



Municipal Freedom of Information and Protection of Privacy Act

Application Form

Application Fee: An application fee of \$5.00 must accompany all requests for information and/or correction requests. Please make cheque/money orders payable to the City of Barrie. Forward requests to the Legislative and Court Services Department, Records and Information Section, City of Barrie, P.O. Box 400, Barrie, ON L4M 4T5

Account # 01-09-1107-0000-8943

REQUESTER CONTACT INFORMATION (to be completed by Requester)
Mr. Ms. First Name Last Name
Mrs. Miss.
Company Name
Address (Street/Apt. No./ P.O. Box No./R.R. No.) City or Town Province Postal Code
Day Telephone Number Fax Number E-mail Address
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 [ ] or:

DETAILED DESCRIPTION OF RECORDS WANTED: including timeframe for search, types of records, departments that would have the information, etc.

METHOD OF ACCESS: Examine original, Receive Copy, Examine original & receive copy
METHOD OF RECEIVING RECORDS: Pick Up at Service Barrie (City Hall, 70 Collier St., Barrie, ON), Mailed via Purolator (applicable fees apply)

If an individual will pick up the records on your behalf, please indicate their name here:

Date: Signature

FOR INSTITUTIONAL USE ONLY

Date Request Received Date Fee Received Receipt # Request #

Personal information contained on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act, M.56, R.S.O. 1990 and will be used for the purposes of responding to your request. Questions about this collection should be directed to: Records and Information Supervisor, City of Barrie, 70 Collier Street, Barrie, Ontario, L4M 4T5, (705) 726-4242, ext. 4377.

## SUMMARY OF FEES

### FOR INFORMATION REQUESTS UNDER THE *MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (MFIPPA)*

The payment and amount of fees are set out in the *Act* and its regulations.

#### FEES FOR REQUESTS FOR PERSONAL INFORMATION

A request for information about oneself is considered a "personal information request". The following fees apply to requests for your own personal information:

<b>Application Fee:</b>	<b>\$5.00</b> - To be paid when you submit your request; <b>Application Fee is mandatory and not subject to waiver</b>
<b>* Photocopying:</b>	<b>\$0.20 / page;</b> (Requester's copy only)
<b>Computer Programming:</b>	<b>\$15.00 per ¼ hour</b> if needed to develop program to retrieve information;
<b>USB/DVD's:</b>	<b>\$10.00</b> for each USB/DVD.

#### FEES FOR REQUESTS FOR GENERAL INFORMATION

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 a request for general information:

<b>Application Fee:</b>	<b>\$5.00</b> - To be paid when you submit your request; <b>Application Fee is mandatory and not subject to waiver</b>
<b>Search Time:</b>	<b>\$7.50 per ¼ hour</b> required to search and retrieve records;
<b>Record Preparation:</b>	<b>\$7.50 per ¼ hour</b> required to prepare records for release; (i.e. severing)
<b>* Photocopying:</b>	<b>\$0.20 / page</b> (Requester's copy only);
<b>Computer Programming:</b>	<b>\$15.00 per ¼ hour</b> if needed to develop program to retrieve information;
<b>USB/DVD's:</b>	<b>\$10.00</b> for each USB/DVD.

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

**Note:** The time for processing access requests is 30 days. A time extension, however, may be applied where necessary.

## EXEMPTIONS UNDER THE ACT

Specific types of information are protected under the Act. Information that will or may be withheld includes:

#### Mandatory Exemptions

Relations with governments  
Third party information  
Personal privacy

#### Discretionary Exemptions

Advice or recommendations  
Economic and other interests  
Danger to health and safety  
Draft by-laws, records of closed meetings  
Law Enforcement  
Limitations on access to own personal information  
Solicitor-client privilege  
Published information