

**Form 1**  
**Application for Access to a Record**  
Part XX - Freedom of Information and Protection of Privacy  
- *Municipal Government Act*  
Subsection 466(1)

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**TO:** **Municipal Clerk**  
**Cape Breton Regional Municipality City Hall**  
**320 Esplanade**  
**Sydney, NS B1P 7B9**

**1. This is an application pursuant to Part XX of the *Municipal Government Act* (Freedom of Information and Protection of Privacy) for access to:**

Check one:

- (a) applicant's own personal information; or
- (b) other information; or
- (c) both applicant's own personal information and other information.

**2. I am applying for access to the following record:**

*Identify the material applied for precisely by including such particulars as the specific event or action to which it refers, the date of the record or the date or period to which it relates, the type of record (document, report, letter, etc.) names of department personnel who prepared or may have knowledge of the information, or citations to newspapers or publications which are known to have referred to the record.*

**3. I wish to:**

Check one:

- (a) examine the record; or
- (b) receive a copy of the record.

**4. An application fee of \$5.00 is payable at the time of filing to the Cape Breton Regional Municipality. A search fee may be applicable after the first two hours of work. The applicant will be informed if a search fee will be required.**

Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_  
*Street/Apartment No./RR No.*

\_\_\_\_\_  
*City/Community*

\_\_\_\_\_  
*Province/Country*

\_\_\_\_\_  
*Postal Code*

Telephone Numbers of Applicant: \_\_\_\_\_  
*(Telephone) (Business/Alternate)*

**I prefer to receive correspondence from CBRM by:**

**Canada Post Mail**

**Email** \_\_\_\_\_

**Fax Number** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_

**Request to Waive Fees**

**I hereby request to be excused from paying fees related to the above application because:**

(a) I cannot afford to pay fees; or

(b) Specify any other reason:

\_\_\_\_\_  
**For office use only**

**Date Received** \_\_\_\_\_ **Application No.** \_\_\_\_\_