



The Corporation of The City of Dryden

ACCESS / CORRESPONDENCE REQUEST

Municipal Freedom of Information & Protection of Privacy Act

CONTACT: Freedom of Information Coordinator
Clerk's Office
30 Van Horne Avenue
Dryden, ON P8N 2A7
Telephone: (807) 223-1127
Fax: (807) 223-3999

Please Note: There is a fee of \$5.00 to file an access request

- An access/correction request for information will be processed in accordance with the fees and 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.
- Applicable fees may apply – see Page 2 and/or refer to O.Reg. 823/96.
- Photocopies of originals will be provided in responding to requests. On-site viewing of originals may be arranged if required.

Request for:

- Access to General Records
- Access to Own Personal Information
- Correction of Own Personal Information

Name of Institution request made to:

**Freedom of Information and Privacy Act Coordinator
The Corporation of The City of Dryden**

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	<input type="checkbox"/> Mr.	<input type="checkbox"/> Mrs.
			<input type="checkbox"/> Ms.	<input type="checkbox"/> Miss

Address (Street/Apt.No/P.O.Box No./R.R.No.)	City or Town	Province	Postal Code
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Email Address:	Telephone Number(s)	Area Code	Area Code
	Day ►		Evening ►

Detailed description of requested records or personal information to be corrected.

Note: If you are requesting a correctin 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

- Examine Original
- Receive Copy

Signature

Date

Day	Month	Year
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For Institution Use Only

Date Received	Request File Number	Comments
Day Month Year		

Personal information contained on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purposes of responding to your request. Questions about this collection should be directed to the Freedom of Information Coordinator, City of Dryden, Clerk's Office, 30 Van Horne Ave. Dryden, ON P8N 2A7. Telephone: (807) 223-1127.



Applicable Fees For Making an Access Request for Records

[Regulation 823, Municipal Freedom of Information and Privacy Act](#)

6 The following are the fees that shall be charged for the purposes of subsection 45 (1) of the Act for access to a record:

- 1 . For photocopies and comuter printouts, 20 cents per page.
- 2 . For records provided on CD-ROMs, \$10 for each CD-ROM.
- 3 . For manually searching a record, \$7.50 for each 15 minutes spent by any person.
- 4 . For preparing a record for disclosure, including severing a part of the record, \$7.50 for each 15 minutes spent by any person.
- 5 . For developing a computer program or other method of producing a record from machine readable record, \$15 for each 15 minutes spent by any person.
- 6 . The costs, including computer costs, that the institution incurs in locating, retrieving, processing and copying of the record if those costs are specified in an invoice that the institution has received. O.Reg. 22/96, s. 2; O.Reg. 93/07, s. 1.

6.1 The following are the fees that shall be charged for the purposes of subsection 45 (1) of the Act for access to personal information about the individual making the request for access:

- 1 . For photocopies and computer printouts, 20 cents per page.
- 2 . For records provided on CD-ROMs, \$10 for each CD-ROM.
- 3 . For developing a computer program or other method of producing the personal information requested from machine readable record, \$15 for each 15 minutes spent by any person.
- 4 . The costs, including computer costs, that the institution incurs in locating, retrieving, processing and copying the personal information requested if those costs are specified in an invoice that the institution has received. O.Reg. 22/96, s. 2; O.Reg. 93/07, s. 2.

7.1 If a head gives a person an estimate of an amount payable under the Act and the estimate is \$100 or more, the head may require the person to pay a deposit equal to 50 percent of the estimate before the head takes any further steps to respond to the request. O.Reg. 22/96, s. 3.