

Freedom of Information (FOI) Access Request Form

- Access to General Records
 Access to Own Personal Records

Your Contact Information			
First Name:	Last Name:		
Company Name (if applicable):			
Address:	City:	Province:	Postal Code:
Primary Telephone:		Secondary Telephone:	
Email Address:			

Identify if you are:

- Individual Agent for an Individual Government Business
 Academic/Researcher Association/Group Media Other

Describe the records you would like. Please identify the City department(s) or individual(s) that you wish to receive records from:

Identify your preferred method of:

Access: <input type="checkbox"/> Electronic Copy (USB)* <input type="checkbox"/> Paper Copy	Communication: <input type="checkbox"/> Email <input type="checkbox"/> Telephone/Mail
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*Please note that records cannot be sent by email – Electronic Records will be provided on USB only

You will be required to show valid photo ID when picking up your records.

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How long does it take to process an Access Request?

Under the *Municipal Freedom of Information and Protection of Privacy Act* ('MFIPPA'), the City of Greater Sudbury must make records available, deny access or notify the requester of any delay within 45 business days of receiving a formal request with the required fee. The City has the right to extend the time to respond to a request if the request involves a large number of records, requires an extensive search or involves information for which the City must obtain consent or representations from other parties. If the request involves a large number of records or requires an extensive search a fee estimate may be provided to the requester and a deposit of 50% must be received by the City prior to processing the request.

*Please be advised that the provisions of MFIPPA do not allow for requests to be expedited.

Ontario Regulation 823 sets out the fee schedule for the processing of FOI requests:

Application Fee: A \$5.00 application fee for each request is mandatory, cannot be waived and is non-refundable. You will be required to submit a separate request and \$5.00 application fee for each property address or different subject matter.

Search and Preparation Time: Requesters are charged \$7.50 for every 15 minutes of municipal staff time to search, retrieve and prepare records. If computer programming is required to search, retrieve and prepare records, the charge is \$15.00 for every 15 minutes.

Copies of Records: Requesters are charged for all copies. Copies cost \$0.20 per page or \$10.00 per USB. Large scale paper copies of maps/plans are charged at the rate established by our User Fee By-law.

****We reserve the right to refuse to process a request if any fees for a previous request remain outstanding. ****

The \$5.00 application fee may be paid by:

- Cash
- Credit/Debit
- Cheque (made payable to the City of Greater Sudbury)
- Money Order (made payable to the City of Greater Sudbury)

Mail or Hand Deliver your Request to:

Office of the City Clerk,
2nd Floor, Tom Davies Square,
200 Brady Street, Box 5000, Station A,
Sudbury, ON,
P3A 5P3,

Email your request to:

foi@greatersudbury.ca

IF you choose to Email the completed form, please DO NOT include your credit card information, the Clerk's Services Department will contact you to process the application fee. *****Credit card payments will not be processed by Email*****

Signature _____ **Date:** _____

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 for the purpose of responding to your FOI request. Questions about this collection should be directed to the Clerk's Services Department, City of Greater Sudbury, Tom Davies Square, 200 Brady Street, Sudbury ON, P3A 5P3.
Local: 3-1-1. Long distance: 705-674-4455.