

Delegation of Internal Head Duties – Access to Information Requests - The Local Authority Freedom of Information and Protection of Privacy Act

ISSUE

This report advises Council of the appointment of Adam Tittlemore, City Clerk as “Internal Head” under *The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)* for all civic administration records effective April 15, 2021.

The City Solicitor’s Office, in February 2021, reported to the Governance and Priorities Committee the appointment of Randall Langgard as “External Head” under *LAFOIP* for all records of members of City Council until the end of 2021.

BACKGROUND

In January 2013, City Council received a report of its Executive Committee advising of the Mayor’s delegation to Joanne Sproule, former City Clerk, the duties of “Internal Head” under *LAFOIP* for all civic administration records, effective October 29, 2012. Ms. Sproule has since retired from the City and Mr. Adam Tittlemore was appointed the new City Clerk effective April 15, 2021.

The Local Authority Freedom of Information and Protection of Privacy Act specifies that the Mayor is the “Head” for all purposes in the Act. Section 50 gives the Mayor the power to delegate all or part of their powers and duties as Head. The delegation must be made in writing.

DISCUSSION/ANALYSIS

In this regard, His Worship the Mayor is advising City Council of his formal delegation to Adam Tittlemore, the duties of “Internal Head” under *LAFOIP*.

PUBLIC NOTICE

Public Notice pursuant to Section 3 of Policy No. C01-021, Public Notice Policy, is not required.

Report Approval

Written by: Janice Hudson, Assistant to the City Clerk
Reviewed by: Sarah Sliva, Deputy City Clerk –
Records, Information, Access & Privacy Services
Approved by: Adam Tittlemore, City Clerk

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