



City Clerk's Office

City Hall, 13th Floor West  
100 Queen Street West  
Toronto, Ontario M5H 2N2

Ulli S. Watkiss  
City Clerk

Tel: 416-392-8010  
Fax: 416-392-4900  
E-mail: [clerk@toronto.ca](mailto:clerk@toronto.ca)  
Web: [www.toronto.ca](http://www.toronto.ca)

**FOR FURTHER INFORMATION**  
Please respond to: **Jerry Verhovsek**  
**(416) 392-4902**

December 18, 2007

Jutta Mason  
242 Havelock Street  
Toronto, Ontario  
M5W 1E6

Dear Ms. Mason:

**Subject: City of Toronto Access Request Number 07-3897 (A-Gen-2007-03892)**

I am writing to you further to our November 14, 2007 decision letter, and to your e-mail of November 27, 2007, in which you suggest that many additional responsive e-mail and other records must exist regarding open-air burning / campfire / cooking fire pits, other than the records which were found.

We have asked staff of Parks Forestry and Recreation (PFR) to conduct a search for additional responsive records and communicated to them that you have suggested that there are many additional records. This decision is with respect to their search.

Staff of PFR advise that the information that you have requested currently exists in various separate records. Although the City is not required to create records in response to requests under *MFIPPA*, PFR staff have advised that the recorded information will have to be pulled from various records in various locations. Staff in PFR state they are prepared to create such records to fulfill your access request.

The Manager, Parks Toronto East York & Bylaw Enforcement Unit, Parks, PFR, states that an extensive search will have to be initiated to locate copies of additional responsive paper and electronic records that may contain the information you have requested. The Manager, PFR, has advised this office that it is expected to take 3 or more PFR staff approximately **58 hours** to search for responsive records within a large number of files that are located in various offices located within 7 buildings. PFR management further state that for each of the files which may contain responsive records, it will require staff about 20 minutes to locate the file, and to identify records within the file that contain information responsive to this request.

Jutta Mason

December 18, 2007

Based on the search time information provided by PFR management to this office, it is estimated that the following search fees under section 45 will apply to your request. Please note that this does not include any costs which may be associated with preparing the records for disclosure:

Cost to the City of searching for all responsive records: 58 hours and \$30.00 per hour	\$1,740.00
--	------------

Pursuant to Regulation 823, where the fee estimate is over \$100.00, an institution is permitted to require a deposit equal to 50 per cent of the estimated fee. Therefore, your written acceptance of the fee estimated together with a deposit of **\$870.00** is requested prior to proceeding with this request. Please make the cheque payable to the City of Toronto.

As well, please note that a photocopying fee will also apply for copies of the additional requested records at \$0.20 per page.

The *Act* does provide that all or part of the fee can be waived if, in our opinion, it is fair and equitable to do so, if the fee will cause you a financial hardship or if dissemination of the record will benefit public health and safety.

This office has made every effort to define the scope of your request and communicate the same to the PFR management. I reiterate my previous invitation to you to contact the Manager PFR directly to identify whether any of the information that you have requested may be provided to you directly by the program area through their routine disclosure policy.

The Manager, Records and Information Management (RIM), Programs and Standards, states that the City Clerk's Office, in partnership with the Chief Information Officer (CIO) and business units, is identifying tools and developing methods for creating, sharing, and maintaining City records digitally. The object of these information management initiatives is to reduce search and duplication time for requested information. RIM continues to support record classification projects in various units in PFR according to approved standards and practices. This includes inventorying the records of these units in a centralized database.

If you disagree with any aspect of the fee estimate, please contact Jerry Verhovsek, Access and Privacy Officer, at phone number (416) 392-4902. Mr. Verhovsek is located at City Hall, 13th Floor, West, 100 Queen Street West, Toronto, Ontario M5H 2N2.

You may request that the Information and Privacy Commissioner review this decision. The Commissioner is located at 2 Bloor Street East, Suite 1400, Toronto, Ontario M4W 1A8. Please provide the Commissioner with the following:

Jutta Mason

December 18, 2007

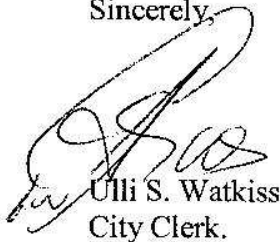
- i) request number assigned to your request;
- ii) a copy of this decision letter;
- iii) a copy of your original request.

Please note that you have 30 days from receipt of this decision to request a review.

In addition, you must send an appeal fee to the Commissioner's office. Please be advised that the fee to appeal a request for general records is **\$25.00**. Please include the fee in your letter of appeal. Appeal fees should be in the form of either a cheque or a money order, made payable to the *Minister of Finance*.

Should you have any questions, please contact **Jerry Verhovsek, Access and Privacy Officer**, at the phone number indicated previously.

Sincerely,



Ulli S. Watkiss  
City Clerk.