



**Freedom of Information Request**

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

**A \$5.00 application fee is required for all requests. Cash, cheques, credit and debit are accepted at Service Burlington, City Hall, 426 Brant St. Burlington, ON L7R 3Z6. Cheques payable to "City of Burlington." A response will be provided within 30 calendar days from the date of receipt. Additional fees may apply.**

Request Type:

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

If request is for access to, or correction of, your own personal information, please indicate:

Last name appearing on records:  Same as below, or:

**REQUESTER'S INFORMATION**

Last Name		First Name	
Street/Mailing Address		City/Town	Province
Postal Code	Home Phone	Business/Mobile Phone	Email

**DETAILED DESCRIPTION OF RECORDS OR CORRECTION REQUESTED**

Provide a detailed description of the requested records, personal information and/or required correction below, including desired date range. Additional pages may also be attached.

Have you contacted another City Department with this request?  No  Yes - Department \_\_\_\_\_

**METHOD OF ACCESS**

- Receive copy
- Examine original (on site only)

**SIGNATURE**

Signature:

Date: (DD/MM/YY)

**FOR INSTITUTION USE ONLY**

Date Received (DD/MM/YY)	Request Number	Comments
--------------------------	----------------	----------

Personal information contained on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Ch. M.56, and will be used solely for the purpose of responding to your request. Questions about this collection may be directed to the Records and Information Coordinator for the City of Burlington at 905-335-7600 x7701.



**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 Burlington records and Information, please contact: Records & Information Coordinator at 905-335-7600 ex 7701 or [records@burlington.ca](mailto:records@burlington.ca).*