

GENERAL INFORMATION:
REQUEST FOR INFORMATION PURSUANT TO



THE MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (MFIPPA)

The Act is a secondary system for obtaining information that is not available through normal channels. Please be certain that the information you require cannot be obtained through normal channels before you submit your request. As a matter of interest, most requests for information are satisfied through normal channels. Typically, any information that has not been presented to Council is not in the public realm. Some of this type of information can be accessed through the Act.

Requests under the Act must be in writing and should be addressed as follows:

The Head
c/o the City Clerk
City of Elliot Lake
45 Hillside Drive North
Elliot Lake, ON P5A 1X5

In addition, there is a mandatory \$5.00 application fee required under the Act, which should be included with your request. Cheques should be made payable to the "City of Elliot Lake".

The Access Request form can be acquired at the office of the City Clerk or download one from the site: <https://www.ipc.on.ca/wp-content/uploads/Resources/up-1request.pdf>

It is important that you be as clear and succinct as you can when identifying the record (s) you wish to have access to. Statements such as: "All related material"; "all pertinent documentation relating to"; or, "all by-laws of the City"; are inappropriate by reason of uncertainty and vagueness.

You will also be responsible for photocopying charges of \$0.20 per page and search time charges at \$7.50 per ¼ hour, hence the emphasis on clearly identifying the records you wish to have access to.

If a fee estimate equals \$100.00 or more, the City may require a deposit of 50% of the estimated fee.

The City has 30 days in which to reply to a properly filed request for information under the Act. If a deposit is requested, the City has 30 days from the date of payment of the deposit fee.