

# **Routine Disclosure of Information Plan**

## **Economic Development and Culture Division**

### **Introduction**

Access to records held by the City of Toronto is regulated by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). The public has a right to see most City records, and to get copies of them (fees for photocopying may apply). There are some exceptions to public access.

Records are made available by:

- Routine disclosure: Divisions automatically make information available to the public when it is requested, and by publishing it online or in a printed form such as brochures and reports.
- Freedom of information request: When information is not available routinely, the public may submit a freedom of information request to the City Clerk's Office, Corporate Information Management Services.

### **Routine Disclosure Plan**

Economic Development and Culture Division supports open, transparent, and accountable government through the establishment of routine disclosure practices for information it has created and holds about its program and services.

Routine disclosure information not on the website can be requested directly from the Division as outlined in the chart below.

If a request for information from the program or service area has been denied, or if you are unsure where to find/access information a formal freedom of information (FOI) request can be made through the City Clerk's Office Access and Privacy. If a freedom of information request is denied by the City, the decision can be appealed to the Information and Privacy Commissioner of Ontario.

Information which is protected through the MFIPPA (Municipal Freedom of Information and Protection of Privacy Act) will not be disclosed.

### **Economic Development and Culture Division (EDC) Information**

Economic Development and Culture Division (EDC) Division provides a wide range of information through its four main service areas described below:

A. Business Services includes:

- Business and Industry Advice
- Business Training and Events
- BIA Support and Governance
- International Alliance
- Business Incentives

B. Entertainment Industries Services include:

- Entertainment and Industry Advice
- Training, Engagement and Other Initiatives
- Film Permitting
- Visitor Information Services

C. Arts Services includes:

- Culture Grants
- City-Produced Festivals and Events
- Arts, Activities, Classes, Exhibits and Events
- Arts Venue and Public Art

D. Museum and Heritage Services includes:

- Collections and Heritage Properties Conservation
- Historical Museums, Collections and Heritage Properties
- Museums Classes, Exhibits and Events

Economic Development & Culture delivers services and programs through the following sections:

- [Arts & Culture Services](#)
- [Business Growth Services](#)
- [Film & Entertainment Industries](#)
- [Museums & Heritage Services](#)
- [Program Support](#)

Open Data

Open data is freely available to everyone to use and republish as they wish. There is an Open Data License posted on the City's Open Data site that outlines the City's and users' obligations relating to this data. The City does not guarantee the currency or accuracy of the data posted on the site: [www.toronto.ca/open](http://www.toronto.ca/open)

The Economic Development and Culture Division provides X data sets as ESRI Shapefiles - geospatial vector data format - for geographic information systems software. These are:

[Business Improvement Areas](#)

Boundaries for the active Business Improvement Areas within the City of Toronto.

ESRI Shapefile

#### [Business Incubation](#)

The dataset comprises a list of organizations that provide programs and services focused on advancing entrepreneurship in Toronto.

CSV

#### [Festivals & Events](#)

This dataset lists all festivals, special events and exhibits (etc.) approved to appear on the City of Toronto Festivals and Events Calendar.

JSON

#### [Labour Force Survey](#)

The labour force survey is a household survey carried out monthly by Statistics Canada.

IVT

#### [Places of Interest and Toronto Attractions](#)

Provide a listing of attractions in Toronto, as determined by Visitor Services. This is not necessarily a comprehensive listing, and will continue to expand over time. This information has been gathered through research and day-to-day operations of the Visitor Services Department.

Excel, ESRI Shapefile

#### [Toronto Economic Bulletin](#)

Toronto Economic Bulletin – data from various sources providing a monthly snapshot of the city/regional economy.

Excel

#### [Places of Interest](#)

This dataset lists places of interest and Toronto attractions

Excel, ESRI Shapefile

#### [Greater Toronto Hotel Association Members](#)

A list of all hotels in the GTA that are members of the Greater Toronto Hotel Association.

