



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

This form and a \$5.00 application fee are required to commence your request (see other side)
As per the Act, we are required to issue a decision within 30 days of receipt of your request

Requester Information

Complete ALL Fields

Name: _____

Address: _____ City/Town: _____

Province: _____ Postal Code: _____

Phone No. between 8:30 – 4:30 pm (Mon - Fri): _____

Email: _____

Description of Records (or Correction* Requested)

Requester's Signature

Date

*If you are requesting a correction to records containing your own personal information, please include copies of the information to be corrected (if possible) and describe the correction you require. Last name on the record(s): _____

Personal information contained on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and will be used to process your request and communicate with you. Questions? foi@haltonhills.ca or call 905-873-2600, ext. 2356



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

Payment options for \$5.00 Freedom of Information Application Fee

By credit card (Visa/MC)

Email completed MFIPPA form (page 1) to foi@haltonhills.ca
Call 905-873-2600, press "0" (8:30 am – 4:30 pm, Mon-Fri)
Provide your full name, phone number, email (for receipt) and credit card information to Service Halton Hills staff

DO NOT LEAVE CREDIT CARD INFORMATION ON TOWN VOICE MAIL

By cheque

Mail completed MFIPPA form (page 1) and cheque to:

Freedom of Information
Town of Halton Hills
1 Halton Hills Drive
Halton Hills, ON L7G 5G2

or put in the Night Drop Box (by front door of Town Hall, 1 Halton Hills Drive)

Fees authorized by Section 45(1) of the Act

According to Section 6 of R.R.O. 1990, Regulation 823, the following are the fees that shall be charged for the purposes of subsection 45 (1) of the Act for access to a record:

- Photocopies and Computer Printouts (.20 per page)
- Preparing a record for disclosure, including severing a part of the record, \$7.50 for each 15 minutes spent by any person
- Manually searching a record, \$7.50 for each 15 minutes spent by any person
- 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

Rates & Fees By-Law 2020-0071

- Drawings and Plans (\$5.15 each)
- Off-Site Storage Record(s) Retrieval of one box (\$42.00)
- Cost per additional box from off-site (\$2.10 each)

Other Fees

- USB (\$10.00)
- Courier Service (\$30.00)
- Registered Mail (\$15.00)