



Access or Correction Request
 Municipal Freedom of Information and
 Protection of Privacy Act

Personal Information contained on this form is collected under the *Municipal Freedom of Information and Protection of Privacy Act* and will be used to answer your request. Questions about this collection should be directed to the City Clerk.

Please see instructions on back before filling out this form

Section A. Type of Request			
<input type="checkbox"/> Access to general records (non- personal information) <input type="checkbox"/> Access to own personal information <input type="checkbox"/> Access to other's personal information by authorized party <input type="checkbox"/> Correction of own personal information			
If request is for "access to" or "correction of" own personal information records, indicate if the last name appearing on records is same as above <input type="checkbox"/> or: _____			
Section B. Requester's Information			
Last Name		First Name	
Company Name			
Address (Street/Apt. No. / P.O. Box No./R.R. No.)		City or Town	Province
			Postal Code
Telephone Number		Alternate Telephone Number	Email Address
Section C. Description of Records or Correction Requested			
Section D. Method of Access, Payment and Signature			
Method of Access <input type="checkbox"/> Examine original <input type="checkbox"/> Receive copy	Method of Payment <input type="checkbox"/> Cheque <input type="checkbox"/> Cash/Debit (in person only)	Date (yyyy/mm/dd)	Signature
Section E. Municipal Use Only			
Date Form Received	Date Fee Received	Request Number	Comments

All completed forms must be sent to:

Attention: City Clerk/ Deputy City Clerk
 5th Floor, 200 McIntyre Street, North Bay ON P1B 8V6

Instructions for Completing Access or Correction Request

Informal Access to Records

Many records of public institutions are available to you without making a request under the Act. Contact a specific department or the Clerk's Office for more information.

Section A. Type of Records

Check the box that indicates what you are requesting. Records that do not contain your personal information are general records.

If you are requesting records with another person's personal information, you must provide proof that you have the authority to act for them (power of attorney, guardian, trustee, attorney) or provide their consent in writing (authorization and direction/consent form). If not, Section 14 will be applied and that information will not be available to you.

You may select multiple types, however, please be specific in Section D on which type applies to the applicable portion of your request.

Section B. Requester's Information

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Please ensure that you have entered your name, address, telephone number and email address accurately.

Section C. Description of Records or Correction Requested

Provide as much detail as possible about the requested general records, own personal information, other's personal information or correction of own personal information.

If you are requesting personal information records, provide the name that should appear on them.

You must be seeking information and records, not an opinion or recommendation by the City; you may contact a designated professional for this type of service.

Specify the time period for the records as precisely as possible i.e. 2020/01/01 to 2020/12/31

Section D. Payment and Signature

The \$5 application fee is legislatively required. Please do not include any credit card information on this form. Cash payments must be made in person. At this time we are unable to accept online payment. Make cheques payable to "The City of North Bay"

Please identify which method you will be using to remit payment. Please note that electronically submitted requests are not commenced until the application fee is received by the Clerk's Office.

Please ensure that you sign and date the document. You will be asked for a form of identification if you are seeking personal information or making a request for correction of your own personal information.

Summary of Fees

The payment of fees is set out in the *Municipal Freedom of Information and Protection of Privacy Act* and its regulations.

FEEES FOR PERSONAL INFORMATION REQUESTS

A request for information about oneself is considered a "personal information request"

The following fees apply to requests for your own personal information:

Application Fee:	\$5.00 - to be paid when you submit your request Note: the application fee is mandatory (law) and not subject to waiver
* Photocopying:	\$0.20 / page
Computer Programming:	\$15.00 per ¼ hour if needed to develop program to retrieve information
**Disks/CD's/DVD's:	\$10.00 for each disk/CD/DVD.

* Please note that the individual will be provided the option of viewing originals on site. Select photocopying fees may apply.

** Please note that the City is only issuing USB's at this time given technological restrictions.

FEEES FOR GENERAL INFORMATION REQUESTS

Requests for information, whether about a person other than yourself or about a government program or activity are considered general information requests

The following fees apply to requests for your own personal information:

Application Fee:	\$5.00 - to be paid when you submit your request Note: the application fee is mandatory (law) and not subject to waiver
Search Time:	\$7.50 per ¼ hour required to search and retrieve records;
Record Preparation:	\$7.50 per ¼ hour required to prepare records for release or \$0.20 / page (i.e. severing – redacting)
Photocopying:	\$0.20 / page
Computer Programming:	\$15.00 per ¼ hour if needed to develop program to retrieve information
**Disks/CD's/DVD's:	\$10.00 for each disk/CD/DVD

** Please note that the City is only issuing USB's at this time given technological restrictions.

Note: The time for processing access requests is 30 days. A time extension, however, may be applied where necessary. Staff will provide notice on any extensions or fee deposit requests within 14 days of receipt of the application fee.

EXEMPTIONS UNDER THE ACT

Specific types of information are protected under the Act.

Information that will or may be withheld includes:

Mandatory Exemptions	Discretionary Exemptions
Relations with governments – Section 9	Advice or recommendations – Section 7
Third Party Information – Section 10	Economic and other interests – Section 11
Personal information – Section 14	Danger to health and safety – Section 13
	Draft by-laws, records of closed meetings – Section 6
	Law enforcement – Section 8
	Limitations on access to own personal information – Section 38
	Solicitor-client privilege – Section 12
	Published information – Section 15