



07-4648 (Arden-2007-04576)

Access/Correction Request

Corporate Access & Privacy
City Hall
100 Queen Street West
13th Floor, West Tower
Toronto, Ontario M5H 2N2
Tel: 416-392-9684

Municipal Freedom of Information and Protection of Privacy Act/Personal Health Information Protection Act

Application Fee *\$5.00. An application fee of \$5.00 is to accompany all requests for information and/or correction requests. Please make cheque/money order payable to **City of Toronto**. Forward to the Corporate Access and Privacy Office at City Hall, 13th Floor, West Tower, 100 Queen Street West, Toronto, ON M5H 2N2.

Please include a copy of a signed form of identification, with any request for your own personal or personal health information.

Request for:	City of Toronto
<input type="checkbox"/> Access to General Records	Identify Division: <u>PFR.</u>
<input type="checkbox"/> Access to Own Personal Information/Personal Health Information	Unit Name/Location: _____
<input type="checkbox"/> Correction of Own Personal Information/Personal Health Information	Other Institution: _____ (If applicable)

Last Name:	First Name:	Initial:
Daytime Telephone No: ()	Evening Telephone No: ()	

Address:	Suite No.
City/Town:	Province: Postal Code:

Detailed description of requested records, personal information records or personal information to be corrected.
** If you are requesting a correction of personal information, please indicate the desired correction and attach any supporting documentation.

(RINK CLOSURES 2006 - ATTACHED)

Preferred method of access to records: Examine Original Or Receive Copy
* Fees: Please note processing costs (f.e., photocopying) may apply. See the fee schedule on page 2 of this form.

Signature Of Applicant _____ Date 27 Day 11 Month 2007 Year

Office Use Only			
<input type="checkbox"/> MFIPPA	<input type="checkbox"/> PHIPA	<input type="checkbox"/> BOTH	
Date Request Received	Date Application Fee Received	Date Due	Request Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day Month Year	Day Month Year	Day Month Year	

The personal information on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and *Personal Health Information Protection Act*. The information will be used for the purpose of responding to your request. Questions about this collection should be directed to the Director, Corporate Access and Privacy Office, at (416) 392-9688, 13th floor, West Tower, City Hall, 100 Queen St. W. Toronto, ON M5H 2N2

Request for information re: Item Four, 2006 Operating Budget Adjustments (copy attached). Please let me see:

1. Any staff report prepared about this item in preparation for putting it forward at budget committee or elsewhere
2. The record showing how the cost-savings figures connected with this item were calculated: \$569,400 for December 2006 and \$1,117,500 for January-February 2007
3. Any folder, paper or electronic, containing material relating to staff preparation of this item. *(Note: This question is asking the staff responsible for the item's original presentation, to look in their file cabinet under "2006 operating budget – rink closures," not to hunt around for a week and a half.)*

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

December 28, 2007

Jutta Mason
242 Havelock Street
Toronto, Ontario
M5W 1E6

Dear Ms. Mason:

Subject: City of Toronto Access Request Number 07-4648 (A-Gen-2007-04576)

I am replying to your access request under the *Municipal Freedom of Information and Protection of Privacy Act*. Enclosed is a receipt for your application fee.

You have requested access to a copy of the records/information relating to "Item 4, 2006 Operating Budget Adjustments", in particular:

1. Any staff report prepared about this item in preparation for putting it forward at Budget Committee or elsewhere
2. The record showing how the cost savings figures connected with this item were calculated: \$569,400 for December 2006 and \$1,117,500 for January-February 2007, and
3. Any folder, paper, or electronic record containing material relating to staff preparation of this item (Note: This question is asking the staff responsible for the item's original presentation to search in their filing cabinet under a specific file named something like "2006 operating budget - rink closures", but not to search in other general files).

I note that your access request is a narrowing of the broader request you made for similar records under your previous Access Request Number 07-3760 (A-Gen-2007-03767), which was covered by our decision letters to you dated October 31, 2007 and November 21, 2007.

We asked staff of Parks Forestry and Recreation (PFR) to conduct a search for records responsive to your request under this Access Request Number 07-4648 (A-Gen-2007-04576). This decision is with respect to the results of their search.

The Director, Management Services, Parks, Forestry and Recreation (PFR), states that the records you have requested are not readily available, and that an extensive search will have to be initiated to locate records that are responsive to your request. In discussion with the Director of the Corporate Access and Privacy Office, it has been determined that it will require **at least 4 hours** for PFR staff to search for responsive records within many files that are located in 4 buildings in different City districts.

PFR management state that some of the records may also be contained in an electronic database and those will require programming to retrieve the records and to create records that can be converted into paper documents or electronic files. PFR management further indicate that the access database used to prepare the budget is overridden every year, and they are not certain whether an electronic backup of responsive records exists. This could very well result in no electronic records being found in response to your request.

Please be advised that, based on search times provided by the program area staff, the following search fees under section 45 will apply to your access 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:	
4 hours and \$30.00 per hour	\$120.00

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 **\$60.00** 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 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.

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 Parks, Forestry, & Recreation 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:

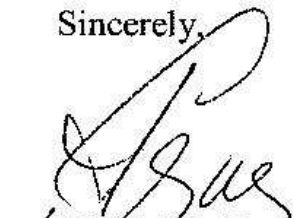
- i) request number assigned to your request;
- ii) a copy of this decision letter;
- iii) a copy of your original request.

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,



Uli S. Watkiss
City Clerk