



Office of the  
Saskatchewan Information  
and Privacy Commissioner

# Guide to FOIP

*The Freedom of Information and Protection of Privacy Act*

## Chapter 1

### Purposes and Scope of FOIP

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# OVERVIEW

This chapter covers:

- **Quasi-Constitutional Status**

- **The Purposes of FOIP**

Object or Purpose Clause

1. The Right of Access
2. Access to an Individual's Own Personal Information
3. Right to Request Correction of Personal Information
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- **The Scope of FOIP**

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*The tests, criteria and interpretations established in this Chapter reflect the precedence set by the current and/or former Information and Privacy Commissioners in Saskatchewan through the issuing of Review Reports. Court decisions from Saskatchewan affecting The Freedom of Information and Protection of Privacy Act (FOIP) will be followed. Where this office has not previously considered a section of FOIP, the Commissioner looked to other jurisdictions for guidance. This includes other Information and Privacy Commissioner's (IPC) and equivalents' Orders, Reports and/or other relevant resources. In addition, court decisions from across the country are relied upon where appropriate.*

*This Chapter will be updated regularly to reflect any changes in precedent. This office will update the footer to reflect the last update. Using the electronic version directly from our website will ensure you are always using the most current version.*

## QUASI-CONSTITUTIONAL STATUS

In 1992, *The Freedom of Information and Protection of Privacy Act* (FOIP) was proclaimed. FOIP applies to “government institutions”. This captures all Ministries of the Saskatchewan Government plus Crown corporations, Boards, Commissions and Agencies prescribed in *The Freedom of Information and Protection of Privacy Regulations* (FOIP Regulations).

The Supreme Court of Canada has interpreted Acts, such as FOIP, as quasi-constitutional legislation. It follows that as fundamental rights, the rights to access and to privacy are interpreted generously, while the exceptions to these rights must be understood strictly.<sup>1</sup>

The phrase quasi-constitutional implies that certain rights, such as the right to access information held by government institutions, are fundamentally important in their nature because they reflect primary assumptions about the relationship between citizen and state. Though rights of access to information are not entrenched in the *Canadian Charter of Rights and Freedoms*, these quasi-constitutional rights are protected by legislation such as FOIP.<sup>2</sup>

A privileged status is afforded access and privacy legislation wherein it is typically paramount to other legislation. The importance of the rights protected by this legislation must always be borne in mind whenever considering any decisions which impact upon these rights. As the Privy Council has stated about quasi-constitutional Acts:

Whether the quasi-constitutional status of these Acts derives from one of their provisions or from court decisions, the justification for it is the same. These Acts express values that are very important in Canada. Any derogation from them must be explicit.

The requirement of explicit derogation protects the values expressed in those Acts to the maximum extent possible, short of entrenching those values in the Constitution. It also ensures accountability to the public for any decision to derogate.<sup>3</sup>

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<sup>1</sup> Remarks of the Right Honourable Beverley McLachlin, P.C., Chief Justice of Canada, *Access to Information and Protection of Privacy in Canadian Democracy*, May 5, 2009, also cited in Office of the Saskatchewan Information and Privacy Commissioner (SK OIPC) Review Report F-2010-002 at [44].

<sup>2</sup> SK OIPC Review Report F-2010-002 at [45].

<sup>3</sup> Privy Council Office, *Guide to Making Federal Acts and Regulations*, 2nd Ed., modified: 2017.

# THE PURPOSES OF FOIP

## Object or Purpose Clause

FOIP does not have an object clause or purpose clause.

In the absence of an explicit purpose clause in FOIP, the Office of the Information and Privacy Commissioner (IPC) is required to infer the Legislative Assembly's purpose in designing such an instrument.

Both FOIP and *The Local Authority Freedom of Information and Protection of Privacy Act* (LA FOIP) started out as consecutive Bills receiving first reading in the Legislative Assembly on April 19, 1991.<sup>4</sup> On June 18, 1991, the Lieutenant Governor spoke to prorogation and stated:

Widespread consultations also revealed a significant element of demand for a less partisan government, the protection of democratic rights, and the accountability of elected governments. This spring the rules of the Legislative Assembly were changed and the first Speaker elected, to respond to the first of these concerns. The government's comprehensive package of legislation, including *The Referendum and Plebiscite Act*, *The Freedom of Information and Protection of Privacy Act*, and *The Local Authority Freedom of Information and Protection of Privacy Act*, are reforms introduced to make government more open and allow people to play a more direct role in the government...Finally, the two freedom of information Acts provide the public with the right to know the activities of government as it touches their personal lives...<sup>5</sup>

The IPC has, in the past, also been guided by decisions of the Saskatchewan Court of Appeal and the Saskatchewan Court of Queen's Bench. In *Amendt v. Canada Life Assurance Co.*, 1999 CanLII 12560 (SK QB) at [43], Goldenberg J. observed:

The right of persons to apply for access to information in the hands of a government agency has no basis in common law. It is purely statutory. The Act is a code unto itself. The code sets out a detailed method for applications, reviews, and ultimately for

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<sup>4</sup> SK OIPC Review Report F-2012-001/LA-2012-001 at [47].

<sup>5</sup> Saskatchewan *Hansard*, June 18, 1991, available at <http://docs.legassembly.sk.ca/legdocs/Legislative%20Assembly/Hansard/21L4S/910618e.PDF>. See also SK OIPC Review Reports F-2012-001/LA-2012-001 at [47] and LA-2012-003 at [27].

appeals to the Court of Queen's Bench. Absent compliance with the process contained therein, this Court has no jurisdiction to entertain the matter.<sup>6</sup>

In *General Motors Acceptance Corp. of Canada v. Saskatchewan Government Insurance*, 1993 CanLII 9128 (SK CA) at [11], the Saskatchewan Court of Appeal stated:

The Act's basic purpose reflects a general philosophy of full disclosure unless information is exempted under clearly delineated statutory language. There are specific exemptions from disclosure set forth in the Act, but these limited exemptions do not obscure the basic policy that disclosure, not secrecy is the dominant objective of the Act. That is not to say that the statutory exemptions are of little or no significance. We recognize that they are intended to have a meaningful reach and application. The Act provides for specific exemptions to take care of potential abuses. There are legitimate privacy interests that could be harmed by release of certain types of information. Accordingly, specific exemptions have been delineated to achieve a workable balance between the competing interests. The Act's broad provisions for disclosure, coupled with specific exemptions, prescribe the "balance" struck between an individual's right to privacy and the basic policy of opening agency records and action to public scrutiny.<sup>7</sup>

