



# Freedom of Information and Routine Disclosure Form

This form can be used to submit a Freedom of Information or Routine Disclosure request. If you have questions about the process, please contact the Records Management/Freedom of Information Coordinator at 705-765-3156 ext 273.

*Please note that an application fee of C\$5.00 may apply if the request is deemed to be a Freedom of Information (FOI) request. Following submission, staff will review the request, confirm whether it falls under FOI, and provide payment instructions if applicable.*

**First Name: \***

**Last Name: \***

**Middle Name/Initial**

**Mailing Address: \***

**City/Town: \***

**Province/State: \***

**Telephone Number: \***

**Email Address: \***

**Please select the type of information/records being requested: \***

Access to general records

Access to your own personal information

Correction of your own personal information

**Please provide a detailed description of the requested records, personal information or personal information to be corrected. \***

Please Note: If your request is about a specific property, please provide a property tax roll number starting in 4453. If you are unsure what the roll number is, you may access that information via [Muskoka Geohub](#).

**Upload additional information/files here.**

Please specify the specific date range of when the records originated:

**From: \***

**To: \***

**Preferred method of access to records: \***

- Receive a copy electronically
- Receive a copy by mail
- Examine original

**Signature: \***

**Date of form submission: \***

Notice of collection: Personal information contained on this form is collected pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O.1990, Chapter M.56. and will be used for the purpose of responding to the request. Questions about this collection can be directed to the Records Management/Freedom of Information Coordinator, 1 Bailey Street, Port Carling, Ontario, POB 1JO, telephone at 705-765-3156 Ext. 273.

### **Please Note**

Once this form has been submitted, staff will review your request and contact you directly to determine whether a formal Freedom of Information (FOI) request is required or simply a Routine Disclosure. If applicable, you will be provided with instructions for the \$5.00, non-refundable application fee for an FOI request.

### **Contact & Support**

Records Management / Freedom of Information Coordinator  
705-765-3156 ext. 273