



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 or via [email](#).

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.

Thank You

Thank you for your submission. Staff will review your request and contact you shortly to determine whether a formal Freedom of Information request is required or simply a Routine Disclosure. If applicable, you will be provided with instructions for the \$5.00, non-refundable application fee.

Contact & Support

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

[Send an e-mail](#)