FOIP closely corresponds to provisions in the federal *Access to Information Act*. The purpose of the *Access to Information Act* is described as follows:

2(1) The purpose of this Act is to extend the present laws of Canada to provide a right of access to information in records under the control of a government institution in accordance with the principles that government information should be available to the public, that necessary exceptions to the right of access should be limited and specific and that decisions on the disclosure of government information should be reviewed independently of government.<sup>8</sup>

As stated by Mr. Justice La Forest in *Dagg v. Canada (Minister of Finance)*, 1997 CanLII 358 (SCC), [1997] 2 SCR 403 at [61]:

The overarching purpose of access to information legislation, then, is to facilitate democracy. It does so in two related ways. It helps to ensure first, that citizens have the information required to participate meaningfully in the democratic process, and secondly, that politicians and bureaucrats remain accountable to the citizenry. As

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<sup>6</sup> *Amendt v. Canada Life Assurance Co.*, 1999 CanLII 12560 (SK QB) at [43]. See also SK OIPC Review Report F-2004-003 at [7].

<sup>7</sup> *General Motors Acceptance Corp. of Canada v. Saskatchewan Government Insurance*, 1993 CanLII 9128 (SK CA) at [11]. See also SK OIPC Review Report F-2004-003 at [8].

<sup>8</sup> *Access to Information Act*, RSC 1985, c A-1 at subsection 2(1).

Professor Donald C. Rowat explains in his classic article, "How Much Administrative Secrecy?" (1965), 31 *Can. J. of Econ. and Pol Sci.* 479, at p. 480:

Parliament and the public cannot hope to call the Government to account without an adequate knowledge of what is going on; nor can they hope to participate in the decision-making process and contribute their talents to the formation of policy and legislation if that process is hidden from view.<sup>9</sup>

In *Legislation on Public Access to Government Documents*, the reasons for access to information legislation were discussed. The author, Honourable John Roberts, Secretary of State, concluded that:

- Effective accountability - the public's judgment of choices taken by government - depends on knowing the information and options available to the decision-makers;
- Government documents often contain information vital to the effective participation of citizens and organizations in government decision-making; and
- (As) government has become the single most important storehouse of information about our society, information that is developed at public expense so should be publicly available wherever possible.<sup>10</sup>

Since the [Access to Information Act](#) came into force, provincial and territorial governments have enacted their own access to information and protection of privacy legislation. Many of those provincial instruments have included a more comprehensive purpose clause. Those purpose clauses tend to reflect and reinforce the approach taken by the federal Information Commissioner and numerous decisions of superior courts in Canada. A good example is section 2 of the British Columbia [Freedom of Information and Protection of Privacy Act](#):

2(1) The purposes of this Act are to make public bodies more accountable to the public and to protect personal privacy by

- (a) giving the public a right of access to records
- (b) giving individuals a right of access to, and a right to request corrections of, personal information about themselves
- (c) specifying limited exceptions to the rights of access

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<sup>9</sup> *Dagg v. Canada (Minister of Finance)*, 1997 CanLII 358 (SCC), [1997] 2 SCR 403 at [61].

<sup>10</sup> Roberts, Honourable John. Secretary of State. June 1977. *Legislation on Public Access to Government Documents*, Government of Canada, Ministry of Supply and Services Canada at pp. 1 and 3. See also SK OIPC Review Report F-2004-003 at [9]. There is a typo in the report "1997" should be "1977".

(d) preventing the unauthorized collection, use or disclosure of personal information by public bodies, and

(e) providing for an independent review of decisions made under this Act.<sup>11</sup>

This summarizes and clearly identifies the purpose of legislation such as FOIP. The IPC deals with requests for review and privacy breach complaints by reference to these same five purposes, which are outlined below.<sup>12</sup>

### **1. The Right of Access to Records**

FOIP establishes a right of access by any person to records in the possession or control of a government institution.

See Chapter 3 for more information about the right of access.

### **2. Access to an Individual's Own Personal Information**

FOIP provides individuals with the right to access their own personal information.

See Chapter 3 for more information on what section 31 of FOIP requires.

### **3. Right to Request Correction of Personal Information**

FOIP provides an individual with the right to request a government institution correct the individual's personal information where the individual believes there is an error or omission.

See Chapter 6 for more information on the right of correction.

### **4. Protection of Personal Privacy**

FOIP provides individuals with the right to privacy of their personal information held by government institutions. This includes restrictions on the collection, use and/or disclosure of the individual's personal information.

See Chapter 6 for more information on the protection of privacy.

### **5. Independent Review of Decisions**

FOIP provides for the independent review of decisions made by government institutions with respect to access and protection of privacy. Independent review is provided by the Information and Privacy Commissioner.

See Chapter 2 for more information on the Information and Privacy Commissioner's role and authorities under FOIP.

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<sup>11</sup> *Freedom of Information and Protection of Privacy Act*, RSBC 1996, c 165 at subsection 2(1).

<sup>12</sup> SK OIPC Review Report F-2004-003 at [9].



# THE SCOPE OF FOIP

## Definition of a Government Institution

FOIP applies to all government institutions as defined by subsection 2(1)(d) of FOIP. Government institutions that are subject to FOIP have statutory duties with regards to providing access to information and protection of personal information in its possession or control.

### Interpretation

2(1) In this Act:

...

- (d) **“government institution”** means, subject to subsection (2):
- (i) the office of Executive Council or any department, secretariat or other similar agency of the executive government of Saskatchewan; or
  - (ii) any prescribed board, commission, Crown corporation or other body, or any prescribed portion of a board, commission, Crown corporation or other body, whose members or directors are appointed, in whole or in part:
    - (A) by the Lieutenant Governor in Council;
    - (B) by a member of the Executive Council; or
    - (C) in the case of:
      - (I) a board, commission or other body, by a Crown corporation; or
      - (II) a Crown corporation, by another Crown corporation;

Subsection 2(1)(d)(ii) of FOIP provides that the definition includes a body that is prescribed in (FOIP *Regulations*). Subsection 3(a) of the FOIP *Regulations* indicates bodies listed in Part I of the Appendix are prescribed as government institutions.

## Bodies Not Included

### Interpretation

2(2) “**Government institution**” does not include:

- (a) a corporation the share capital of which is owned in whole or in part by a person other than the Government of Saskatchewan or an agency of it;
- (b) the Legislative Assembly Service or, subject to subsections 3(3) and (4), offices of members of the Assembly or members of the Executive Council; or
- (c) the Court of Appeal, Her Majesty’s Court of Queen’s Bench for Saskatchewan or the Provincial Court of Saskatchewan.

