

Municipal Freedom of Information & Protection of Privacy Act (MFIPPA) – Access Request Form

Please note:

- An access request for information will be processed in accordance with the time limits set out in the MFIPPA and regulations. The time limit to respond to your inquiry will begin from the date the request and the \$5.00 application fee are received.
- If paying by cheque, please make the cheque payable to the "Corporation of the Township of Hornepayne".
- Photocopies of originals will be provided in responding to requests.

Part A: To be completed in full by the Requester

☐ Access to General Records

☐ Access to Own Personal Information

Directed to:

Township of Hornepayne
68 Front Street, P.O. Box 370
Hornepayne, Ontario
P0M 1Z0
Attention: CAO

Details

Last Name		First Name	
Address		City	Province
Postal Code	Telephone - Day	Telephone - Evening	

E-mail

Detailed description of requested records, personal information records or correction of personal information:

Signature:		Date:
		<div style="text-align: center;">/ /</div> <div style="text-align: center;">yyyy mm dd</div>

Part B: For Office Use Only

☐ \$5.00 Application Fee Received

Date Application Fee Received:
Day Month Year

Received By:

Ext. #:

THE TIME FOR PROCESSING ACCESS REQUESTS IS 30 DAYS, HOWEVER, A TIME EXTENSION MAY BE APPLIED WHERE NECESSARY.

Personal information contained on this form is collected under section 17 of the *Municipal Freedom of Information and Protection of Privacy Act*, and will be used to respond to your request. Questions about this collection should be directed to CAO Township of Hornepayne, 68 Front Street, P.O. Box 370 Hornepayne, Ontario P0M 1Z0 or by telephone at 807-868-2020 x205 or by email at cao@hornepayne.ca.

Municipal Freedom of Information & Protection of Privacy Act (MFIPPA) – Access Request Form

Summary of Fees for Information Requests Under the Municipal Freedom of Information and Protection of Privacy Act

Note:

If you are requesting information about yourself, your request is considered a "personal information request". All other requests for information, whether about a person other than yourself, or about a government program or activity, are considered "general information requests".

Fee Charges for Requests for General Information

If paying by cheque,
please make the cheque payable to the "Corporation of the Township of Hornepayne".

Application Fee:.....	\$ 5.00 to be paid when you submit your request
Search Time:.....	\$ 7.50 per 1/4 hour required to search and retrieve records
Record Preparation:.....	\$ 7.50 per 1/4 hour required to prepare records for release
Photocopying:.....	\$ 0.20 per page
Computer Print Outs:.....	\$ 0.20 per page
Computer Programming:.....	\$15.00 per 1/4 hour to develop program to retrieve information
CD-ROM:.....	\$10.00 per CD-ROM

Fee Charges for Requests for Personal Information

If paying by cheque,
please make the cheque payable to the "Corporation of the Township of Hornepayne".

Application Fee:.....	\$ 5.00 to be paid when you submit your request
Photocopying:.....	\$ 0.20 per page
Computer Print Outs:.....	\$ 0.20 per page
Computer Programming:.....	\$15.00 per 1/4 hour develop program to retrieve information
CD-ROM:.....	\$10.00 per CD-ROM

Prior to accessing records, you will be provided with a fee estimate if anticipated fees are \$25 or more.
If the estimate of fees to be paid is \$100 or more, you will be required to pay a 50% deposit.

All monies are payable by cash, money order or certified cheque only.

Please note: The fee charges are prescribed by section 45 of the *Municipal Freedom of Information and Protection of Privacy Act* and section 6 of the Regulations and Guides for Municipalities and Local Boards.

**Please forward your request and the \$5.00 application fee, directly to
the Township of Hornepayne, 68 Front Street, P.O. Box 370
Hornepayne, Ontario P0M 1Z0**