

# The Municipal Year-End Statistical Report for the Information and Privacy Commissioner/Ontario

Reporting Year: \_\_\_\_\_ Date Report Completed: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
MM DD YY

All institutions must return a report to the Office of the Information and Privacy Commissioner/Ontario. If no requests for access to information or requests for correction of personal information were received, your institution must still complete and return Sections 1 and 2.

## SECTION 1: IDENTIFICATION

**1.1** Name of Institution \_\_\_\_\_  
 Formal Contact Person/Title \_\_\_\_\_  
 E-mail Address \_\_\_\_\_  
 Phone No. (\_\_\_\_\_) \_\_\_\_\_ Fax No. (\_\_\_\_\_) \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Content Contact Person/Title \_\_\_\_\_  
 E-mail Address \_\_\_\_\_  
 Phone No. (\_\_\_\_\_) \_\_\_\_\_ Fax No. (\_\_\_\_\_) \_\_\_\_\_

**1.2** Your institution is: **(check one)**

- |                         |                          |        |                |                          |                     |                          |
|-------------------------|--------------------------|--------|----------------|--------------------------|---------------------|--------------------------|
| Municipal Corporation   | <input type="checkbox"/> | Board: | School         | <input type="checkbox"/> | Local Roads         | <input type="checkbox"/> |
| Conservation Authority  | <input type="checkbox"/> |        | Public Library | <input type="checkbox"/> | Planning            | <input type="checkbox"/> |
| Electricity Corporation | <input type="checkbox"/> |        | Health         | <input type="checkbox"/> | Police Services     | <input type="checkbox"/> |
| Other: _____            | <input type="checkbox"/> |        | Local Services | <input type="checkbox"/> | Commission: Transit | <input type="checkbox"/> |
| (specify)               |                          |        |                |                          |                     |                          |

## SECTION 2: INCONSISTENT USE OF PERSONAL INFORMATION

**2.1** Whenever your institution uses or discloses **personal information** in a way that differs from the way the information is normally used or disclosed (**an inconsistent use**), you must attach a record or notice of the inconsistent use to the affected information. How many such records did your institution attach, if any?

If your institution received:

- No requests for access or correction → please complete and return only this page. Thank you.
  - Requests for access to information → go to Section 3.1
  - Requests for correction of personal information only → please complete Section 11 at the back of the report
- This report can be completed online at <https://statistics.ipc.on.ca> or the completed report can be faxed to us at (416) 325-9195 or mailed to the Office of the Information and Privacy Commissioner/Ontario, 2 Bloor St. E., Suite 1400, Toronto, ON M4W

### SECTION 3: NUMBER OF REQUESTS RECEIVED AND COMPLETED

Enter the number of requests that fall into each category.

	Personal Information	General Records
3.1 New requests received during reporting year		
3.2 <b>TOTAL NUMBER OF REQUESTS COMPLETED</b> for the reporting year		

### SECTION 4: SOURCE OF REQUESTS

Enter the number of requests you completed from each source.

	Personal Information	General Records
4.1 Individual/Public		
4.2 Business		
4.3 Academic/Researcher		
4.4 Association/Group		
4.5 Media		
4.6 Government (All Levels)		
4.7 Other		
4.8 Unknown		
4.9 <b>TOTAL REQUESTS</b> (Add boxes 4.1 to 4.8 = box 4.9)		

**Box 4.9** MUST BE EQUAL TO **Box 3.2**

### SECTION 5: TIME TO COMPLETION

How long did your institution take to complete all requests for information? Enter the number of requests into the appropriate category.

How many requests were completed in:

	Personal Information	General Records
5.1 30 days or less		
5.2 31 – 60 days		
5.3 61 – 90 days		

5.4 91 days or over


5.5 **TOTAL REQUESTS**  
(Add boxes 5.1 to 5.4 = box 5.5)

**Box 5.5 MUST BE EQUAL TO Box 3.2**

## SECTION 6: COMPLIANCE WITH THE ACT

In the following charts, please indicate the number of requests completed, within the statutory time limit and in excess of the statutory time limit, under **each** of the four different situations:

- A. **No** notices issued;
- B. **BOTH** a Notice of Extension (s.20(1)) and a Notice to Affected Person (s.21(1)) issued;
- C. **ONLY** a Notice of Extension (s.20(1)) issued; or
- D. **ONLY** a Notice to Affected Person (s.21(1)) issued.

Please note that the four different situations are mutually exclusive and the number of requests completed in each situation should add up to the total number of requests completed in Section 3.2. (Add boxes 6.3+6.6+6.9+6.12 = box 6.13) and (box 6.13 **must equal** box 3.2)

### A. No Notices Issued

6.1 Number of requests completed within the statutory time limit (30 days) where **neither** a Notice of Extension (s.20(1)) nor a Notice to Affected Person (s.21(1)) were issued.

6.2 Number of requests completed in excess of the statutory time limit (30 days) where **neither** a Notice of Extension (s.20(1)) nor a Notice to Affected Person (s.21(1)) were issued.