Bodies that are excluded from the definition of a government institution include those outlined at subsection 2(2) of FOIP. This includes:

- Courts such as the Court of Queen’s Bench for Saskatchewan,
- The Legislative Assembly Service and offices of members of the Legislative Assembly;  
or
- Members of Executive Council such as ministers’ offices.

This means records held by any of these bodies are not subject to the access provisions and, in some instances, the privacy provisions set out in FOIP.

## Legislative Assembly & Members of Executive Council

The access provisions of FOIP do not apply to the Legislative Assembly Services or offices of members of the Legislative Assembly or members of the Executive Council pursuant to subsection 2(2)(b) of FOIP. However, some of the privacy provisions do apply to these bodies as per subsections 3(3) and 3(4) of FOIP.

## Application

3(3) Subject to the regulations, the following sections apply, with any necessary modification, to offices of members of the Assembly and their employees as if the members and their offices were government institutions:

- (a) sections 24 to 30;
- (b) section 33.

(4) Subject to the regulations, the following sections apply, with any necessary modification, to offices of members of the Executive Council and their employees as if the members and their offices were part of the government institution for which the member of the Executive Council serves as the head:

- (a) sections 24 and 24.1;
- (b) sections 25 to 30;
- (c) section 33.

The IPC has issued two resources to assist with subsections 3(3) and 3(4) of FOIP.

One is intended to assist Members of the Legislative Assembly and their offices with protecting personal information. It is titled, *MLA Guide to Protecting Personal Information*.

The second is intended to assist members of the Executive Council (Ministers) and their offices with protection of personal information. It is titled, *A Minister's Guide to Protecting Personal Information*.

## Records Subject to FOIP

FOIP applies to any records in the "possession or under the control of a government institution".

A **record** is defined at subsection 2(1)(i) of FOIP as "a record of information in any form and includes information that is written, photographed, recorded or stored in any manner, but does not include computer programs or other mechanisms that produce records".

## Personal Information

FOIP applies to personal information recorded in any form. In order to qualify as personal information, two elements must exist:

- I. an identifiable individual; and
- II. information that is personal in nature.

Some examples of what could constitute personal information include:

- the individual's race, national or ethnic origin, colour or religious or political beliefs or associations;
- the individual's age, sex, marital status or family status;
- information about the individual's educational, financial, employment or criminal history, including criminal records, whether or not a pardon has been given;
- an identifying number, symbol or other particular assigned to the individual;
- anyone else's opinions about the individual;
- the individual's name, home or business address or home or business telephone number; and
- the individual's personal views or opinions, except if they are about someone else.<sup>13</sup>

For more information about what constitutes personal information, see Chapter 6, *Protection of Privacy*.

## The Meaning of 'Possession' or 'Control' of Records

### Right of access

5 Subject to this Act and the regulations, every person has a right to and, on an application made in accordance with this Part, shall be permitted access to records that are in the possession or under the control of a government institution.

[emphasis added]

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<sup>13</sup> *The Freedom of Information and Protection of Privacy Act*, SS 1990-91, c F-22.01 at subsection 24(1).

**Possession** is physical possession plus a measure of control of the record.<sup>14</sup>

**Control** connotes authority. A record is under the control of a government institution when the government institution has the authority to manage the record including restricting, regulating and administering its use, disclosure or disposition.<sup>15</sup>

Possession and control are different things. It is conceivable that a government institution might have possession but not control of a record or that it might have control but not possession.<sup>16</sup>

To determine whether a government institution has records under its control, the following two-part test can be applied:

**1. Do the contents of the document relate to a government institution matter?**

The first question acts as a useful screening device. If the answer is no, that ends the inquiry. If the answer is yes, the inquiry into control continues.<sup>17</sup>

**2. Can the government institution reasonably expect to obtain a copy of the document upon request?**<sup>18</sup>

All factors must be considered when determining the second question. These factors include:

- The substantive content of the record;
- The circumstances in which it was created; and
- The legal relationship between the government institution and the record holder.<sup>19</sup>

The reasonable expectation test is objective. If a senior official of the government institution, based on all relevant factors, reasonably *should* be able to obtain a copy of the record, the test is met.<sup>20</sup>

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<sup>14</sup> SK OIPC Review Reports F-2014-007 at [10] and LA-2010-002 at [93].

<sup>15</sup> SK OIPC Review Report F-2008-002 at [35].

<sup>16</sup> SK OIPC Review Report F-2008-002 at [22].

<sup>17</sup> *Canada (Information Commissioner) v. Canada (Minister of National Defence)*, 2011 SCC 25 (CanLII), [2011] 2 SCR 306 at [55].

<sup>18</sup> *Canada (Information Commissioner) v. Canada (Minister of National Defence)*, 2011 SCC 25 (CanLII), [2011] 2 SCR 306 at [55] and [56].

<sup>19</sup> *Canada (Information Commissioner) v. Canada (Minister of National Defence)*, 2011 SCC 25 (CanLII), [2011] 2 SCR 306 at [56].

<sup>20</sup> *Canada (Information Commissioner) v. Canada (Minister of National Defence)*, 2011 SCC 25 (CanLII), [2011] 2 SCR 306 at [56].

If both questions are answered in the affirmative, the document is under the control of the government institution.

The following factors may also be considered:

- The record was created by a staff member, an officer, or a member of the government institution in the course of his or her duties performed for the government institution;
- The record was created by an outside consultant for the government institution;
- The government institution possesses the record, either because it has been voluntarily provided by the creator or pursuant to a mandatory, statutory or employment requirement;
- An employee of the government institution possesses the record for the purposes of his or her duties performed for the government institution;
- The record is specified in a contract as being under the control of a government institution and there is no understanding or agreement that the records are not to be disclosed;
- The content of the record relates to the government institution's mandate and core, central or basic functions;
- The government institution has a right of possession of the record;
- The government institution has the authority to regulate the record's use and disposition;
- The government institution paid for the creation of the records;
- The government institution has relied upon the record to a substantial extent;
- The record is closely integrated with other records held by the government institution;
- A contract permits the government institution to inspect, review and/or possess copies of the records the contractor produced, received or acquired;
- The government institution's customary practice in relation to possession or control of records of this nature in similar circumstances;
- The customary practice of other bodies in a similar trade, calling or profession in relation to possession or control of records of this nature in similar circumstances; and
- The owner of the records.<sup>21</sup>

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<sup>21</sup> The possession/control test has evolved over the years in SK OIPC Review Reports. Earlier SK OIPC Review Reports relied on five factors. The first SK OIPC Review Report to list the five factors was F-

## Records Excluded from FOIP

### Application

3(1) This Act does not apply to:

- (a) published material or material that is available for purchase by the public;
- (b) material that is a matter of public record; or
- (c) material that is placed in the custody of the Provincial Archives of Saskatchewan by or on behalf of persons or organizations other than government institutions.

