



Access or Correction Request
*Municipal Freedom of Information and
 Protection of Privacy Act*

Personal Information contained on this form is collected under the *Municipal Freedom of Information and Protection of Privacy Act* and will be used to answer your request. Questions about this collection should be directed to the City Clerk.

Please see instructions on back before filling out this form

Section A. Type of Request

- Access to general records (non- personal information)
- Access to own personal information
- Access to other's personal information by authorized party
- Correction of own personal information

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: _____

Section B. Requester's Information

Last Name	First Name		
Company Name			
Address (Street/Apt. No. / P.O. Box No./R.R. No.)	City or Town	Province	Postal Code
Telephone Number	Alternate Telephone Number	Email Address	

Section C. Description of Records or Correction Requested

Section D. Method of Access, Payment and Signature

Method of Access <input type="checkbox"/> Examine original <input type="checkbox"/> Receive copy	Method of Payment <input type="checkbox"/> Cheque <input type="checkbox"/> Cash/Debit (in person only)	Date (yyyy/mm/dd)	Signature
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Section E. Municipal Use Only

Date Form Received	Date Fee Received	Request Number	Comments
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All completed forms must be sent to:
 Attention: City Clerk/ Deputy City Clerk
 5th Floor, 200 McIntyre Street, North Bay ON P1B 8V6

Instructions for Completing Access or Correction Request

Informal Access to Records

Many records of public institutions are available to you without making a request under the Act. Contact a specific department or the Clerk's Office for more information.

Section A. Type of Records

Check the box that indicates what you are requesting. Records that do not contain your personal information are general records.

If you are requesting records with another person's personal information, you must provide proof that you have the authority to act for them (power of attorney, guardian, trustee, attorney) or provide their consent in writing (authorization and direction/consent form). If not, Section 14 will be applied and that information will not be available to you.

You may select multiple types, however, please be specific in Section D on which type applies to the applicable portion of your request.

Section B. Requester's Information

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Please ensure that you have entered your name, address, telephone number and email address accurately.

Section C. Description of Records or Correction Requested

Provide as much detail as possible about the requested general records, own personal information, other's personal information or correction of own personal information.

If you are requesting personal information records, provide the name that should appear on them.

You must be seeking information and records, not an opinion or recommendation by the City; you may contact a designated professional for this type of service.

Specify the time period for the records as precisely as possible i.e. 2020/01/01 to 2020/12/31

Section D. Payment and Signature

The \$5 application fee is legislatively required. Please do not include any credit card information on this form. Cash payments must be made in person. At this time we are unable to accept online payment. Make cheques payable to "The City of North Bay"

Please identify which method you will be using to remit payment. Please note that electronically submitted requests are not commenced until the application fee is received by the Clerk's Office.

Please ensure that you sign and date the document. You will be asked for a form of identification if you are seeking personal information or making a request for correction of your own personal information.

Summary of Fees

The payment of fees is set out in the *Municipal Freedom of Information and Protection of Privacy Act* and its regulations.

FEES FOR PERSONAL INFORMATION REQUESTS

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 Note: the application fee is mandatory (law) and not subject to waiver
* Photocopying:	\$0.20 / page
**Plotter Photocopies:	(18 x 24) \$4.15/print + HST (24 x 36) \$8.50/print + HST (36 x 48) \$17.00/print + HST (42 x 60) \$35.00/print + HST
Computer Programming:	\$15.00 per ¼ hour if needed to develop program to retrieve information
***Disks/CD's/DVD's, USB's:	\$10.00 for each disk/CD/DVD \$10.00 +HST for each device

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

** As per City of North Bay By-Law No. 2020-86.

*** Please note that the City is only issuing USB's at this time given technological restrictions.

FEES FOR GENERAL INFORMATION REQUESTS

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 requests for general information:

Application Fee:	\$5.00 - to be paid when you submit your request Note: the application fee is mandatory (law) and not subject to waiver
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 or \$0.20 / page (i.e. severing – redacting)
Photocopying:	\$0.20 / page (8 ½ x 11, 11 ½ x 14)
**Plotter Photocopies:	(18 x 24) \$4.15/print + HST (24 x 36) \$8.50/print + HST (36 x 48) \$17.00/print + HST (42 x 60) \$35.00/print + HST
Computer Programming:	\$15.00 per ¼ hour if needed to develop program to retrieve information
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Exclusion and Exemptions under the Act

EXCLUSIONS

Information that is excluded from the Act.

Section 52(3) 1: Proceedings or anticipated proceedings before a court, tribunal or other entity relating to labour relations or the employment of a person by the City.*

Section 52(3) 2: Negotiations or anticipated negotiations relating to labour relations or the employment of a person by the City, including records between the City and the person, bargaining agent or party to a proceeding or an anticipated proceeding.*

Section 52(3) 3: Meetings, consultations, discussions or communications about labour relations or employment-related matter in which the City has an interest.*

*Exceptions noted under Section 52(4)

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 – Section 9
Third Party Information – Section 10
Personal information – Section 14

Discretionary Exemptions

Advice or recommendations – Section 7
Economic and other interests – Section 11
Danger to health and safety – Section 13
Draft by-laws, records of closed meetings – Section 6
Law enforcement – Section 8
Limitations on access to own personal information – Section 38
Solicitor-client privilege – Section 12
Published information – Section 15