

May 31, 2005

(416) 392-4901

*Health + Safety*Jutta Mason  
242 Havelock St.  
Toronto, Ontario  
M6H 3B9

Dear Ms. Mason:

**Subject: City of Toronto Access Request Number 05-1323**

I am replying to your access request under the *Municipal Freedom of Information and Protection of Privacy Act*.

You have requested information with regard to the Health & Safety Unit for Parks, Forestry and Recreation, pictured in the Municipal Health & Safety Association newsletter for fall 2003, specifically:

1. How many are consultants?
2. Amount of Health & Safety Unit contract with the City each year since it was formed, i.e. how much did the City pay for these contracted services by these consultants?
3. Description of work

Please note that, according to the *Annotation*, published by the Access & Privacy Office of Management Board Secretariat: "Requesters have no right, subject to the regulation dealing with machine-readable records, to require an institution to create a record in response to a request. Requests are for information contained in a record existing at the time the request is made."

Requests in the form of questions such as this one need to be formulated as requests for specific records, rather than in the form of questions. In future, please submit your requests by stating the records that you are requesting.

Please be advised, in response to your first question, that all of the individuals pictured in the newsletter are City of Toronto employees. The position title "Senior Human Resources Consultant" is a City of Toronto position title, and does not refer to any contracted services.

In response to your second question, there is no contract between the Health & Safety Unit and the City of Toronto, as the individuals who work in the Unit are City of Toronto employees.