Subsection 3(1) of FOIP provides that certain information and records in the possession or control of a government institution are excluded from the application of FOIP. In some cases, another process is available to obtain access to these records (See *Existing Rights Preserved* later in this Chapter).

### Subsection 3(1)(a)

#### Application

3(1) This Act does not apply to:

- (a) published material or material that is available for purchase by the public;

FOIP does not apply to published material **or** material that is available for purchase by the public.

**Published** means to make known to people in general...an advising of the public or making known of something to the public for a purpose.<sup>22</sup>

When considering whether a record or information is published, the government institution should confirm that:

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2008-002 at [27]. This changed to 15 factors in SK OIPC Review Report LA-2010-002 at [60] and [61]. Following the Supreme Court of Canada decision *Canada (Information Commissioner) v. Canada (Minister of National Defence)*, 2011 SCC 25 (CanLII), [2011] 2 SCR 306, SK OIPC Review Reports shifted to the two-part test from this decision.

<sup>22</sup> Originated from Black, Henry Campbell, 1979. *Black's Law Dictionary, 5<sup>th</sup> Edition* St. Paul, Minn.: West Group. Adopted by the Office of the Ontario Information and Privacy Commissioner (ON IPC) in Order P-204 at p. 4. Adopted by SK OIPC in Review Report 249-2017 at [7].

- the specific information or record requested is published (what data elements are actually published);<sup>23</sup> and
- there is a way for the public to access the published record or information.

**Material that is available to purchase** means that a pricing structure is in place for all who wish to obtain the information or record.<sup>24</sup>

When considering whether a record or information is available to purchase, the government institution should confirm that:

- the specific information or record requested is available for purchase;
- there is a way for the public to purchase the record or information (i.e. website, office to attend); and
- a pricing structure exists for all who wish to obtain the information or record.

In some circumstances, information or records are available through a public registry. A **registry** means a book authorized or recognized by law, kept for recording or registration of facts or documents.<sup>25</sup> It can also be an electronic registry. Examples include the Information Services Corporation (ISC) land titles registry and the corporate registry. These registries provide information or records. Purchases can be made by attending ISC or through its website. There is also a fee structure in place for anyone wishing to purchase certain registry information. Some information is available free of charge.

When relying on this provision, the government institution should ensure the publicly available record is the record or information being requested by an applicant. Further, applicants should not be required to compile small pieces of information from a variety of sources in order to obtain a complete version of a record that could be disclosed.<sup>26</sup>

## IPC Findings

In [Review Report 235-2016](#), the Commissioner found that FOIP did not apply to records stored within a registry that any person may search provided they pay a fee. The registry was the Mineral Administration Registry System Saskatchewan (MARS).

<sup>23</sup> SK OIPC Review Report 249-2017 at [22].

<sup>24</sup> Adapted from ON IPC Order MO-1693 at p.16.

<sup>25</sup> Originated from Campbell Black, Henry, 1990. *Black's Law Dictionary, 6<sup>th</sup> Edition*. St. Paul, Minn.: West Group. Adopted by the Office of the Alberta Information and Privacy Commissioner (AB IPC) in Order 2001-029 at [22]. See also Service Alberta, *FOIP Guidelines and Practice: 2009 Edition*, Chapter 1, p. 14.

<sup>26</sup> ON IPC Order MO-3191-F at [86], [87] and [88].



In [Review Report 277-2016](#), the Commissioner considered the Ministry of Economy's (Economy) application of subsection 29(1) of FOIP to a map identifying parcels of land owned by individuals. The Commissioner found that the information on the map was publicly available through ISC at no cost and recommended release of the map.

In [Review Report LA-2007-001](#), the Commissioner found that a tax certificate enabled by section 395 of *The Rural Municipalities Act* (RMA) qualified as "material available for purchase by the public". If the applicant wanted the data elements included in the tax certificate, it would be excluded by virtue of the equivalent subsection 3(1)(a) of (LA FOIP). The applicant's remedy would be to pay the appropriate fee and purchase the relevant tax certificates. The Commissioner also determined that subsection 3(1)(a) of LA FOIP had no requirement that information already available to anyone as "published material" within the meaning of subsection 3(1)(a) of LA FOIP need all be contained in a single document or format. All of the applicant's requested information could be purchased through a combination of tax certificates and title searches from ISC.

## Subsection 3(1)(b)

### Application

3(1) This Act does not apply to:

...

(b) material that is a matter of public record; or

FOIP does not apply to material that is a matter of public record.

**A matter of public record** is defined as documents that one would typically find in a public register that the members of the public have ready access to.<sup>27</sup>

**Registry** means a book authorized or recognized by law, kept for recording or registration of facts or documents.<sup>28</sup> It can also be an electronic registry. Examples include the Information Services Corporation (ISC) land titles registry and the corporate registry.

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<sup>27</sup> SK OIPC Review Reports LA-2007-002 at [28] and 249-2017 at [8].

<sup>28</sup> Originated from Black, Henry Campbell, 1990. *Black's Law Dictionary, 6<sup>th</sup> Edition*. St. Paul, Minn.: West Group. Adopted by AB IPC in Order 2001-029 at [22]. See also Service Alberta, *FOIP Guidelines and Practice: 2009 Edition*, Chapter 1, p. 14.

**Public record** is defined as a record that a government unit is required by law to keep, such as land deeds kept at a county courthouse. Public records are generally open to view by the public.<sup>29</sup>

A matter of public record would be information collected and maintained specifically for the purpose of creating a record available to the general public. A good example would be the land titles registry operated by ISC.<sup>30</sup>

## IPC Findings

In [Review Report 235-2016](#), the Commissioner found that FOIP did not apply to records stored within a registry that any person may search provided they pay a fee.

In [Review Report 277-2016](#), the Commissioner recommended release of a map that showed parcels of land and their owners because they were publically available using the ISC website. The information was accessed free of charge.

## Subsection 3(1)(c)

### Application

3(1) This Act does not apply to:

...

(c) material that is placed in the custody of the Provincial Archives of Saskatchewan by or on behalf of persons or organizations other than government institutions.

Although the Provincial Archives of Saskatchewan (formerly the Saskatchewan Archives Board) is a government institution, FOIP does not apply to material that is placed in the custody of the Provincial Archives by or on behalf of persons or organizations other than government institutions.

