



## REPORT TO THE POLICE SERVICE BOARD

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Date of Report: 4/15/2025

Type of Report: Public

Title: Municipal Freedom of Information & Protection of Privacy Act

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### RECOMMENDATION

That the Board receive this report for information purposes.

### EXECUTIVE SUMMARY

This report is submitted in accordance with the Board's Policy on Compliance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), which establishes procedures and expectations for the Service's adherence to the Act. The Chief of Police is required to provide an annual statistical report on Freedom of Information (FOI) activity, which must appear on the public agenda. The report includes comparative data for 2023 and 2024 and outlines key metrics including request volumes, types, disclosures, fees collected, and compliance timelines.

As per the **Reporting** section of the subsequent Policy:

1. The Chief of Police shall make an annual statistical report to the Board on Freedom of Information activities, which shall appear on the public agenda.
2. The annual report shall include comparative data for the same time period in the immediate preceding calendar year, and shall contain all information required to be included under the Act.

### DISCUSSION

The Freedom of Information (FOI) Unit received a total of 1913 requests in 2024 (2023 – 1925) representing a slight decrease of 0.62% compared to the previous year.

The unit completed 1,925 requests in 2024 (2023-1,876), representing an increase of 2.6% over the prior year.

Information requests are primarily categorized by the type of information being sought, either personal information or general records. Each type is subject to specific requirements regarding identification, consent, and applicable fees. The Act defines personal information as “recorded information about an identifiable individual”. Any other recorded information held by an institution will be deemed as general information.<sup>1</sup>

Completed FOI requests are further reviewed several ways, including by the source of the request, by the amount of information disclosed (request disposition), by the fees charged, and by the time spent fulfilling the request. Summaries of each of these perspectives is provided below.

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<sup>1</sup> <https://www.ontario.ca/document/freedom-information-and-protection-privacy-manual>

## Source of Requests

**Table 1** provides a summary of the FOI requests completed in 2024 and 2023, presented by the source of the application.

Important trends include a year-over-year increase from the Media source with 5 requests in 2024 compared to 1 in 2023 and from Academic/Research there were 3 requests, compared to zero last year.

**Table 1**  
FOI Requests Completed by Source

SOURCE	2024			2023		
	Personal	General	Total	Personal	General	Total
INDIVIDUAL / PUBLIC	1509	7	1516	1453	28	1481
INDIVIDUAL / AGENT	269	2	271	272	2	274
BUSINESS	18	107	125	20	97	117
ACADEMIC / RESEARCH	0	3	3	0	0	0
ASSOCIATION / GROUP	0	1	1	0	0	0
MEDIA	2	3	5	0	1	1
GOVERNMENT	3	1	4	2	1	3
OTHER	0	0	0	0	0	0
TOTAL	1801	124	1925	1747	129	1876

## Disposition of Requests

Information is disclosed to requesters in several ways. In most cases, some of the information requested can be disclosed. Alternatively, information requested may not exist and/or information cannot be disclosed, based on guidelines within the act. If the requested information falls under any of the legislative reasons as per MFIPPA- Section 38 Exemptions, the information will not be released.<sup>2</sup>

**Table 2** outlines how the FOI request information was disclosed to the requester(s) in 2024 compared to the prior year. Of all requests processed, 75% resulted in full or partial disclosure of information (2023-74%).

**Table 2**  
FOI Requests Completed by Disclosure Level

DISCLOSURE LEVEL	2024			2023		
	Personal	General	Total	Personal	General	Total
ALL INFORMATION	156	9	165	184	14	198
PARTIAL INFORMATION	1205	79	1284	1112	79	1191
NO INFORMATION	336	32	368	95	13	108
NO RECORDS EXIST	76	3	79	123	2	125
WITHDRAWN/ABAN/NJD	28	1	29	233	21	254
TOTAL	1801	124	1925	1747	129	1876

<sup>2</sup> <https://www.ontario.ca/document/freedom-information-and-protection-privacy-manual/chapter-5-exemptions-and-exclusions>

In some cases, no information was disclosed. The increase in “no information disclosed” is potentially due to the type of information being requested which falls under the Act’s exemptions.<sup>3</sup>

### **Fees**

Under s.45 (1) MFIPPA, a person making an access request must pay some of the costs that the processing institution (DRPS) incurs. The fee schedule is contained within the regulations.

Fee differences are determined based on whether the request is for general records or the requester's own personal information. All fees must be charged unless they are waived by the institution.

**Table 3** provides a summary of the fees collected.

**Table 3**

FOI Request Fee Collection

	<b>2024</b>			<b>2023</b>		
<b><i>FEE TYPE</i></b>	<b>Personal</b>	<b>General</b>	<b>Total</b>	<b>Personal</b>	<b>General</b>	<b>Total</b>
<b>STANDARD FEES</b>	\$8860	\$620	\$9480	\$8590	\$625	\$9215
<b>ADDITIONAL FEES</b>	0	\$	\$990	\$0	\$540	\$540
<b>TOTAL</b>	<b>\$8860</b>	<b>\$1540</b>	<b>\$10470</b>	<b>\$8590</b>	<b>\$1165</b>	<b>\$9755</b>
<b>WAIVED FEES</b>	\$0	\$0	\$0	\$5	\$5	\$10

### **Time to Completion**

As per MFIPPA legislation (s. 18(2) (3), s. 19, s.20, s.21), there are time frames for responding to FOI requests. In general, access requests must be completed within 30 calendar days. However, MFIPPA s.20 allows for extensions under specific circumstances.

**Table 4** summarizes the Service's FOI request completion times for 2024 and 2023. Approximately 4.16% of all 2024 submitted requests were granted completion extensions in accordance with the legislation (2023 – 7.4%) The Service achieved a 100% compliance rate by completing all remaining requests within the legislated 30-day period.

**Table 4**

FOI Request Completion Timelines

	<b>2024</b>			<b>2023</b>		
<b>TIMELINE AGING</b>	<b>Personal</b>	<b>General</b>	<b>Total</b>	<b>Personal</b>	<b>General</b>	<b>Total</b>
<b>30 DAYS AND LESS</b>	1721	110	1831	1636	101	1737
<b>31 - 60 DAYS</b>	68	10	78	106	26	132
<b>61 - 90 DAYS</b>	11	3	14	4	2	6
<b>GREATER THAN 91 DAYS</b>	1	1	2	1	0	1
<b>TOTAL</b>	<b>1801</b>	<b>124</b>	<b>1925</b>	<b>1747</b>	<b>129</b>	<b>1876</b>

<sup>3</sup> <https://www.ontario.ca/document/freedom-information-and-protection-privacy-manual/chapter-5- exemptions-and-exclusions>

## **CONCLUSION**

In 2024, the Service achieved a full compliance rate of 100%, an improvement from the 99.95% compliance rate in 2023. The slight decrease in the total number of FOI requests was offset by an increase in requests completed. Trends also indicate greater engagement from media and academic sources, highlighting the growing importance of access to information.

## Report Approval Details

Document Title:	MFIPPA - April 2025.docx
Attachments:	
Final Approval Date:	Apr 2, 2025

This report and all of its attachments were approved and signed as outlined below:

Stan MacLellan

A handwritten signature in black ink, appearing to read 'Peter Moreira', with a stylized flourish at the end.

Peter MOREIRA