



**Municipal Freedom of Information and
Protection of Privacy Act (MFIPPA)
Access or Correction Request**

This MFIPPA form (completed) and a \$5.00 application fee are required for all Access or Correction requests. See page 2 for more details. The Town is required to render a decision within **45 business**** days of receipt of this completed form and fee.

REQUESTER INFORMATION

COMPLETE ALL FIELDS

Requester Name(s) _____

Address _____

City/Town _____ Province _____ Postal Code _____

Phone No. (8:30am – 4:30pm, M-F) _____

Email address _____

Agent acting on behalf of the Requester listed above, enter your contact information below:

Agent Name _____ Company _____

Address _____

City/Town _____ Province _____ Postal Code _____

Phone No. (8:30am – 4:30pm, M-F) _____

Email Address _____

DESCRIBE RECORD(s) in detail and include information such as address, dates, names, etc.

I hereby declare the information above is true, complete, and correct and that any documents submitted along with this form are genuine. I further understand that any false statements or deliberate omissions on this form, or within any documents submitted along with this form, or in any other communication related to this matter, may be considered as false pretences and upon conviction I may be liable to a fine pursuant to s.48 of MFIPPA.

Signature _____ Date _____

Personal information on this form is collected pursuant to MFIPPA and will be used to process your Access or Correction request. Questions? Email: foi@haltonhills.ca



Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) Access or Correction Request

SUBMISSION of MFIPPA FORM (page 1)

Email completed MFIPPA form to: foi@haltonhills.ca

Agents: If you are an agent for the requester listed on side 1, attach your client's written consent to this completed MFIPPA form.

PAYMENT of \$5.00 MFIPPA FEE

By credit card (Visa/MC)

Call 905-873-2600, press "0" (Monday - Friday, 8:30 am - 4:30 pm)

Provide your full name, phone number, email (for receipt) and credit card information to Service Halton Hills Staff.

Do Not Email Credit Card Information and Do Not Leave on Town Voice Mail

The Form and Fee can also be submitted at the Service Halton Hills counter located in Town Hall, 1 Halton Hills Drive, Halton Hills (Monday - Friday, 8:30 am - 4:30 pm)

FEES AUTHORIZED by SECTION 45(1) of the ACT

According to Section 6 of R.R.O. 1990, Regulation 823, the following fees can be charged as per subsection 45(1) of the Act:

- Photocopies and Computer Printouts (.20 per page).
- Preparing a record for disclosure \$7.50 for each 15 minutes spent by any person.
- Manual search for 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.
- Costs (incl. computer) an institution incurs to locate, retrieve, process and copy a record(s) if those costs are specified in an invoice that the institution has received.

RATES and FEES (Refer to By-Law 2025-0104)

- Drawings and Plans: \$6.00 each
- Off-Site Storage Records Retrieval of one box: **\$50.00**
- Cost per additional box (up to 9) from off-site: **\$5.00 each**
- Cost per additional box (10 and over): **\$10.00 each**

RELEASE of RECORDS

A decision letter will be prepared at the conclusion of the review of responsive records or if no responsive records exist, you will be advised accordingly. Payment of additional applicable fees must be received prior to the release of any record(s). The manner of release will be communicated to you (the requester).

****IMPORTANT PLEASE NOTE: as of July 1, 2026, the Municipal Freedom of information and Protection of Privacy Act (MFIPPA) allows institutions up to 45 business days (excluding weekends and holidays) to render a decision. In addition, as of July 1, 2026, as per MFIPPA, a person may appeal any decision within 30 business days of receipt.**