The acquisition of private records from individuals and organizations is a core object and function of the mandate of the Provincial Archives of Saskatchewan under *The Archives and Public Records Management Act* (APRMA) (See subsection 4(a) and section 8). Under the

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<sup>29</sup> Garner, Bryan A., 2004. *Black's Law Dictionary, 8<sup>th</sup> Edition*. St. Paul, Minn.: West Group at p. 1301, relied on in *Germain v. Automobile Injury Appeal Commission*, 2009 SKQB 106 (CanLII) at [69] and [72]. Also cited in SK OIPC Investigation Report LA-2012-001 at [14] to [17].

<sup>30</sup> SK OIPC Review Reports LA-2007-002 at [28].

APRMA, the general powers include the ability to “enter into agreements with any person, body or organization within or outside Saskatchewan that the Provincial Archives of Saskatchewan considers necessary to fulfill its objects and to carry out its functions.” (See subsection 6(1)) This includes the transfer of private records. Records are not ‘on deposit’ with the Archives, but involve a formal transfer of ownership. Approximately 40% of the Permanent Collection is from the records of individuals and organizations. The records of individuals can include the political and personal records of MLAs and Ministers of the Crown. The latter are required to follow the APRMA for the transfer of the public portfolio record.

There are many reasons why individuals and organizations turn over their records to the Provincial Archives of Saskatchewan. For example, it is a means of sharing records with the broader community or for leaving a legacy. Records of individuals can come over time, as careers develop, or through the executors of estates. The records of organizations include businesses, associations, church groups, architectural firms, political associations etc. and cover every aspect of the history of the province. The Provincial Archives of Saskatchewan have produced a guide for organizations, both in terms of managing records and what to keep over the long term. (See *A Guide to Maintaining Records and Identifying Archival Material for Societies and Organizations*)

Records offered to the Provincial Archives of Saskatchewan from individuals and organizations are appraised by archivists to determine whether they hold long-term historical significance. Overall, these records complement the government record and provide insight into what has shaped our province over time. The transfer occurs through an agreement between the individual or organization and the Archives. Some agreements also include restrictions on access to the record and/or use.<sup>31</sup>

In order for subsection 3(1)(c) of FOIP to be found to apply, the following three-part test must be met:

**1. Was the record placed in the Provincial Archives by or on behalf of persons or organizations other than a government institution?**

The records must have been placed in the Provincial Archives by a third person or organization separate from a government institution.

**2. Is the record now located in the Provincial Archives?**

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<sup>31</sup> The three preceding paragraphs were provided by the Provincial Archives of Saskatchewan on April 20, 2018.

One factor that must be met is the record(s) must have been physically transferred to the custody of the Provincial Archives. A written agreement can be evidence that ownership of the record and the physical record have been transferred to the Provincial Archives.

**3. If there is no agreement in place, is there correspondence that documents the transfer of the record(s) to the custody of the Provincial Archives?**

For some earlier private record donations, paper trails may exist but no formal agreement. The key is to document that the record is a private record from an individual or organization and that the Provincial Archives has ownership of the record in its Collection.<sup>32</sup>

## Subsection 24(1.1)

### Interpretation

24(1.1) Subject to subsection (1.2), "personal information" does not include information that constitutes personal health information as defined in *The Health Information Protection Act*.

(1.2) Personal health information in the possession or control of the Workers' Compensation Board is personal information for the purposes of this Act.

The purpose of subsection 24(1.1) of FOIP is to ensure that two different laws do not apply to the same information at the same time.

If records in the possession or control of a government institution contain what appears to be personal health information, the test is to first see if the information fits within the definition of personal health information at subsection 2(m) of *The Health Information Protection Act* (HIPA).

If the information qualifies as personal health information under subsection 2(m) of HIPA, then HIPA applies to that information and not FOIP.

The practical effect of subsection 24(1.1) of FOIP is that if personal health information is in the custody or control of a trustee and therefore subject to HIPA, it cannot simultaneously be personal information subject to FOIP. The purpose of the Legislative Assembly in enacting subsection 24(1.1) of FOIP was presumably to avoid duplication in legislative coverage, not to

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<sup>32</sup> Test established with assistance from the Provincial Archives of Saskatchewan on April 30, 2018, and modified from SK OIPC Review Report LA-2010-002 at [135] to [153].

create a void where no privacy law applied to the information collected, used and/or disclosed.<sup>33</sup>

## Records to Which Section 23 Applies

### Confidentiality provisions in other enactments

23(1) Where a provision of:

- (a) any other Act; or
- (b) a regulation made pursuant to any other Act;

that restricts or prohibits access by any person to a record or information in the possession or under the control of a government institution conflicts with this Act or the regulations made pursuant to it, the provisions of this Act and the regulations made pursuant to it shall prevail.

(2) Subject to subsection (3), subsection (1) applies notwithstanding any provision in the other Act or regulation that states that the provision is to apply notwithstanding any other Act or law.

(3) Subsection (1) does not apply to:

- (a) *The Adoption Act, 1998*;
- (b) section 31 of *The Archives and Public Records Management Act*;
- (c) section 74 of *The Child and Family Services Act*;
- (d) section 14 of *The Enforcement of Maintenance Orders Act, 1997*;
- (e) *The Health Information Protection Act*;
- (f) section 91.1 of *The Police Act, 1990*;
- (g) section 13 of *The Proceedings against the Crown Act*;
- (h) section 15 of *The Securities Act, 1988*;
- (i) sections 40.1, 97 and 283 of *The Traffic Safety Act*;
- (j) section 61 of *The Trust and Loan Corporations Act, 1997*;
- (k) Part VIII of *The Vital Statistics Act, 2009*;
- (l) sections 172 to 174 of *The Workers' Compensation Act, 2013*;
- (m) any prescribed Act or prescribed provisions of an Act; or

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<sup>33</sup> SK OIPC Investigation Report F-2010-001 at [31].

(n) any prescribed regulation or prescribed provisions of a regulation.

