

Guide to “Search FOI Records” Web Page

What is the purpose of this web page?

In an effort to provide easier access to as many records as possible disclosed through Freedom of Information (FOI) requests, the Town has developed a searchable web page.

Subject to the exceptions noted below, the web site includes an anonymous version of the response letter and associated records disclosed through FOI requests on or after December, 2015.

Please note that the retention of FOI records is 3 years.

You may contact the Legislative Services Department to enquire about access to records disclosed through FOI requests prior to December, 2015.

What procedure does the Town following in determining which records are posted on this web page?

After release to a requestor, the Town reviews the records in the format released and determines if there are any exceptions to posting the records online, as noted below.

The Town does not alter, redact or further redact the record disclosed to a requestor to allow for the records to be posted on the web page.

Which records will not be posted on this web page?

If records disclosed through an FOI request contain or may result in:

- Personal information or information that could lead to the identification of an individual. Example:

An individual files an FOI request for records held by the Town related to noise complaints they have submitted in the past year. The records released contain the complainant’s name and address, which is personal information. .

- Information that may harm relations with another government or affect a proceeding before a law enforcement agency. Example:

A request made by York Regional Police Service for records related to an ongoing investigation.

- Information where disclosure could breach the confidentiality of complaints filed. Example:

An individual files an FOI request for a property standards complaint about their property and the wording of the complaint clearly identifies the complainant.

- Information that may harm a third party's business interests. Example:

Company X requests records related to their business transactions with the Town. Records released to Company X contain their financial information and patented intellectual property.

Will the web page note circumstances where the Town did not release records requested through FOI or where no records were found?

Yes, the web page will include anonymous response letters where records requested were not released, including the reasons provided for in the Municipal Freedom of Information and Protection of Privacy Act, or when no records exist.

As well, the web page will include records required to be released as a result of any IPC Orders.

When will records be posted on this web page?

Generally, the Town will post records released within two weeks of disclosure to the requestor.

Will voluminous records be posted on this web page?

No. If there is a particularly large volume of records or where the file size is too large to post on the web page; the web page will provide information on how to access records in person at the Legislative Services Department. Please note photocopying and record preparation fees may apply.

Will records in other formats (e.g., audio or video files) be posted on this web page?

No. If the records are in a format which cannot be posted on the website (e.g., audio or video files), the web page will provide information on how to access records in person at the Legislative Services Department. Please note record preparation fees may apply.