ESRI Shapefile, Excel

| Type of Information                 | Brief Description  | How to get the information   |
|-------------------------------------|--|--|
| Business and Industry Advice        | Economic development professionals provide personalized, direct access to City Hall, other levels of government and industry initiatives through a wide range of business services | City of Toronto Economic development Officers contact information.<br><a href="#">Link to website</a><br><b>John Alderdice</b><br>Manager, Business Retention & Expansion<br><a href="mailto:jalderd@toronto.ca">jalderd@toronto.ca</a><br>Tel: 416-392-1004   |
| City of Toronto Business Incentives | Information on City's business incentives programs including links to each web page for detailed information on guidelines, process and contact information.                       | City of Toronto Incentives contact information<br><a href="#">Link to website</a><br>Rebecca Condon<br>416-392-0626<br>Neil Farmer<br>416-396-4959<br><a href="mailto:or_email_incentives@toronto.ca">or email incentives@toronto.ca</a>   |
| International Alliances             | Information on Toronto's international partnerships, and information for Toronto's businesses about export markets through marketing and international relationships.              | City of Toronto Export Development contact information<br><a href="#">Link to website</a><br><a href="mailto:export@toronto.ca">export@toronto.ca</a><br>416-392-3398  |
| Key Industry Sectors                | Information on key industry clusters including business related statistics, industry profiles and reports and publications.  | City of Toronto Key Industry Sectors contact information<br><a href="#">Link to website</a><br>Leslie Fink<br>Manager, Sector Development  |
| Entrepreneurship Services           | Enterprise Toronto offers a number of supports for those looking to start or grow their businesses.  | Enterprise Toronto contact information<br><a href="#">Link to website</a><br>Enterprise Toronto has three offices to serve entrepreneurs:<br><a href="#">Toronto City Hall – 100 Queen Street West – Business plan review only, appointment required.</a><br>North York Civic Centre – 5100 Yonge Street – Monday to Friday – 8:30 a.m. to 4:30 p.m. |

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|  |  | Scarborough Civic Centre – 150 Borough Drive – Monday to Friday 8:30 a.m. to 4:30 p.m. |
|  |  | Tel: 416-392-6646  |
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|  |  |  |
| Information & Statistics   | 1. Publications and reports  | Publications and reports   |
|  | The City and its partners maintain publications, reports and strategies, economic information and business-related statistics to assist business.  | <a href="#">Link to website</a>  |
|  | 2. Economic Data Centre  |  |
|  | Information on the City and regional economies, including data on key indicators, such as employment characteristics, real estate activity, social, financial, and demographic characteristics.                          | 2. Economic Data Centre<br><br><a href="#">Link to website</a>                         |
|  | 3. Toronto Economic Bulletin   | 3. Toronto Economic Bulletin   |
| Toronto Economic Bulletin provides a monthly snapshot of the regional economy, and includes data on labour market information, GDP estimates, real estate activity, retail sales, transportation and city rankings | <a href="#">Link to website</a>  |  |
| Film, Television & Digital Media   | Provides one-stop concierge service for all film productions shot in Toronto. The Office co-ordinates all location filming within the city and provides industry development support to the local screen-based community | Toronto Film, Television and Digital Media Office                                      |
|  |  | <a href="#">Link to website</a>  |