### **Confidentiality provisions in other enactments (FOIP Regulations)**

12 For the purposes of clauses 23(3)(l) and (m) of the Act, the following provisions are prescribed as provisions to which subsection 23(1) of the Act does not apply:

- (a) section 178 of *The Election Act, 1996*;
- (b) **Repealed.** 15 Dec 2017 SR 124/2017 s6.
- (c) section 3-51 of *The Saskatchewan Employment Act*;
- (d) Part III of *The Revenue and Financial Services Act*;
- (e) all of *The Income Tax Act* and *The Income Tax Act, 2000*;
- (f) section 32 of *The Safer Communities and Neighbourhoods Act*;
- (g) **Repealed.** 15 Dec 2017 SR 124/2017 s6.
- (h) section 415 of *The Credit Union Act, 1998*;
- (i) section 85 of *The Real Estate Act*;
- (j) section 10.1 of *The Saskatchewan Insurance Act*
- (k) **Repealed.** 15 Dec 2017 SR 124/2017 s6.
- (l) section 61 of *The Mortgage Brokerages and Mortgage Administrators Act*;
- (m) section 61 of *The Payday Loans Act*;
- (n) sections 32, 34, 36 and 62 of *The Coroners Act, 1999*;
- (o) section 12.1 of *The Coroners Regulations, 2000*;
- (p) section 22 of *The Witness Protection Act*;
- (q) subsections 39(5) and (6) and subsection 56(9.2) of *The Police Act, 1990*;
- (r) Part IV of *The Police Act, 1990* as it relates to a complaint concerning the actions of a member;
- (s) section 17-4 of *The Credit Union Central of Saskatchewan Act, 2016*.

**Primacy clauses** are clauses in a statute that define how a statute is interpreted if its provisions are inconsistent with another statute in the same jurisdiction. **Primacy** means the state or position of being first in order, importance, or authority.<sup>34</sup>

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<sup>34</sup> *The Shorter Oxford English Dictionary on Historical Principles*, Oxford University Press 1973, Volume 2 at p. 2344.

If engaging subsections 23(1), (2) or (3), the government institution should be able to demonstrate that the record or information in question falls within the statutory provision that is not subject to FOIP. It should be noted that section 23 of FOIP only applies to portions of Parts II and III of FOIP which refer to access to records. All of the other provisions of FOIP would fully apply such as the protection of privacy provisions in Part IV and the review and appeal provisions in Part VII.

### **Subsection 23(1)**

Subsection 23(1) of FOIP provides that where there is a conflict between FOIP and any other Act or regulation, FOIP will prevail. FOIP prevails even where another Act or regulation restricts or prohibits access.

**Prevail** means a provision of one Act having priority over a conflicting provision in another Act.<sup>35</sup> The ordinary meaning of the word means to be superior in strength or influence.<sup>36</sup>

The Supreme Court of Canada in *Lévis (City) v. Fraternité des policiers de Lévis Inc.*, 2007 SCC 14 (CanLII), [2007] 1 SCR 591:

47 The starting point in any analysis of legislative conflict is that legislative coherence is presumed, and an interpretation which results in conflict should be eschewed unless it is unavoidable. The test for determining whether an unavoidable conflict exists is well stated by Professor Cote in his treatise on statutory interpretation:

According to case law, two statutes are not repugnant simply because they deal with the same subject: application of one must implicitly or explicitly preclude application of the other.

(P.-A. Cote, *The Interpretation of Legislation in Canada* (3<sup>rd</sup> ed. 2000), at p. 350)<sup>37</sup>

Section 23 of FOIP ensures that the fundamental rights enshrined in FOIP are given proper deference when interpreting legislative intent as to its application in conjunction with other statutes. This *primacy clause* is a strong expression of legislative intent and a tool for ensuring public policy objectives are met. In the event of a contest between two statutes, the legislature

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<sup>35</sup> SK OIPC Review Report 149-2017 at [50].

<sup>36</sup> *The Shorter Oxford English Dictionary on Historical Principles*, Oxford University Press 1973, Volume 2 at p. 2340.

<sup>37</sup> *Lévis (City) v. Fraternité des policiers de Lévis Inc.*, 2007 SCC 14 (CanLII), [2007] 1 SCR 591 at [47]. See also SK OIPC Review Report 149-2017 at [52].

is presumed to not intend conflict between the statutes. Therefore, if an interpretation allows concurrent application, that interpretation should be adopted.<sup>38</sup>

The following three-part test can be used to determine whether two laws can coexist or are in conflict:

**1. Does compliance with one law involve the breach of the other?**

The first test is one of pure conflict.

**2. Does one law supplement the other?**

The second test is whether one law is supplemental to the other by adding something. If the law is supplemental, then it will be valid concurrently with the other law.

**3. Does one law duplicate the other?**

The third test involves whether one law duplicates another such that there is not an actual conflict or contradiction. Mere duplication without actual conflict or contradiction is normally not sufficient to invalidate a law. It would simply mean that the government institution would be held to the higher standard of the competing statutes.<sup>39</sup>

**Subsection 23(2)**

Subsection 23(2) builds on subsection 23(1) of FOIP and provides that FOIP will still prevail even if the other Acts or regulations state that its provisions prevail over other Acts or laws.

**Prevail** means a provision of one Act having priority over a conflicting provision in another Act.<sup>40</sup> The ordinary meaning of the word means to be superior in strength or influence.<sup>41</sup>

**Subsection 23(3)**

Subsection 23(3) of FOIP provides a list of provisions where FOIP does not prevail. Additional provisions that FOIP does not prevail over are also prescribed in section 12 of the FOIP *Regulations*.

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<sup>38</sup> SK OIPC Review Report F-2009-001 at [39].

<sup>39</sup> Test first used in SK OIPC Review Report F-2009-001 at [40]. See also SK OIPC *Submission to the Workers Compensation Act Committee of Review*, April 29, 2011 at pp.10, 14 and 15; SK OIPC Review Reports F-2014-001 at [86] to [117], 276-2017 at [16] to [20] and 088-2014 at [8] to [25].

<sup>40</sup> SK OIPC Review Report 149-2017 at [50].

<sup>41</sup> *The Shorter Oxford English Dictionary on Historical Principles*, Oxford University Press 1973, Volume 2 at p. 2340.



**Prevail** means a provision of one Act having priority over a conflicting provision in another Act.<sup>42</sup> The ordinary meaning of the word means to be superior in strength or influence.<sup>43</sup>

For subsection 23(3) of FOIP, the Legislative Assembly recognized that FOIP and some other provisions would be in conflict and provided the mechanism for resolving that by expressly stating that the provisions listed at subsection 23(3) would prevail over FOIP.<sup>44</sup>

If engaging subsection 23(3), the government institution should be able to demonstrate that the record or information in question falls within the statutory provision that is not subject to FOIP. It should be noted that section 23 of FOIP only applies to portions of Parts II and III of FOIP which refer to access to records. All of the other provisions of FOIP would fully apply such as the protection of privacy provisions in Part IV and the review and appeal provisions in Part VII.

## IPC Findings

In [Review Report F-2014-001](#), the Commissioner considered subsection 23(3)(h) of FOIP. The Commissioner found that section 15 of *The Securities Act, 1988* prevailed and as such, that Parts II and III of FOIP did not apply to the records at issue.

