

## Municipal Freedom of Information and Protection of Privacy (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 Municipal Freedom of Information and Protection of Privacy Act 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.
- 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:**  
MFIPPA Co-ordinator  
City of Cornwall  
360 Pitt Street  
Cornwall, ON K6J 3P9

If request is for access to, or correction of own personal information records, indicate if the last name appearing on records is:

same as below or  \_\_\_\_\_

**Details**

Last Name	First Name	Middle Name
Address	City of Town	Province
Postal Code	Telephone Number Day >	Telephone Number Night >

**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)

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<b>Preferred method of access to records:</b> <input type="checkbox"/> Receive Copy <input type="checkbox"/> Examine Original (on-site only)	Signature:	Date: Day / Month / Year
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**PART B : For Office Use Only**

<input type="checkbox"/> \$5.00 Application Fee Received	Date Application Fee Received: Day / Month / Year /
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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 Information and Privacy Co-ordinator.



**Freedom of Information Request**

Municipal Freedom of Information and Protection of Privacy Act,  
R.S.O. 1990, Ch. M.56

**APPLICABLE FEES UNDER THE MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (ACT)**

The Act provides for a mandatory \$5 application fee which must accompany each request for information. In addition to the application fee, you may be required to pay additional fees. The rules regarding the payment and amount of fees are set out in the Provincial Act and its regulations.

**Personal Information Requests:**

If an individual is requesting personal information (as defined under the Act) about yourself, the request is considered a "personal information request". The following fees may apply to requests for personal information:

Application Fee:	\$5.00	Must accompany the request. The fee is mandatory and cannot be waived.
Copies:	\$.20 per page	
CD's, DVD's:	\$10.00	Per item
Computer Programming:	\$15.00 per 15 minutes	If needed to develop a program to review information.
Shipping and other costs:	As billed	

**General Information Requests:**

Requests for information about a person other than yourself, property, or about a municipal service, program or activity are considered "general information requests" and have different fees than for personal information requests. The following fees apply for requests for general information:

Application Fee:	\$5.00	Must accompany the request. The fee is mandatory and cannot be waived.
Copies:	\$.20 per page	
Records Preparation:	\$7.50 per 15 minutes	Required to prepare records for release
Search Time:	\$7.50 per 15 minutes	Per person required to search and retrieve records
CD's:	\$10.00	Per item
Computer Programming:	\$15.00 per 15 minutes	If needed to develop a program to retrieve information.
Shipping and Other Costs:	As billed	This may include reproduction by an outside service provider.

If it is anticipated that fees are more than \$25.00, you will be given a fee estimate. If the estimate of fees to be paid is \$100.00 or more, you may be required to pay a 50% deposit.

**Other Fees:**

Appeals – General \$25.00 – Payable to the Information and Privacy Commissioner

Appeals – Personal \$10.00 – Payable to the Information and Privacy Commissioner

More information regarding the appeal process may be obtained from the IPC's official website at [www.ipc.on.ca](http://www.ipc.on.ca).

*For further information regarding access to City of Cornwall records and Information, please contact: MFIPPA Coordinator at 613-930-2787 ex 2316 or [mlevesque@cornwall.ca](mailto:mlevesque@cornwall.ca)*