

FOR INSTITUTIONAL USE ONLY

Date Request Received

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, Information Management and Privacy 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) First Name Last Name Mr. ☐ Ms. ☐ Mrs. ☐ Miss. Company Name Address (Street/Apt. No./ P.O. Box No./R.R. No.) City or Town Province Postal Code E-mail Address Day Telephone Number Fax Number 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** METHOD OF RECEIVING RECORDS ☐ Examine original ☐ Pick Up at Service Barrie (City Hall, 70 Collier St., Barrie, ON) ☐ Receive Copy ☐ Mailed via Purolator (applicable fees apply) ☐ Examine original & receive copy If an individual will pick up the records on your behalf, please indicate their name here: Date: Signature

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: Supervisor of Information Management and Privacy, City of Barrie, 70 Collier Street, Barrie, Ontario, L4M 4T5, (705) 726-4242, ext. 4377.

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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:

Application Fee: \$5.00 - To be paid when you submit your request; Application Fee is

mandatory and not subject to waiver

* **Photocopying:** \$0.20 / page; (Requester's copy only)

Computer Programming: \$15.00 per ¼ hour if needed to develop program to retrieve information;

USB/DVD's: \$10.00 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:

Application Fee: \$5.00 - To be paid when you submit your request; **Application Fee is**

mandatory and not subject to waiver

Search Time: \$7.50 per \(\frac{1}{4} \) hour required to search and retrieve records;

Record Preparation: \$7.50 per \(\frac{1}{2} \) hour required to prepare records for release; (i.e. severing)

* **Photocopying:** \$0.20 / page (Requester's copy only);

Computer Programming: \$15.00 per ¼ hour if needed to develop program to retrieve information;

USB/DVD's: \$10.00 for each USB/DVD.

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 Discretionary Exemptions

Relations with governments

Third party information

Personal privacy

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

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