In [Review Report 088-2014](#), the Commissioner considered subsection 23(3)(m) of FOIP and subsection 12(l) of the *FOIP Regulations*. The Commissioner determined that subsection 61 of *The Mortgage Brokerages and Mortgage Administrators Act* prevailed and as such, that Parts II and III of FOIP did not apply to the records at issue.

In [Review Report 149-2017](#), the Commissioner considered subsection 23(3)(c) of FOIP. The Commissioner determined that the Commissioner has authority to conduct a review of records that may be subject to section 74 of *The Child and Family Services Act*.

In [Review Report 254-2017](#), the Commissioner considered subsection 23(3)(c) of FOIP. The Commissioner determined that the Ministry of Social Services (Social Services) failed to demonstrate that section 74 of *The Child and Family Services Act* applied to the records. The Commissioner also found that Social Services did not cooperate with the IPC during the review. The Commissioner made a number of recommendations including that the Ministry of Social Services work with the IPC and the Ministry of Justice to amend FOIP by repealing subsection 23(3)(c) of FOIP.

<sup>42</sup> SK OIPC Review Report 149-2017 at [50].

<sup>43</sup> *The Shorter Oxford English Dictionary on Historical Principles*, Oxford University Press 1973, Volume 2 at p. 2340.

<sup>44</sup> Adapted from Service Alberta, *FOIP Bulletin Number 11 – Paramourty*, March 2009.

## Existing Rights Preserved

### Existing rights preserved

4 This Act:

- (a) complements and does not replace existing procedures for access to government information or records;
- (b) does not in any way limit access to the type of government information or records that is normally available to the public;
- (c) does not limit the information otherwise available by law to a party to litigation;
- (d) does not affect the power of any court or tribunal to compel a witness to testify or to compel the production of documents;
- (e) does not prohibit the transfer, storage or destruction of any record in accordance with any other Act or any regulation;
- (f) does not prevent access to a registry operated by a government institution where access to the registry is normally allowed to the public.

Section 4 of FOIP was considered by the Saskatchewan Court of Queen's Bench in *City Collection Co. v. Saskatchewan Government Insurance*, 1993 CanLII 8956 (SK QB) and *General Motors Acceptance Corp. of Canada v. Saskatchewan Government Insurance*, 1993 CanLII 8794 (SK QB). In the latter decision, Malone, J. determined that the clear intent of section 4 of FOIP was to ensure that information available to the public prior to FOIP would remain available after its coming into effect. In his judgement, he stated as follows:

[8] In my opinion s. 4 of the Act is determinative of the issue. The clear intent of this section is to provide that information available to the public prior to the passage of the Act shall remain available after its coming into effect. To interpret this section any other way would result in a restriction on the right of the public to obtain information which it previously had access to. This surely was not the intention of the Legislature. The provisions of the Act following s. 4 must be interpreted as applying to only information which is requested by the public which was not available to it prior to the passage of the Act. It is these provisions that attempt to balance the right of privacy of individuals with the desire of the public to obtain more information concerning the operation of Government, its Crown corporations and agencies. This it does by setting out the procedures to be followed and the guidelines to be applied. In my opinion, however, s. 4 makes it clear the procedures and guidelines are not to be applied retrospectively so as to restrict access to information the public was previously entitled to.

In the *City Collection* decision, the Court observed that:

[8] Prior to the passage of the Act, SGI [Saskatchewan Government Insurance] routinely provided the appellants with vehicle registration information, and in particular, the names and addresses of the registered owners of vehicles which were parked in facilities operated by Imperial. This was in keeping with the then existing policy and procedure of SGI to make this information available to members of the public who had a genuine interest in this information.

Section 4 was also considered by the Saskatchewan Court of Appeal in *General Motors Acceptance Corp. of Canada v. Saskatchewan Government Insurance*, 1993 CanLII 9128 (SK CA). In this decision, the Court noted that:

[4] The evidence clearly established that this practice prevailed before proclamation of the Act. Before enactment of The Vehicle Administration Act, SS. 1986, c. V-2.1, the Highway Traffic Board performed a similar function under The Vehicles Act, R.S.S. 1978, c. V-3 (REPEALED). When records of registration were under the control of the Highway Traffic Board, members of the public enjoyed access to its records for the type of information sought in this case.

...

[10] ...The Act does not limit or reduce the rights of access existing at the time of proclamation.

It is important whether access to information or records antedated the proclamation of FOIP. The approach the Court of Appeal has taken in the past is to view this provision as a kind of grandfathering provision.

## **Subsection 4(a)**

### **Existing rights preserved**

4 This Act:

- (a) complements and does not replace existing procedures for access to government information or records;

FOIP is in addition to and does not replace existing procedures for obtaining access to information or records held by government institutions.

However, the existence of other processes where an applicant may be able to obtain records does not replace an applicant's right to make an access to information request.

In *Evenson v Saskatchewan (Ministry of Justice)*, 2013 SKQB 296 (CanLII), Justice Gabrielson confirmed that subsection 4(a) of FOIP was not intended to limit or reduce the rights of access existing at the time of FOIP's proclamation but only to complement existing rights:

[21] Counsel for the Ministry submits that the *Stinchcombe* procedure takes precedence over the *Act* and cannot be replaced by the *Act*. However, such a position ignores the basic premise referred to by the Court in the *General Motors Acceptance* case, *supra* – that s. 4 was intended not to limit or reduce the rights of access existing at the time of proclamation but only to complement such existing rights. In this case, the Ministry is suggesting that rather than contemplating existing procedures, the *Act* is limited by the existing criminal law procedures. In my opinion, that runs contrary to the Court of Appeal's statement that there should be full disclosure unless information is exempted under clearly delineated statutory language. Accordingly, unless a specific exemption from disclosure is found in the *Act*, I would apply the general philosophy of full disclosure.

## IPC Findings

In [Review Report 153-2015](#), the University of Saskatchewan requested the Commissioner exercise the authority to dismiss a request for review, "and allow the normal course of exchanging documents to take place in due course, and pursuant to the many legal regimes [the applicant] has already engaged." The Commissioner found that the existence of other processes where the applicant may be able to obtain the record he was seeking did not replace the applicant's right to request access to records in the possession or control of the University of Saskatchewan. The Commissioner did not dismiss the request for review.

