



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.

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: _____

PROVIDE DETAILED REQUEST BELOW

If your request pertains to the correction of or access to Personal Information, PRINT the last name appearing on the record(s): _____

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

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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

Photocopies and Computer Printouts (each)	\$ 0.20
CD/DVD (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
USB - supplied by requester (must be new in unopened package)	

Shipping Fees

Shipping costs such as postage or courier costs may be charged if applicable	TBD
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Other Fees (as per Rates & Services Charges By-Law 2016-0072)

Drawings / Plans (each)	\$ 5.15
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Off-Site Storage Retrieval Fee Schedule (By-Law 2016-0072)

Fees may be applied to retrieve records located in off-site storage. 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