



## Appendix C

### Informal Access Request Form

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/Town: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone(Home): \_\_\_\_\_ Telephone (Work): \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

- Assessed and/or registered owner
- Authorized Agent with Written Consent from Owner

### Details of Requested Information

Legal Description: \_\_\_\_\_ Civic Address: \_\_\_\_\_

### Detailed Description of Record

Type of Request:

Only the City Clerk will decide on the release of third party information or if the request involves a third party. The Department will refer the issue to the City Clerk if there are any questions on the matter.

**INFORMAL ACCESS REQUEST:**

**General File Search**

**A. General File Search Fee:**

If the person requesting the information is not the owner, written consent from the owner(s), will be required along with the complete legal description and civic addresses of the property. Staff, at its discretion, may confirm the written consent of the owner(s). If written consent is not provided, the Applicant may make a request under LAFOIP. Third Party information and use of personal information will be forwarded to the City Clerk.

The Department will charge an application fee of \$5. Where time in excess of one hour is spent searching, a fee of \$15 for each half hour or portion of a half hour in excess of one hour shall apply. This fee may be waived at the discretion of the Department Head and only in extenuating circumstances.

**B. Property Owners:**

Property files will be made available free of charge to registered owner(s), who are requesting a file search from their specific property files, except for searches that take more than one hour to complete, in which case, the general file search fee shall apply.

Proof of ownership will be required along with a complete legal description and civic address of property. Personal identification will be required as proof of ownership. Failure to provide proof of ownership will automatically result in the application of fees.

**Custom Research and Report**

Development and production of a Custom Report based on the customer's specifications, along with any further/additional request for modification or additional data input within the custom report will be charged \$150 per hour and actual cost incurred from a 3<sup>rd</sup> party, if utilized.

**Informal Access Request**

A request is made by filling out and signing an Informal Access Request Form. A request will only be commenced when the form is returned and the Applicant requesting the information has signed off on the conditions.

The Applicant must specify in detail the information they require so that staff can efficiently retrieve the information. The City is not responsible for locating information that is expected to be available but is not located.

Original documents or complete Department files will not be directly provided to an Applicant.

Applicants must allow at least 48 hours to complete a request. Requests of especially a large amount may require more time than the initial 48 hours and the Applicant will be notified and provided with a cost estimate. The Department shall retain the right to prioritize any request and notify the Applicant when the work can be completed.

**PRINTING, PHOTOCOPYING AND OTHER FEES**

There will be a cost of \$0.25 per page plus GST, for photocopies or computer print-outs. Any documents protected by copyright, will not be provided.

Costs for providing information will be: Regular Mail - \$5; Registered Mail - \$10 plus postage; Courier – Actual Costs; Facsimile - \$5; E-mail – \$5; and, Saved to Digital Media - \$5, plus actual cost of media.

I have read and understood the aforementioned conditions and that prior to receiving access to the records that I have requested, I am required to pay the fee.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only**

Date Received:	Application No.
<input type="checkbox"/> Application Payment Made <input type="checkbox"/> Final Payment Made	<input type="checkbox"/> Proof of Ownership(personal Identification) <input type="checkbox"/> Written consent from the landowner
Date Reviewed:	Signature:
Date Information Issued:	Receipt No.
Amount of Time Spent: _____ Actual Cost: \$ _____	Account No.