In [Review Report 150-2014](#), the Commissioner considered the equivalent subsection 4(a) in LA FOIP. The Commissioner noted that the City of Saskatoon was correct that there were processes through the court to gain access to records, however the process of accessing records in a court proceeding was independent of LA FOIP. Further, the Commissioner determined that subsection 4(a) of LA FOIP provided that LA FOIP complemented and did not replace existing procedures for obtaining access to information.

In [Investigation Report LA-2012-001](#), the Commissioner considered a privacy complaint involving the publishing of employee salaries by the City of Moose Jaw in its annual public accounts. The City invoked subsections 4(a), (b) and (e) of LA FOIP for authority to publish the employee's salaries. The Commissioner determined that to successfully invoke subsection 4(a),

(b), or (e) of LA FOIP, the City would have needed to show that the salary information of the employees had routinely been publicly available prior to the enactment of LA FOIP in 1993. As the City had not demonstrated this, the Commissioner found that subsections 4(a), (b) and (e) of LA FOIP would not apply.

In [Investigation Report LA-2005-003](#), the Commissioner considered a privacy complaint involving an individual who had applied to the City of Saskatoon for a building permit. The individual learned that personal information from the permit application form appeared to have been sold to contractors and suppliers. In support of this practice, the City invoked subsections 4(a) and (d) of LA FOIP. The City asserted that the personal information had been available for purchase via a Bylaw prior to LA FOIP coming into force on July 1, 1993. The Commissioner found that based on the material provided by the City that personal information disclosed by means of an external weekly building permit report was part of a practice of disclosure that existed prior to the proclamation of LA FOIP. As such, the Commissioner found that the City properly invoked subsection 4(a) and (b) of LA FOIP.

## Subsection 4(b)

### Existing rights preserved

4 This Act:

...

(b) does not in any way limit access to the type of government information or records that is normally available to the public;

FOIP does not limit access to information or records that the public would normally have access to.

## IPC Findings

In [Review Report 122-2014](#), the Commissioner considered the Village of Lebret's application of subsection 18(1)(c) of *The Local Authority Freedom of Information and Protection of Privacy Act* (LA FOIP) to deny access to records. The Commissioner determined that if the Village could rely on subsection 18(1)(c) of LA FOIP it would be preventing access to information that would normally be available to the public pursuant to subsection 117(1)(a) of *The Municipalities Act*. Further, this would be contrary to subsection 4(b) of LA FOIP.

## Subsection 4(c)

### Existing rights preserved

4 This Act:

...

(c) does not limit the information otherwise available by law to a party to litigation;

FOIP does not limit access to information otherwise available by law to parties to litigation.

**Litigation** is the process of carrying on a lawsuit.<sup>45</sup>

It is relatively common for persons involved in a criminal or civil legal action to make an access to information request under FOIP for records relating to the case. Such requests should be processed like any other request.<sup>46</sup>

It is also relatively common to have both discovery processes and access to information processes going on at the same time.<sup>47</sup>

Government institutions sometimes argue that applicants cannot get information or records because of subsection 4(c) of FOIP. However, this is incorrect. The disclosure process works parallel to FOIP. FOIP does not limit what would normally be made available through disclosure.

In *Evenson v Saskatchewan (Ministry of Justice)*, 2013 SKQB 296 (CanLII), Justice Gabrielson confirmed that disclosure should not be narrowed or broadened based upon procedures found in other processes:

[23] In accordance with the above comments, in my opinion, and even though in this case there has not been a judge's ruling in respect to the disclosure provided in the criminal proceedings, that does not mean that in other proceedings there could not be a conflict between disclosure provided pursuant to the principles set out in *R. v. Stinchcombe* and the disclosure sought under the Act. They are two separate processes and for two separate purposes. Accordingly, in my opinion, a court should consider only the Act and the jurisprudence guiding its interpretation and not narrow or broaden

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<sup>45</sup> Garner, Bryan A., 2009. *Black's Law Dictionary, Deluxe 10<sup>th</sup> Edition*. St. Paul, Minn.: West Group at p. 1075.

<sup>46</sup> Service Alberta, *FOIP Guidelines and Practices: 2009 Edition*, Chapter 1 at p. 5.

<sup>47</sup> Service Alberta, *FOIP Guidelines and Practices: 2009 Edition*, Chapter 1 at p. 6.

the scope of the disclosure required by the Act based upon the procedure found in other processes such as the *Stinchcombe* disclosure process.

## IPC Findings

In [Review Report 145-2015](#), the Commissioner considered SaskPower's application of subsection 15(1)(d) of FOIP to deny access to an investigation report. SaskPower argued that "disclosure of the Investigation Report is likely to occur once proceedings have been commenced..." The Commissioner determined that discovery and disclosure provisions of the [Rules of the Court of Queen's Bench of Saskatchewan](#) operate independent of any process under FOIP. Further that subsection 4(c) of FOIP established that FOIP did not limit access to information otherwise available by law to parties to litigation.

### Subsection 4(d)

#### Existing rights preserved

4 This Act:

...

(d) does not affect the power of any court or tribunal to compel a witness to testify or to compel the production of documents;

FOIP does not override the power of any court or tribunal to compel a witness to testify or to compel the production of documents.

### Subsection 4(e)

#### Existing rights preserved

4 This Act:

...

(e) does not prohibit the transfer, storage or destruction of any record in accordance with any other Act or any regulation;

FOIP does not prohibit the transfer, storage or destruction of any record in accordance with any other Act or any regulation.

This provision permits the orderly disposition of records by government institutions in accordance with records retention and disposition schedules.<sup>48</sup>

*The Archives and Public Records Management Act* (APRMA) sets out obligations for government institutions to manage records in their possession or control. In order to comply with the APRMA, government institutions must establish a records management program. For more information, see the [Provincial Archives of Saskatchewan](#).

## Subsection 4(f)

### Existing rights preserved

4 This Act:

...

(f) does not prevent access to a registry operated by a government institution where access to the registry is normally allowed to the public.

FOIP does not prevent access to a registry operated by a government institution where access to the registry is normally allowed to the public.

A **registry** means a book authorized or recognized by law, kept for recording or registration of facts or documents.<sup>49</sup> It can also be an electronic registry. Examples include the Information Services Corporation (ISC) land titles registry and the corporate registry.

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<sup>48</sup> Service Alberta, *FOIP Guidelines and Practices: 2009 Edition*, Chapter 1 at p. 6.

<sup>49</sup> Originated from Campbell Black, Henry, 1990. *Black's Law Dictionary, 6<sup>th</sup> Edition*. St. Paul, Minn.: West Group. Adopted by AB IPC in Order 2001-029 at [22]. See also Service Alberta, *FOIP Guidelines and Practice: 2009 Edition*, Chapter 1, p. 14.





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