



## STAFF REPORT

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**DATE:** January 4, 2022 **FILE:** 0550-04 Board

**TO:** Chair and Directors,  
Regional Board

**FROM:** Dave Leitch  
Chief Administrative Officer

**RE:** ANNUAL REPORT – 2021 FREEDOM OF INFORMATION RECORD REQUESTS

### PURPOSE/PROBLEM

To consider information related to the Regional District's administration of the *Freedom of Information and Protection of Privacy Act* (FIPPA) for 2021.

### EXECUTIVE SUMMARY

One of the provisions of Bylaw No. 369, being Information Access and Privacy Protection Bylaw 2019, is a requirement to publish an annual report on activity related to the FIPPA that includes aggregated information on the number, type and disposition of access to record requests made to the Regional District. This report with the attached table is intended to fulfill this requirement.

It will be noted that, although the number of FIPPA requests has declined by half since Bylaw No. 369 was adopted in 2019, the cost of administering record requests has increased annually since then. This is due to entirely to legal costs and significant staff time associated with a complaint filed with the Office of the Privacy Commissioner (OIPC) concerning sensitive confidential records that have been withheld from public disclosure by the Regional District.

The Province of BC has recently enacted amendments to the FIPPA including changes to the amounts that may be charged for public record requests. Staff will be analyzing these changes and bringing forward a further report in the future for the Board's consideration.

This report is presented for the Board's information and no further action is required at this time.

### RECOMMENDATION

THAT the report from the Chief Administrative Officer be received.

Respectfully:



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Dave Leitch  
Chief Administrative Officer

**Prepared by:** T. Yates, Corporate Services Manager

FIPPA ACTIVITY – 2021

Request Type	Number of Requests <sup>1</sup>		Processing Costs <sup>2</sup>		Fees Received <sup>3</sup>	
	2020	2021	2020	2021	2020	2021
Non-commercial (applicant's personal information)	-	-	-	-	-	-
Non-commercial (general record request)	3	4	3,681.80	19,227.49	221.03	15.75
Commercial (general record request)	-	1	-	240.00	-	-
FIPPA requests transferred to other agencies	3	1	90.00	30.00	25.00	-
FIPPA requests transferred from other agencies	1	4	60.00	120.00	-	-
Total	7	10	3,831.80	19,617.49	246.03	15.75

1. Does not include requests for routinely available records.
2. includes staff time to locate, review and redact records as well as time spent to manage complaints made to the OIPC.
3. Fees cannot be charged for first 3 hours in responding to FIPPA requests.