



## **WATERFRONT TORONTO FREEDOM OF INFORMATION POLICY**

### **Background**

Waterfront Toronto (the Corporation) is not subject to freedom of information (FOI) legislation. The Corporation is however committed to openness, transparency, accountability and public access to information.

### **Application**

This policy applies to requests for access to information in records under the control of Waterfront Toronto regardless of medium or form. This policy is designed to be consistent with the freedom of information legislation applicable to the City of Toronto, Province of Ontario and Government of Canada. Note that Waterfront Toronto is under no legal obligation to provide detailed responses to questions from members of the public.

### **Exemptions**

The following information is exempt and shall not be released to the public by Waterfront Toronto:

- Information received in confidence from another government or government agency;
- Financial or commercial information supplied in confidence concerning the interests of another party (including trade secrets, scientific, technical, labour relations related information); and
- Personal information about individuals other than information about the applicant, if the disclosure would constitute an unjustified invasion of personal privacy.

The following discretionary exemptions may or may not be released to the public by Waterfront Toronto depending on the nature of the requested record:

- Advice or recommendations of an employee or consultant;
- Release of information that could harm the financial or other interests of Waterfront Toronto;
- Information under solicitor-client privilege, such as legal advice;
- Information which could endanger the health or safety of an individual;
- Information already available to the public through another means, or soon to be published within 90 days of receipt of request;
- Records of closed meetings;
- Draft internal audit reports and/or working papers;
- Release of information which could be injurious to conduct of inter-government relations.

## **Information Request Process**

1. Submit completed Information Request Form (Appendix A) together with \$10 application fee to:  
    Manager, Government Relations  
    Waterfront Toronto  
    20 Bay Street, Suite 1310  
    Toronto, ON M5J 2N8
2. Information request is logged and assessed as to whether or not the Corporation can provide the information requested.
3. Waterfront Toronto will send a letter advising which of the requested records access is permitted and any applicable fees associated with the request (refer below under Information Request Fees)
4. Upon receipt of additional Information Request Fees, Waterfront Toronto will respond to the request within 30 days.
5. Note that before information is released it will be approved by:
  - a. Any two of the Corporation's CEO, COO, CAO, or CFO, together with
  - b. Government secretariats (City of Toronto, Province of Ontario, Government of Canada – as applicable) party to relevant funding agreement information requested pertains to (within 24 hours of request).

## **Information Request Fees**

- \$10 application fee
- \$0.20 photocopies (per page); copies sent via email are free
- Cost recovery of staff time required to search and prepare records, including any required computer programming

All fees (cheque or money order) are payable to Waterfront Toronto.



**WATERFRONT**Toronto

## APPENDIX A – INFORMATION REQUEST FORM

---

**Name of Applicant:**

---

**Street Address:**

---

**City, Province, Postal Code:**

---

**Telephone number:**

---

**Email address:**

---

---

**Provide details regarding the information being requested:**

---

**Method of access preferred:**

PDF via email

Photocopies of  
originals

Examine originals in  
Waterfront Toronto's offices

---

**This request for information is being made by:**

A Canadian citizen, permanent resident or  
another individual person present in Canada,  
or

A corporation present in Canada

---

Signature

---

Date