

FREEDOM OF INFORMATION (FOI) REQUEST (Form 0026) GUIDE

Note: The following Ministry websites contain publicly available property information that may be relevant to your search.

Brownfields Environmental Site Registry

<http://www.ene.gov.on.ca/environet/BESR/index.htm>

Environmental Registry

<http://www.ebr.gov.on.ca/ERS-WEB-External/>

Hazardous Waste Information Network (HWIN) - Generators (search by company name)

https://www.hwinc.ca/hwin/oda/manifest/generators_manifest_search.jsp

Inventory of Coal Gasification Plant Waste Sites in Ontario (published in 1987)

<http://www.archive.org/details/inventoryofcoalg01ontauoft> (volume 1)

<http://www.archive.org/details/inventoryofcoalg02ontauoft> (volume 2)

Waste Disposal Sites (published in 1991)

<http://www.archive.org/details/wastedisposalsit00ontauoft>

A. FOI REQUEST APPLICATION AND ACKNOWLEDGEMENT PROCEDURE

1. Complete all boxes, with the exception of the box marked FOR MINISTRY USE ONLY.
2. a) Complete one request form for each site/property. However, adjacent properties with the same current owner can be submitted as one request.

Example: 1, 3, and 5 Yonge Street could go on the same form.
1 and 2 Yonge Street must go on two separate forms.

A request with an address range WILL BE RETURNED. Example: 1 - 5 Yonge Street.

b) Include as much information as possible, such as former street names and former township names.

c) For properties located in municipalities, a municipal address must be provided. If no municipal address exists, please provide a lot and concession address. All requests for properties within the City of Toronto must have a municipal address.

d) Please note that the Ministry of the Environment cannot search for records based on Pin, Block, Registered Plan numbers, intersections or descriptions in relation to other properties.

e) For the most comprehensive search, please provide the names of all present and former property owners and tenants.

3. a) A non-refundable application fee of \$5.00 must accompany each request.

Payment options:

- Cheque made payable to: MINISTER OF FINANCE (FOI)
- MasterCard, Visa or American Express. Authority must be provided for each request. A copy of the transaction will be returned to the requester. Credit card payment forms can be found at our website:
http://www.ene.gov.on.ca/envision/foi/request_form.htm
- Money order

Requests cannot be accepted without payment.

b) For property information requests, we recommend that you pay a \$35.00 deposit. The \$35.00 covers the non-refundable mandatory \$5.00 application fee, a one hour search and the records, if there are 100 pages or less.

c) If no responsive records are found, the FOI Office will send a no records confirmation letter to the requester.

4. Please mail or fax the completed form with the fee to:

Ministry of Environment
Freedom of Information & Privacy Office
40 St. Clair Ave. W., 12th floor
Toronto, ON M4V 1M2
Fax: 416-314-4285

If you fax your request to the FOI Office, please do not send a duplicate request by mail.

5. You will receive an acknowledgement letter with your FOI Request File Number.
6. The FOI Office has THIRTY CALENDER DAYS to issue a decision. Extensions may be applied for large and complex requests.
7. If you have any questions or comments, please contact us at 416-314-4075.