

Municipal Freedom of Information & Protection of Privacy Act (MFIPPA) - Access/Correction Form

Please Note:

- < An access/correction 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 the date the request and the \$5.00 application fee are received
- < If paying by cheque, please make the cheque payable to the "Township of Kakabeka Falls". All monies are payable by cash, money order or certified cheque only.
- < 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
 Correction of Own Personal Information

Directed to:
 Township of Kakabeka Falls
 1092 Highway 595
 Kakabeka Falls, ON P0T 1W0

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: (If request is for correction of personal information, please indicate the desired correction and attach any supporting documentation.)

Signature:

Date:

 yyyy / mm/ dd

Part B: For Office Use Only

\$5.00 Application Fee Received

Date Application Fee Received

Received by:

Ext.#:

Day: Month: Year:

Comments:

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 the Township Clerk, 1092 Highway 595, Kakabeka Falls, ON P0T 1W0

**Municipal Freedom of Information & Protection of Privacy Act
(MFIPPA) - Access/Correction 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 "Township of Gillies".

Application Fee:.....\$5.00 to be paid when you submit your request
Search Time:.....\$7.50 per ¼ hour required to search and retrieve records
Record Preparation:.....\$7.50 per ¼ hour required to prepare records for release
Photocopying:.....\$0.20 per page
Computer Programming:.....\$15.00 per ¼ hour to develop program to retrieve information
CD:.....\$10.00 per CD - The Township does not have CD
capabilities and a USB will be provided at the same cost

Fee Charges for Requests for Personal Information

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

Application Fee:.....\$5.00 to be paid when you submit your request
Photocopying:.....\$0.20 per page
Computer Programming:.....\$15.00 per ¼ hour develop program to retrieve information
CD:.....\$10.00 per CD - The Township does not have CD
capabilities and a USB will be provided at the same cost

You will be given a fee estimate if anticipated fees are \$25.00 or more. If the estimate of fees to be paid is \$50.00 or more, you will be required to pay a 50% deposit. Please note that 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 Guidelines for Municipalities and Local Boards. All monies are payable by cash, money order or certified cheque only.

**Please forward your request along with the \$5.00 application fee,
directly to the Township Office, 1092 Highway 595, Kakabeka Falls, ON
P0T 1W0**