



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)

This form and \$5.00 MFIPPA Fee are required to commence processing your request. If paying by cheque, please make it payable to the Town of Halton Hills. As per the Act, we are required to render a decision within 30 days of receipt of your request. Requests for surveys are normally processed within 5 business days, but are subject to the volume of requests at time of receipt.

**REQUESTER:** PLEASE PRINT AND COMPLETE ALL FIELDS

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City or Town: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone No. to reach you between 8:30 am – 4:30 pm (M-F) \_\_\_\_\_

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

**Check  applicable box and provide details.**

**SURVEY:** \_\_\_\_\_  
*Municipal Address*

**ACCESS/CORRECTION to your own Personal Information:**  
 \_\_\_\_\_  
*Print the Last Name appearing on the record(s)*

**OTHER – List all applicable details:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Preferred method of access:  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 (MFIPPA) as amended. The information is used for the purpose of processing this application. Questions regarding the collection of this information should be directed to Clerks at 905-873-2601 ext. 2356

*PAID stamp here*



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

### 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

|  |         |
|--|---------|
| 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 Fees

|  |     |
|--|-----|
| Shipping costs such as postage or courier costs may be charged if applicable | TBD |
|--|-----|

### Other Fees (as per Rates & Services Charges By-Law 2016-0072)

|                         |         |
|-------------------------|---------|
| Drawings / Plans (each) | \$ 5.15 |
|-------------------------|---------|

### Off-Site Storage Retrieval Fee Schedule (By-Law 2016-0072)

Fees may be applied to retrieve records located in off-site storage. The Requestor will be consulted in advance of retrieving records from off-site.

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