



Schedule "A"

Municipal Freedom of Information & Protection of Privacy Act (MFIPPA) - Access/Correction Form

Please Note:

- An access/correction request for information will be processed in accordance with the time limits set out in the MFIPPA and regulations. The time limit to respond to your inquiry will begin from the date the request and the \$5.00 application fee are received
- If paying by cheque, please make the cheque payable to the "City of Timmins"
- Photocopies of originals will be provided in responding to requests. On-site viewing of originals may be arranged if required.

Part A: to be completed in full by the Requester

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

Directed to:
 City of Timmins
 Clerk's Office
 220 Algonquin Blvd E
 Timmins, ON, P4N 1B3

Details

Last Name

First Name

Address

City

Province

Postal Code

Telephone-Day

Telephone-Evening

E-mail

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

Preferred method of access to records:

- Receive Copy
 Examine Original (on-site only)

Signature:

Date:

 yyyy / mm/ dd

Part B: For Office Use Only
 \$5.00 Application Fee Received

Date Application Fee Received

Received by:

Ext.#:

Day: Month: Year:

Comments:

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.



Schedule "B"

Municipal Freedom of Information & Protection of Privacy Act (MFIPPA) - Access/Correction Form

Summary of Fees for Information Requests Under the Municipal Freedom of Information and Protection of Privacy Act

Note:

If you are requesting information about yourself, your request is considered a "personal information request". All other requests for information, whether about a person other than yourself, or about a government program or activity, are considered "general information requests".

Fee Charges for Requests for General Information

If paying by cheque, please make the cheque payable to the "City of Timmins".

Application Fee:.....\$5.00 to be paid when you submit your request
 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
 Photocopying:.....\$0.20 per page
 Computer Programming:.....\$15.00 per ¼ hour to develop program to retrieve information
 CD:.....\$10.00 per CD

Fee Charges for Requests for Personal Information

If paying by cheque, please make the cheque payable to the "City of Timmins".

Application Fee:.....\$5.00 to be paid when you submit your request
 Photocopying:.....\$0.20 per page
 Computer Programming:.....\$15.00 per ¼ hour develop program to retrieve information
 CD:.....\$10.00 per CD

You will be given a fee estimate if anticipated fees are \$25.00 or more. If the estimate of fees to be paid is \$100.00 or more, you may be required to pay a 50% deposit. Please note that the fee charges are prescribed by section 45 of the *Municipal Freedom of Information and Protection of Privacy Act* and section 6 of the Regulations and Guidelines for Municipalities and Local Boards. All monies are payable by cash, money order or certified cheque only.

**Please forward your request and the \$5.00 application fee, directly to the
City of Timmins Clerk's Office, 220 Algonquin Blvd East, Timmins, ON,
P4N 1B3**