

Request Form

under the *Freedom of Information and Protection of Privacy Act*/
Municipal Freedom of Information and Protection of Privacy Act

Please Note: A \$5.00 application fee is required for all requests.

Request for: <input type="checkbox"/> Access to General Records <input type="checkbox"/> Access to Own Personal Information <input type="checkbox"/> Correction to Own Personal Information	Name of Institution request made to:
---	---

If request is for **access to**, or **correction of**, own personal information records:

Last name appearing on records: same as below, or: _____

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss	Last Name: _____
First Name: _____	Middle Name: _____
Address: (Street/Apt. No./P.O. Box/R.R. No.) _____	City/Town: _____
Province: _____	Postal Code: _____
Telephone Number (Day): () _____	Telephone Number (Evening): () _____

Detailed description of requested records, personal information or personal information to be corrected. (If you are requesting access to or correction of your personal information, please identify the personal information bank or record containing the person information, if known.)

Note: If you are requesting a correction of personal information, please indicate the desired correction, and if appropriate, attach any supporting documentation. You will be notified if the correction is not made and you may require that a statement of disagreement be attached to your personal information.

Preferred method of access to records: <input type="checkbox"/> Examine Original <input type="checkbox"/> Receive Copy	Signature: _____	Date: _____
--	------------------	-------------

For Institution Use Only		
Date Received:	Request Number:	Comments

Personal Information contained on this form is collected pursuant to the Freedom of Information and Protection of Privacy Act/Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Freedom of Information and Privacy Co-ordinator at the institution where the request is made.

Fees

Application fee

\$5 for each FOI request. There is no application fee for a correction request to your own personal information.

Check with the organization to see what forms of payment are available.

Processing fees

Additional fees apply to process a request.

The processing fees depend on the nature of the request, including:

- the type of information you requested (e.g. general records or personal information)
- the format you wish to receive the information
- the total costs incurred by the organization to produce or copy the information

You will receive a fee estimate if your processing fees will be more than \$25. When processing fees are over \$100, a deposit may be required.

Appeal a request

You have the right to appeal any decision about access to records, made by organizations that are covered under Freedom of Information laws.

This includes appealing, if your request for information is denied.

You may file an appeal with the Office of the Information and Privacy Commissioner of Ontario.

You must:

- download and complete an Appeal form <https://www.ipc.on.ca/access-individuals/filing-an-appeal/> (or submit a written letter)
- submit the form to the Information and Privacy Commissioner Registrar within 30 calendar days of the organization giving notice of its decision

Questions about a request

If you need assistance, please call the municipal Freedom of Information and Privacy (FOIP) coordinator. For Ministry FOI Coordinators, a listing can be found on [Info-Go](#).

Mallory Hosam | Municipal Affairs & Housing

416-585-7225 | Mallory.Hosam@ontario.ca

Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56 - <https://www.ontario.ca/laws/statute/90m56>

The law

Anyone can make a request for information — there are no restrictions based on age or where you live.

The information you request could include:

- print
- film
- electronic records (e.g. emails)
- plans
- drawings
- photographs
- sound recordings (e.g. voice mail)
- DVDs

Unavailable records

Not all information is available through Freedom of Information (FOI) requests. Some records **cannot be released** under Freedom of Information laws.

Exclusions and exemptions include:

- cabinet records
- court records
- records containing certain law enforcement information
- records that could prejudice intergovernmental relations
- personal information that could invade the privacy of an individual
- certain records supplied in confidence by a third party
- most labour relations records

List of organizations

You can make a request for information from:

- Ontario government ministries
- most public agencies, boards, commissions and advisory bodies
- school boards, colleges and universities
- public hospitals
- the police
- municipalities
- some publicly funded organizations (e.g. museums, libraries)

Processing time

You will get a written response to confirm that your request has been received. Organizations have 30 calendar days to process FOI requests except in specific circumstances. They will notify you if a time extension is required.