



Town of Halton Hills
 1 Halton Hills Drive
 Halton Hills ON L7G 5G2
 www.haltonhills.ca

ACCESS/CORRECTION REQUEST MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (MFIPPA)

There is a \$5.00 application fee for requests submitted under the Act.
 Processing the request will commence upon receipt of this form and \$5.00 fee.

PAID stamp here

REQUESTER: Complete all fields below

Name: _____

Address: _____ City or Town: _____

Province: _____ Postal Code: _____

Best number to contact you during business hours (M-F) is: _____

Email (optional): _____

REQUEST: List all applicable details and address if not the one listed above.
 For requests of access to or correction of your own personal information, list the Last Name appearing on record(s).
 Supporting documentation may be submitted with this form.

Preferred method of access to records: Examine Original Receive Copy

 Requester's Signature

 Date

The personal information on this form is collected under the authority of the Municipal Freedom and Protection of Privacy Act, as amended. The information is used for the purpose of processing the request. Questions regarding the collection of this information should be directed to the Town's Records/FOI Coordinator at 905-873-2601 ext. 2356 or foi@haltonhills.ca.



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Fee Schedule

The Municipal Freedom of Information and Protection of Privacy Act promotes the general principles that government information should be available to the public and that personal information respecting individuals held by government should not be improperly disclosed. The charging of fees is authorized by section 45(1) of the Act. An individual who makes a request for access to a record must pay a \$5.00 application fee. In addition, the requester must pay the fees for:

- Manually searching for a record;
- Preparing the record for disclosure;
- Computer and other costs incurred in locating, retrieving, processing and copying a record;
- Shipping costs; and
- Other costs incurred in responding to a request, as set by regulation

Section 6 of R.R.O. 1990, Regulation 823

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|--|---------|
| Photocopies and Computer Printouts (each) | \$ 0.20 |
| CD (each) | \$10.00 |
| Preparing a record for disclosure, including severing a part of the record, \$7.50 for each 15 minutes spent by any person | \$ 7.50 |
| Manually searching a record, \$7.50 for each 15 minutes spent by any person | \$ 7.50 |
| For developing a computer program or other method of producing a record from machine readable record, \$15 for each 15 minutes spent by any person | \$15.00 |
| Shipping costs such as postage or courier costs may be charged if applicable (cost to be determined) | TBD |

Other Fees (as per Rates & Services Charges By-Law 2015-0056)

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|-------------------------|---------|
| Drawings / Plans (each) | \$ 5.15 |
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Off-Site Storage Retrieval Fee Schedule (By-Law 2015-0056)

In the event records requested are located in off-site storage, retrieval fees may be applied. The requestor will be advised in advance.

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| Record(s) Retrieval (one box included in fee) | \$42.00 |
| Cost per additional box | \$ 2.10 |