



Town of Newmarket
395 Mulock Drive P.O. Box 328,
Newmarket, Ontario, L3Y 4X7

Email: info@newmarket.ca | Website: newmarket.ca | Phone: 905-895-5193

March 7, 2018

[REDACTED] sent via email to [REDACTED]

Dear: [REDACTED]

**Re: Request for Information A17-18-05
Municipal Freedom of Information and Protection of Privacy Act**

This letter is in response to your request under the Municipal Freedom of Information and Protection of Privacy Act (the Act) for access to:

“[The] complete cost of all staff holiday parties, or year-end parties for the last four years (2014 - 2017).

This would include the staff holiday party held each year as well as the complete cost of the staff Christmas Eve, luncheon, and the cost of ALL other departmental holiday functions (such as the library, CYFS, museum and operations department.

Costs would include, but are not limited to:

- Printing of tickets and posters
- All food - main course, pizza, Chinese food, fruit, cookies, juice, bottled water, soda pop,
- coffee, tea (milk and sugar)
- Photo booth
- Candy table
- Gifts
- Napkins, plates, cups
- Taxi Chits

We request an itemized list of all purchases. Any costs associated with the hosting of these functions should be included.

Please also provide all revenues from these events as well as the specific ledger account used for the recording of any revenues.

Lastly we request the precise number of staff that attend the main evening holiday party each year. This number should be staff only - not guests.”

Decision

Please find attached the following spreadsheets and tables:

- Christmas Eve Luncheon
- Christmas Party
- Holiday Party 2014-17 Public Works
- Holiday Parties 2014-2017 Newmarket Public Library

Central York Fire Services had two Holiday expenditures from 2014-2017:

1. Fionn McCool's - \$103.83 – Training Division Lunch – December 18, 2014
2. Fionn McCool's - \$177.37 – Admin Lunch – December 9, 2014

Annual Christmas Party

There are no records of costs for items such as printing, taxi chits, or costs to host the event. Any printing to advertise the holiday party is completed internally, using Town printers and is not tracked as a separate expense from the Town's overall printing budget. The party takes place in a Town facility each year and the Town does not maintain a separate record of the cost of opening the facility for the evening. The Town has not issued taxi chits for transportation to or from this event between 2014 – 2017.

The volunteer staff committee (the social committee), which organizes the Christmas party, does not maintain records of the revenues or additional expenses for the event. Revenues from ticket sales and fundraising are not recorded in the Town's general ledger. These revenues and any associated expenditures are not recorded, audited or maintained by the Town. The revenues go directly toward the purchase of items for the party such as decorations, beverages etc.

You requested "the precise number of staff that attend the main evening holiday party each year. This number should be staff only - not guests." However, the social committee does not maintain a record of individual staff members that attend the Christmas Party. This is because tickets are not assigned to individuals when purchased, and staff may purchase tickets and attend with other staff, with partners or guests as they choose. Information regarding the **total** number of tickets purchased can be provided: there were 140 tickets sold in 2014, 197 in 2015, 180 in 2016, 181 in 2017; however, please note that these numbers cannot be broken down to identify the number of staff that attended for the reason previously stated above.

You may request that the Information and Privacy Commissioner review this decision. The Commissioner can be reached at:

The Information and Privacy Commissioner/Ontario, 2 Bloor Street East, Suite 1400, Toronto, Ontario, M4W 1A8, Tel: 416-326-3333 or toll free 1-800-387-0073. (Website: www.ipc.on.ca)

If you decide to appeal a decision to the Information and Privacy Commissioner, please provide the Commissioner's office with:

1. the request number assigned to the request
2. a copy of this decision letter, and

3. a copy of the original request you sent to this institution.

Appeals to the Commissioner must also be accompanied by the appropriate fee. Fees vary according to the nature of the request being appealed as follows: \$25, if the person appealing has made a request for access to a general records under subsection 17(1); \$10, if the person appealing has made a request for access to personal information under subsection 34(1); \$10, if the person appealing has made a request for correction of personal information under subsection 36(2).

No fee is payable for appealing a decision of a head to the Commissioner if the person appealing is a third party given notice of a request under subsection 21(1) of the Act.

Please note that you have 30 days from the receipt of this letter to request a review.

Please contact me at 905-953-5300, Ext. 2213 if you have any questions. Please use the Request number A17-18-05 assigned to your request in any further correspondence.

Sincerely,

A handwritten signature in black ink, appearing to read "Sarah Niezen". The signature is fluid and cursive, written in a professional style.

Sarah Niezen
Records and Projects Coordinator