



The Corporation of the City of Timmins

MUNICIPAL FREEDOM OF INFORMATION ACCESS/CORRECTION REQUEST FORM

Municipal Freedom of Information & Protection of Privacy Act (MFIPPA)

- Access to General records
- Access to Own Personal Information
- Correction of Own Personal Information

YOUR CONTACT INFORMATION

First Name:		Last Name:	
Company Name (if applicable):			
Address:		City:	
Province:		Postal Code:	
Primary Telephone:		Secondary Telephone:	
E-mail Address:			

Identify if you are:

- Individual
- Researcher
- Association/Group
- Media
- Business
- Government
- Agent for an individual
- Other: _____

*Request on behalf of an individual:

Individuals Name: _____

Contact information: _____

- o *Letter of approval to release information to the applicant.*

YOUR REQUEST

Detailed description of requested records, personal information records or correction of personal information: *(If requested is for correction of personal information, please indicate the desired correction and attach any supporting documentation.)*

Identify your preferred method of:

Access:	Communication:
<input type="checkbox"/> Paper copy <input type="checkbox"/> Electronic Copy (USB) <input type="checkbox"/> Electronic Copy (E-mail) - <i>Please note that the document will only be sent by e-mail should the file size permit. Please select whether you prefer paper copy or USB should e-mail not be available.</i>	<input type="checkbox"/> Mail <input type="checkbox"/> E-mail

How long does it take to process an Access Request?

Under the *Municipal Freedom of Information and Protection of Privacy Act* ('MFIPPA'), the City of Timmins must make records available, deny access or notify the requester of any delay within 30 calendar days of receiving a formal request with the required fee. The City has the right to extend the time to respond to a request if the request involves a large number of records, requires an extensive search or involves information for which the City must obtain consent or representations from other parties. If the request involves a large number of records or requires an extensive search a fee estimate may be provided to the requester and full payment must be received by the City prior to processing the request. **Please be advised that the provisions of MFIPPA do not allow for requests to be expedited.*

Ontario Regulation 823 sets out the fee schedule for the processing of FOI requests:

Application Fee: A \$5.00 application fee for each request is mandatory, cannot be waived and is nonrefundable. You will be required to submit a separate request and \$5.00 application fee for each property address or different subject matter.

Search and Preparation Time: Requesters are charged \$7.50 for every 15 minutes of municipal staff time to search, retrieve and prepare records. If computer programming is required to search, retrieve and prepare records, the charge is \$15.00 for every 15 minutes.

Copies of Records: Requesters are charged for all copies. Copies cost \$0.20 per page or \$10.00 per USB. Large scale paper copies of maps/plans are charged at the rate established by our User Fee Bylaw.

We reserve the right to refuse to process a request if any fees for a previous request remain outstanding

The \$5.00 application fee may be paid by: Cash, Debit or Cheque (made payable to the City of Timmins)

Mail or Hand Deliver your Request to:
 City of Timmins
 Service Timmins
 220 Algonquin Blvd E
 Timmins, ON, P4N 1B3

Personal information contained on this form is collected under section 17 of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to respond to your request. Questions about this collection should be directed to the City of Timmins Clerk's Office, 220 Algonquin Blvd E, Timmins, ON, P4N 1B3.

Signature: _____ **Date:** _____

FOR OFFICE USE ONLY	
<input type="checkbox"/> \$5.00 Application Fee Received	Date Application and Fee Received:
Received by:	
Comments:	