



Freedom of Information Access Request

Use this form to:

- Request information from the Toronto Parking Authority
- Request personal information or personal health information
- Correct personal information or personal health information

Description of Information Requested (attach additional pages as required)

Which area or department has the information you are requesting, if you know it:

What are the dates of the information you are requesting for, if applicable (use date format yyyy-mm-dd)

Contact Information

☐ Ms. ☐ Mr. ☐ Mrs. ☐ Miss	First name	Last Name	
Street No.	Street Name		Suite/Unit No.
City/Town	Province	Postal Code	
Telephone No.	Alternate No.	E-mail	
Signature			Date (yyyy-mm-dd)

Before sending your request, please ensure you have:

- ☐ Provided a detailed description of the information or records you are requesting
- ☐ Included the \$5 application fee (cash, cheque or money order), payable to the Toronto Parking Authority
- ☐ If requesting personal information or personal health information, include a photocopy of a signed, government-issued identification (i.e. Driver's Licence or Passport)
- ☐ If correcting personal information or personal health information, indicate the desired correction and attach supporting documentation

Mail request and application fee to: Access and Privacy, Human Resources, Toronto Parking Authority, 33 Queen Street East, Toronto, Ontario, M5C 1R5.

Office Use Only

Date request received (yyyy-mm-dd)	Request No.	Type of Request
		☐ MFIPPA ☐ PHIPA ☐ Both
		___ Access to General Records ___ Access to Personal Information/ Personal Health Information ___ Correction to Personal Information / Personal Health Information

The personal information on this form is collected under legal authority of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O.1990, Chapter M.56 and/or the Personal Health Information Protection Act, S.O. 2004, Chapter 3, Schedule A. The information will be used for the purpose of responding to your request. Questions about this collection can be directed to the Access and Privacy Coordinator, Human Resources, Toronto Parking Authority, 33 Queen Street East, Toronto, Ontario, M5C 1R5.

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SUMMARY OF FEES

A: For Information Requests under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

The payment and amount of fees are set out in the Act and its regulations. Permitted fees are:

Fees for Requests for Personal Information

A request for information about oneself is considered a "personal information request". The following fees apply to requests for your own personal information:

Application Fee:	\$5.00 - To be paid when you submit your request; Application Fee is mandatory and not subject to waiver
* Photocopying:	\$0.20 for each page (Requester's copy only)
Computer Programming:	\$15.00 per ¼ hour if needed to develop program to retrieve information;
Diskettes or CD's:	\$10.00 for each diskette or CD.

Fees for Requests for General Information

Requests for information, whether about a person other than yourself or about a government program or activity are considered "general information requests". The following fees apply to requests for general information:

Application Fee:	\$5.00 - To be paid when you submit your request; Application Fee is mandatory and not subject to waiver
Search Time:	\$7.50 per ¼ hour required to search and retrieve records;
Record Preparation (i.e. severing):	\$7.50 per ¼ hour required to prepare records for release;
* Photocopying:	\$0.20 for each page (Requester's copy only)
Computer Programming:	\$15.00 per ¼ hour if needed to develop program to retrieve information;
Diskettes or CD's:	\$10.00 for each diskette or CD.

* Please note that the individual may be provided the option of viewing originals on site. Select photocopying fees may apply.

B: For Information Requests under the Personal Health Information Protection Act (PHIPA)

Same fees are applicable as for requests for personal information under MFIPPA.

Note: The time for processing access requests is 45 business days. A time extension, however, may be applied where necessary.