

CITY OF BELLEVILLE

The Municipal Freedom of Information and Protection of Privacy Act

The Municipal Freedom of Information and Protection of Privacy Act (*the Act*) came into effect on January 1, 1991. *The Act* provides a right of access to records held by the municipality however, the general right of access is limited by certain exemptions set out in *the Act*. The exemptions are in place to protect one's right for privacy and the needs of the institution.

Fees

There is a \$5.00 charge to make a request and additional charges apply in accordance with the regulations made under *the Act* for record preparation and copying.

The most common additional charges are set out below:

- Search for records: \$7.50 per 15 minutes
- Preparing records for disclosure: \$7.50 per 15 minutes
- Photocopies: \$0.20 per page

Under *the Act*, a fee estimate will be provided to the requester in cases where processing a request will cost over \$25.00. If the estimate is over \$100.00, the requester will be required to pay a 50% deposit prior to the institution proceeding with the request.

Formulating Your Request

All requests must be made in writing using the attached Freedom of Information and Protection of Privacy Request form.

Requests for information should clearly outline what kind of information is required. When the term "any or all information" is used in a request, every City Department must initiate a search of all records under their control and all information that is considered to be responsive to the request must be reviewed by the Freedom of Information Coordinator in order to prepare the records for disclosure. When every department is involved in a search for records, the cost for the request can escalate very quickly therefore, in order to avoid this, applicants are encouraged to make their request as specific as possible.

**For more information about making a request under
the Municipal Freedom of Information and Protection of Privacy Act
contact the Deputy City Clerk's Section at
613-967-3200 extension 3254**

CITY OF BELLEVILLE
Freedom of Information and Protection of Privacy
ACCESS/CORRECTION REQUEST

Request for: <input type="checkbox"/> Access to General Records <input type="checkbox"/> Access to Own Personal Information <input type="checkbox"/> Correction of Own Personal Information	Specify Department (if applicable):
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If request is for access to, or correction of, own personal information records:
 Last name appearing on records: Same as below or ►

Details

Last Name	First Name	Middle Name
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Address (Street/Apt. No./P.O. Box No./R.R. No)	City or Town and Province
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Postal Code	Telephone Number(s) Day	Telephone Number(s) Evening
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Detailed description of requested records, personal information records 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 personal 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 D/M/Y
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For Institution Use Only

Date received D/M/Y	Request Number	Comments
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Personal information contained on this form is collected pursuant to Freedom of Information and Protection of Privacy legislation 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 Coordinator at the City of Belleville.