

Freedom of Information (FOI) Access Request Form

- Access to General Records
 Access to Own Personal Records

First Name:		Last Name:	
Address:	City:	Province:	Postal Code:
Primary Telephone:		Secondary Telephone:	
Email Address:			

Identify if you are:

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

Please provide a detailed description of the requested records:

Identify Department(s) that may have records: _____

Detailed Description:

Identify your preferred method of:

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

Freedom of Information (FOI) Access Request Form

How long does it take to process an Access Request?

Under the *Municipal Freedom of Information and Protection of Privacy Act*, the City of Greater Sudbury must make records available, deny access or notify the requester of any delay within 30 calendar days of receiving a formal request. The City has the right to extend the time to respond to a request in certain situations. These extensions may be necessary where 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 the 50% deposit must be received by the City to process the request.

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

Application Fee: A \$5.00 application fee is mandatory, cannot be waived and is non-refundable. It must be paid when submitting a FOI Access Request Form. If multiple property addresses or distinct requests are involved, a \$5.00 fee applies for each address and/or request.

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 made and provided. Paper Copies are \$0.20 per page. Paper copies of maps/plans are \$9.07 per map/plan, as per our User Fee By-law. Alternatively, if you wish to obtain electronic copies (CD-ROM) of the records the charge is \$10.00 per CD.

Identify if you are making the \$5.00 application fee payment by:

- | | |
|--|--|
| <input type="checkbox"/> Cheque (made payable to the City of Greater Sudbury) | <input type="checkbox"/> Cash |
| <input type="checkbox"/> Money Order (made payable to the City of Greater Sudbury) | <input type="checkbox"/> Credit Card (See Below) |

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, you must call Clerk's Services Department who will process the application fee: 705-674-4455 ext. 4209 *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 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: 705-671-2489.

Credit Card Information:

Type of Credit Card: Master Card Visa

Card Number: - - -

Expiry Date: /

Name of Cardholder: _____

Signature of Cardholder: _____ Date: _____