# Access/Correction Request Municipal Freedom of Information and Protection of Privacy Act Application Fee \$5.00



Submit completed request and \$5.00 application fee to:

Municipal Freedom of Information Co-ordinator Corporate Services Department

Requester Information					
Last Name		First Name			
Otra at Navada an					
Street Number	Street Name		Town/City		
Postal Code	Email address		Contact Number		
			ersonal information records, or		
personal information	to be corrected (attach a sep	arate sheet if r	equired)		
Note: If you are requesting a correction of personal information, please indicate the desired correction and,					
if appropriate, attach any supporting documentation. You will be notified if the correction is not made and you may require that a statement of disagreement be attached to your personal information.					
Preferred method of a			Date:		
	ccess. Requester Signature		Date.		
Examine Original					
Receive Copy					
For Office Use Only					
Date Request Received	d: Request Nun	nber:	Date \$5.00 Application Fee Received:		
	,				
Personal information contained on this form is collected under the authority of the Municipal Freedom of Information and Protection					
			Questions about this collection should be		
1J6, 905.584.2272.	directed to the Municipal Freedom of Information Co-ordinator, Town of Caledon, 6311 Old Church Road, Caledon, Ontario, L7C 1J6, 905.584.2272.				

 TOWN OF CALEDON
 TOWN HALL, 6311 OLD CHURCH ROAD, CALEDON, ON, L7C 1J6

 T. 905.584.2272
 1.888.225.3366
 F. 905.584.4325
 www.caledon.ca

# SUMMARY OF FEES

# FOR INFORMATION REQUESTS UNDER THE MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (MFIPPA)

The payment and amount of fees are set out in the Act and its regulations.

The time for processing access requests is 30 calendar days. A time extension may be applied where necessary.

## FEES FOR REQUESTS FOR PERSONAL INFORMATION:

A request for information about yourself is considered a "personal information request". The following fees apply to requests for your own personal information:

Application Fee:	<b>\$5.00</b> (To be paid when you submit your request. This fee is mandatory.)	
Photocopying: Computer Programming:	<ul> <li>\$0.20 per page</li> <li>\$15.00 per ¼ hour (if needed to develop program to retrieve information)</li> </ul>	
CD or DVD:	<b>\$10.00</b> each	

#### FEES FOR REQUESTS FOR GENERAL INFORMATION:

Requests for information, whether about a person other than yourself or about a municipal program or activity are considered "general information requests". The following fees apply to a request for general information:

Application Fee:	<b>\$5.00</b> (To be paid when you submit your request. This fee is mandatory.)
Search Time:	<b>\$7.50 per</b> <sup>1</sup> / <sub>4</sub> <b>hour</b> required to search and retrieve records.
Record Preparation:	<b>\$7.50 per</b> <sup>1</sup> / <sub>4</sub> <b>hour</b> required to prepare records for release (ie: removing personal information of individuals)
Photocopying:	\$0.20 per page
Computer Programming:	<b>\$15.00 per</b> <sup>1</sup> / <sub>4</sub> <b>hour</b> (if needed to develop program to retrieve information)
CD or DVD:	\$10.00 each

Please note that individuals will be provided with the option to view original records at Town Hall.

### INFORMATION EXEMPT PURSUANT TO THE ACT

Certain types of information/records are protected by the Act. Information that will or may be withheld includes:

Mandatory Exemptions	<b>Discretionary Exemptions</b>	
<ul> <li>third party information</li> </ul>	- advice or recommendations	
<ul> <li>relations with governments</li> </ul>	<ul> <li>economic or other interest</li> </ul>	
<ul> <li>personal privacy</li> </ul>	<ul> <li>danger to health and safety</li> </ul>	

- law enforcement
- solicitor-client privilege
- draft by-laws, records of closed meetings