6.3 **TOTAL** (Add boxes 6.1 + 6.2 = box 6.3)

Personal Information	General Records

Personal Information	General Records

### B. Both a Notice of Extension (s.20(1)) and a Notice to Affected Person (s.21(1)) Issued

6.4 Number of requests completed within the time limit permitted under **both** the Notice of Extension (s.20(1)) and the Notice to Affected Person (s.21(1)).

6.5 Number of requests completed in excess of the time limit permitted by the Notice of Extension (s.20(1)) and/or the time limit permitted by the Notice to Affected Person (s.21(1)).

6.6 **TOTAL** (Add boxes 6.4 + 6.5 = box 6.6)

Personal Information	General Records

Personal Information	General Records

### C. Only a Notice of Extension (s.20(1)) Issued

6.7 Number of requests completed within the time limit permitted under the Notice of Extension (s.20(1)).

Personal Information	General Records

**SECTION 6: COMPLIANCE WITH THE ACT Cont'd**

6.8 Number of requests completed in excess of the time limit permitted under the Notice of Extension (s.20(1)).

Personal Information	General Records

6.9 **TOTAL** (Add boxes 6.7 + 6.8 = box 6.9)

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Personal Information	General Records

**D. Only a Notice to Affected Person (s.21(1)) Issued**

6.10 Number of requests completed within the time limit permitted under the Notice to Affected Person (s.21(1)).

Personal Information	General Records

6.11 Number of requests completed in excess of the time limit permitted under the Notice to Affected Person (s.21(1)).

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6.12 **TOTAL** (Add boxes 6.10 + 6.11 = box 6.12)

Personal Information	General Records

**E. Total Completed Requests (sections A to D)**

6.13 Overall Total (Add boxes 6.3 + 6.6. + 6.9 + 6.12 = box 6.13) and (box 6.13 **must equal to** box 3.2)

Personal Information	General Records

Personal Information	General Records

## SECTION 6a: CONTRIBUTING FACTORS

Please outline any factors which may have contributed to your institution not meeting the statutory time limit.

If you anticipate circumstances that will improve your ability to comply with the Act in the future, please provide details in the space below.

## SECTION 7: DISPOSITION OF REQUESTS

What course of action was taken with each of the requests completed? Please enter the number of requests into the appropriate category.

	Personal Information	General Records
7.1 All information disclosed		
7.2 Disclosed in part		
7.3 Nothing disclosed		
7.4 Request withdrawn or abandoned		
7.5 <b>TOTAL REQUESTS</b> (Add boxes 7.1 to 7.4 = box 7.5)		

**Box 7.5** MUST BE GREATER THAN OR EQUAL TO **Box 3.2**

## SECTION 8: EXEMPTIONS & EXCLUSIONS APPLIED

For the **TOTAL REQUESTS WITH EXEMPTIONS/EXCLUSIONS/FRIVOLOUS OR VEXATIOUS REQUESTS**, how many times did your institution apply each of the following? (More than one exemption may be applied to each request.)

	Personal Information	General Records
8.1 Section 6 — Draft By-laws, etc.		
8.2 Section 7 — Advice or Recommendations		



9.2.2 **Additional fees** collected

\$	\$	\$
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9.2.3 **TOTAL FEES** (Add boxes 9.2.1 + 9.2.2 = box 9.2.3)

\$	\$	\$
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9.3 **TOTAL DOLLAR AMOUNT OF FEES WAIVED**

\$	\$	\$
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## SECTION 10: REASONS FOR ADDITIONAL FEE COLLECTION

Enter the **number of requests** for which your institution collected fees other than application fees that apply to each category.

10.1 Search time

Personal Information	General Records	TOTAL
N/A		

10.2 Reproduction

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10.3 Preparation

N/A		
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10.4 Shipping

N/A		
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10.5 Computer Costs

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10.6 Invoice costs (and others as permitted by regulation)

N/A		
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10.7 **TOTAL** (Add boxes 10.1 to 10.6 = box 10.7)

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Box 10.7 MUST BE GREATER THAN OR EQUAL TO **Box 9.1**

## SECTION 11: CORRECTIONS AND STATEMENTS OF DISAGREEMENT

Did your institution receive any requests to correct **personal information**?

11.1 Number of correction requests received

Personal Information
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11.2 Corrections carried forward from the previous year

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11.3 Corrections carried over to next year

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11.4 **TOTAL CORRECTIONS COMPLETED** [(box 11.1 + box 11.2) – box 11.3 = box 11.4]

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**Box 11.4  
MUST  
EQUAL  
Box 11.9**

What course of action did your institution take regarding the requests to correct **personal information** that were received?

11.5 Correction(s) made in whole

Personal Information
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Personal Information
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- 11.6 Correction(s) made in part
- 11.7 Correction(s) refused
- 11.8 Correction(s) withdrawn by requester
- 11.9 **TOTAL** (Add boxes 11.5 to box 11.8 = box 11.9)


**Box 11.9  
MUST EQUAL  
Box 11.4**

In cases where corrections were denied, in part or in full, were any statements of disagreement attached to the affected personal information?

- 11.10 Number of statements of disagreement attached:

If your institution received any requests to correct personal information, the *Act* requires that you send any person(s) or body who had access to that information in the previous year notification of either the correction or the statement of disagreement. Enter the number of notifications sent, if applicable.

- 11.11 Number of notifications sent:

**Thank you for your co-operation.**