



Municipal Freedom of Information & Protection of Privacy Act (MFIPPA) - Access/Correction Form

Please note:

- An access/correction request for information will be processed in accordance with the time limits set out in the MFIPPA and regulations. The time limit to respond to your inquiry will begin from the date the request and the \$5.00 application fee are received.
- If paying by cheque, please make the cheque payable to the "City of Ottawa".
- Photocopies of originals will be provided in responding to requests. On-site viewing of originals may be arranged if required.

Part A: To be completed in full by the Requester

<input checked="" type="checkbox"/> Access to General Records	Directed to: City of Ottawa Access to Information & Privacy Office 110 Laurier Avenue West Ottawa, Ontario K1P 1J1 Mail Code: 331
<input type="checkbox"/> Access to Own Personal Information	
<input type="checkbox"/> Correction of Own Personal Information	

Details

Last Name Pittman		First Name Deanne	
Address 3	City	Province	
Postal Code	Telephone - Day	Telephone - Evening	
Email			

Detailed description of requested records, personal information records or correction of personal information:
(If request is for correction of personal information, please indicate the desired correction and attach any supporting documentation.)

I am requesting all records from Jan. 1, 2015 to Dec. 31, 2015 (including but not limited to briefing notes, PowerPoint presentations, meeting agendas, statistical reports, and emails) concerning medical marijuana store licenses. As this request is in the public interest, I ask that all fees please be waived. Please contact me when any records are ready for release.

Preferred method of access to records:	Signature:	Date (yyyy/mm/dd):
<input checked="" type="radio"/> Receive Paper Copy		2016/03/10
<input type="radio"/> Examine Original (on-site only)		

Part B: For Office Use Only

\$5.00 Application Fee Received	Date Application Fee Received:	YYYY/MM/DD	Received By:	Ext. #:
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Comments:

Personal information contained on this form is collected under section 17 of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to respond to your request. Questions about this collection should be directed to the City of Ottawa, Access to Information & Privacy Office, 110 Laurier Ave. West, Ottawa, Ontario, K1P 1J1, 613-580-2424, ext. 21898.