Development Jule 21/11 In progress 106 35 4 30 B   11-075 G Corporate Services July 6/11 in progress 112 30 9 11 1	11-063	G	Planning & Economic Development	May 18/11		in progress	47													В
11-096 G Corporate Services Aug 23/11 in progress 243 0 18 87 B   11-102 G Planning & Economic Development Aug 29/11 in progress 71 2 P   11-103 G Corporate Services, Public Works Aug 29/11 in progress 525 174 A	11-072	G		June 21/11		in progress	106			35				4				30		В
11-102 G Planning & Economic Development Aug 29/11 in progress 71 2 P   11-103 G Corporate Services, Public Works Aug 29/11 in progress 525 174 A	11-075	G	Corporate Services	July 6/11		in progress	112			30										Р
11-103 G Corporate Services, Public Works Aug 29/11 in progress 525 174 A	11-096	G	Corporate Services	Aug 23/11		in progress	243									0		18	87	В
	11-102	G	Planning & Economic Development	Aug 29/11		in progress	71									2				Р
11.105 G Compared Services Aug 20/11 in progress 123 125	11-103	G	Corporate Services, Public Works	Aug 29/11		in progress	525											174		А
T1-100 G Composate Services Aug 29/11 III progress 123 133	11-105	G	Corporate Services	Aug 29/11		in progress	123			135						·				В

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11-106	Public Works	Aug 30/11			in progress	150											12		В
11-130	Public Works	Nov 4/11			in progress	46													В
11-133	6 Emergency Services	Nov 16/11			in progress	68				270									В
11-136	Public Works	Nov 22/11			in progress	46													В
10-147	Planning & Economic Development	Dec 22/10			in progress	87									5				Р
10-148	Planning & Economic Development	Dec 22/10			in progress	68									22				Р
09-151	G Corporate Services	Dec 9/09			in progress	1009							87		85				Р