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|                            |  | Tel: 416-338-FILM (3456)   |
|                            |  | <a href="mailto:filmtoronto@toronto.ca">filmtoronto@toronto.ca</a> |
| Business Improvement Areas | The City of Toronto's BIA Office is your first point of contact, offering assistance in:   | The City of Toronto's BIA Office contact information               |
|                            | starting and expanding a BIA   | <a href="#">Link to website</a>                                    |
|                            | developing budgets   | Tel: 416-392-1291  |
|                            | improving neighbourhood safety   | <a href="mailto:biaoffice@toronto.ca">biaoffice@toronto.ca</a>     |
|                            | planning and delivering capital projects   |  |
|                            | supporting strategic planning  |  |
|                            | planning special events  |  |
|                            | providing annual general meetings assistance   |  |
|                            | providing professional advice and training   |  |
|                            | supporting marketing and promotion efforts   |  |
|                            | The City also delivers the following programs:   |  |
|                            | <a href="#">Capital Funding Program</a>  |  |
|                            | <a href="#">Commercial Façade Improvement Program</a>  |  |
|                            | <a href="#">Mural Program</a>  |  |
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| Toronto Music Directory    | The Toronto Music Directory is an interactive map and searchable catalogue of local music industry services, retailers, supporting organizations and venues, | Music Office contact information                                   |
|                            |  | <a href="#">Link to website</a>                                    |
|                            |  |  |
|                            |  | Mike Tanner  |
|                            |  | Music Sector Development Officer                                   |
|                            |  | <a href="mailto:mtanner@toronto.ca">mtanner@toronto.ca</a>         |
|                            |  | 416-338-3255   |
|                            |  | Cameron Kennedy  |
|                            |  | Supervisor, Special Events (Music)                                 |
|                            |  | <a href="mailto:ckenned4@toronto.ca">ckenned4@toronto.ca</a>       |
| 416-392-3379               |  |  |
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|------------------------------|---|---|
| Event Planning               | <p>The Event Support Unit (ESU) provides support and consultation services to the hundreds of local and international level festivals, events, conventions and sport tourism bids which occur in the City of Toronto.</p>   | <p>Event Support Unit contact information</p>   |
|                              | <p>ESU also provides a series of online tools for event organizers including an event support planning guide and Event Pal, an on-line application which generates a special event application package tailored to the unique characteristics of an individual event.</p> | <p><a href="#">Link to website</a></p>  |
|                              |   | <p>(416) 395-0490</p>   |
|                              |   | <p><a href="mailto:eventpal@toronto.ca">eventpal@toronto.ca</a></p>   |
| Visitor Information Services | <p>Contains information that helps residents and visitors discover places to visit and things to do, current festival and events, how to get around, tours to join and where to find an information centre in Toronto.</p>  | <p>Visitors Services contact information</p> <p><a href="#">Link to website</a></p> <p>For Visitor Information inquiries about experiencing Toronto:</p> <p><a href="mailto:infotogo@toronto.ca">infotogo@toronto.ca</a></p> <p>Toronto team in the Union Station Tourist Information Centre, 416-392-9300</p> <p><a href="#">For TAP into TO! and Toronto Greeters inquiries:</a></p> <p><a href="mailto:tapto@toronto.ca">tapto@toronto.ca</a></p> <p>416-33TAPTO (416-338-2786)</p> <p><b>For other inquiries:</b></p> <p><a href="mailto:visitorservices@toronto.ca">visitorservices@toronto.ca</a></p> |
| Arts Services                | <p>Arts Services provides community arts programming through partnerships that promote opportunities for artistic expression, audience development, arts education, and employment in the arts and cultural industries.</p>   | <p>Arts Services contact information</p>  |

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|                               | <p><a href="#">Arts Services operate four City-owned cultural centres and art galleries: The Assembly Hall, Cedar Ridge Creative Centre &amp; Art Gallery, Etobicoke Civic Centre Art Gallery and the Zion Church Cultural Centre</a></p> | <p><a href="#">Link to website</a></p> <p>Nadira Pattison<br/> Manager, Arts Services<br/> 416-338-1263<br/> <a href="mailto:Nadira.Pattison@toronto.ca">Nadira.Pattison@toronto.ca</a></p>  |
| Cultural Partnerships         | <p>Information about funding to cultural organizations in order to enhance the development and access to culture in Toronto</p>   | <p>Cultural Partnerships contact information</p> <p><a href="#">Link to website</a></p> <p>Sally Han<br/> Manager<br/> Cultural Partnerships<br/> 416-392-4012<br/> <a href="mailto:shan@toronto.ca">shan@toronto.ca</a></p>   |
| Museums and Heritage Services | <p><a href="#">Staff manage 10 Toronto historic sites and offer a broad range of programs, events and exhibits</a></p>  | <p>Museums and Heritage Services contact information</p>   |
|                               | <p>EDC facilitates rental of all sites for a variety of business and social functions such as corporate meetings, weddings and birthday parties.</p>  | <p><a href="#">Link to website</a></p> <p>Linda Irwin<br/> Manager, Museums<br/> 416-338-0435<br/> <a href="mailto:lirwin@toronto.ca">lirwin@toronto.ca</a></p> <p>David O'Hara<br/> Manager, Fort York Historic Site<br/> 416-392-6907 ext. 222<br/> <a href="mailto:dohara@toronto.ca">dohara@toronto.ca</a></p> |



|                                     |  |   |
|-------------------------------------|--|---|
| <p>Collections and Conservation</p> | <p>EDC is responsible for the care, conservation and display of a large and significant collection of historic objects – 150,000 items such as furniture, clothing and documents – as well as roughly 1.1 million archaeological objects that are authentic and tangible reminders of Toronto's history.</p> | <p>Museums and Heritage Services contact information</p> <p>Wayne Reeves<br/> Chief Curator<br/> 416-392-6830<br/> wreeves@toronto.ca</p> |
|                                     | <p>EDC acts as the steward of the City's fine art collection, conserving the more than 2,500 moveable works of art, many dating back to the 19th century and making them available and accessible to the public.</p>   |   |