

MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (MFIPPA)

REQUEST PROCEDURE FOR ACCESS TO RECORDS

APPLICATION

Requests for access to records must be in writing. An application form is available upon request or on the Town's website www.newtecumseth.ca.

COMPLETE REQUEST

A complete request is one in which sufficient detail has been provided to enable an employee of the Municipality to identify the records. A requester may be asked to clarify the request if there is any doubt about the records sought. Requests should therefore include a detailed description of the type of documents, as well as the date range.

APPLICATION FEE

There is an application fee of \$5.00, which must accompany each request. Cheques may be made payable to the "Town of New Tecumseth".

ADDITIONAL FEES

The Municipality may charge back to the requester certain expenses involved in processing the request. Under Provincial regulation, the requester may be required to pay \$7.50 per 15 minutes of search time, \$7.50 per 15 minutes of time taken to remove other people's personal information, 20¢ per page for photocopies, mail/courier expenses, and any other expenses for which the municipality receives an invoice (e.g. retrieval of file from warehouse storage). If the additional fees exceed \$100, the requester may be required to provide an advance payment of 50% of the charge before the request will be continued.

TIME FRAME

Once a complete request has been received, the Municipality has 30 days in which to respond, with either the records being requested, an estimate of additional fees that may be incurred, and/or notification of a time extension in the case of a large number of records.

APPEAL PROCESS

A person may appeal any decision of the Municipality to the Information and Privacy Commission. Appeals must be within 30 days of being notified of the Municipality's decision, and be made in writing, accompanied by a \$25 fee made payable to the Minister of Finance. The address to send an appeal to is Information and Privacy Commissioner/Ontario, 2 Bloor Street East, Suite 1400, Toronto, ON, M4W 1A8.