




HAMILTON POLICE SERVICE

INFORMATION REPORT

TO:	Chair and Members Hamilton Police Services Board
BOARD MEETING DATE:	July 27, 2023
SUBJECT:	Five Year Report – Freedom of Information Branch Statistics
REPORT NUMBER:	23-075
SUBMITTED BY:	Frank Bergen, Chief of Police
SIGNATURE:	

EXECUTIVE SUMMARY

- The Hamilton Police Service (HPS) Freedom of Information (FOI) Branch maintains annual statistics on the number of access to information requests received for the release of records held by the HPS; these statistics are also reported to the Information and Privacy Commissioner/Ontario
- Under the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, institutions may collect fees associated with search time, photocopying, and materials used to satisfy a request; the fees are governed by O. Reg. 823

INFORMATION

Over the past five years, the volume of FOI requests has remained fairly consistent. We presume that the reduction in requests for 2020 and 2021 has been an effect of the Covid-19 pandemic. The complexity of individual requests continues to increase over the years. Files are often more voluminous due to the type and detail of the information sought. As a result, the time spent on individual files has increased from 3.5 hours/file in 2016 to 5.8 hours/file in 2021.

The following table reflect the number and category of requests received during the past five years, and includes staff time used, appeals filed, and fees collected:

Vision: To be a trusted partner in delivering public safety.

Mission: To serve and protect in partnership with our communities.

Our Values: Compassionate, Dedicated, Inclusive, Integrity, Innovative, Professional, Teamwork

Year	Personal Records	General Records	Total Requests	Appeals Filed	Staff time* (hours)	Fees Collected
2022	796	504	1,300	13	210	\$6,405
2021	561	548	1,109	7	190	\$5,370
2020	559	492	1,051	6	235	\$5,015
2019	967	608	1,575	11	330	\$7,780
2018	739	619	1,358	15	390	\$6,700

*Staff time is the number of hours spent by various staff across the Police Service in the collection and provision of records to comply with requests.

The necessities of the pandemic have also brought new efficiencies to the practice of the FOI Branch. For example, staff are now using a secure, encrypted cloud site to provide requesters access to their records. This eliminates the need for requesters to attend the station to receive their records and eliminates courier costs. These process changes are now a part of the regular course of business.

In 2022, the FOI Branch was able to respond to 95% of the requests within the 30 day legislated time period.

FB/A.Hepplewhite

Vision: To be a trusted partner in delivering public safety.

Mission: To serve and protect in partnership with our communities.

Our Values: Compassionate, Dedicated, Inclusive, Integrity, Innovative, Professional, Teamwork