



**MUNICIPALITY OF THAMES CENTRE**

**REPORT NO. LS-002-25**

**TO:** Mayor and Members of Council  
**FROM:** Director of Legislative Services/Clerk  
**MEETING DATE:** January 13, 2025  
**SUBJECT:** 2024 Annual Freedom of Information Request Report

**RECOMMENDATION:**

**THAT** Report No. LS-002-25 **BE RECEIVED** for information.

**PURPOSE:**

The purpose of this report is to provide Council with the 2024 statistics for freedom of information requests submitted to the Municipality.

**BACKGROUND:**

All institutions under the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, are required by law to submit their statistics, even those that receive no freedom of information requests during the reporting year.

**COMMENTS:**

Below is a chart that lays out the requests the municipality received under MFIPPA in 2024:

Total Number of Requests	16
Total Number of Request for Extensions	8*
Requests completed within 30 days	11
Requests completed 31-60 days	1
Request completed 61-90 days	2
Requests completed 90+ days	0
Requests deemed Frivolous or Vexatious	3
Requests where Information disclosed in Full	1
Requests where information disclosed in Part	10
Requests where no responsive records exist	1
Requests where no information was disclosed	1
Requests withdrawn	0



Number of Third-Party Notice Issued	3
Number of Appeals	0
Total amount of Fees charged to requestors	\$450**

\* two files had a second request for extension on them due to the number of files and delays in clarifications from the requestor.

\*\* We have 2 open files where no fees have been charged at this time.

The Municipality has a process in place for residents to request permit searches and not go through the Freedom of Information Request process. According to the Director of Planning and Development Services they received 96 requests for document searches in 2024.

The Municipality has been working on a new policy which provides details on which documents are considered active dissemination of information, and which are routine dissemination of information, to better assist the staff and public with what information can be provided without going through the Freedom of Information Request process. Active dissemination are documents like minutes, agendas and by-laws which are automatically released as public documents on our website, without requests and routine dissemination are for document searches such as those done by the Planning and Development department for building permits.

#### **FINANCIAL IMPLICATIONS:**

None.

#### **STRATEGIC PLAN LINK**

**Pillar:** *Community Communications & Engagement*

**Goal:** *Increase communications between the municipality (Council and Staff) and the public*

#### **CONSULTATION:**

A. Storrey, Director of Planning and Development  
S. Henshaw, Deputy Clerk/Lottery Licencing Officer

#### **ATTACHMENTS:**

None.

Prepared by: J. Nethercott, Director of Legislative Services/Clerk

Reviewed by: D. Barrick, Chief Administrative Officer