

PERSONAL RECORDS

- Photocopy fee of .20¢ per page for standard letter or legal size paper
- For CD's, \$10.00 each
- For developing a computer program or other method of producing a record from machine readable record, \$15.00 for each 15 minutes spent by a person

Where a fee estimate for a request is over \$100.00, the requester may be required to pay a deposit equal to 50 percent of the estimate before any further steps are taken to respond to the request.

APPEALS

The requester has the right to appeal a decision made by a municipality in respect to the release of a document. Appeals are to be directed to the:

*Information and Privacy Commissioner,
Ontario, 2 Bloor Street East, Suite 1400,
Toronto, ON, M4W 1A8.*

The fee for appealing a decision of a municipality to be paid to the IPC shall be:

- \$25.00 if the person appealing made a request for access to a general record
- \$10.00 if the person appealing has made a request for correction of personal information

In the event of an appeal, the following information must accompany your request:

- The FOI request number assigned by the municipality;
- A copy of the decision letter received from the municipality; and
- A copy of the original request for information which was submitted with the municipality

The applicable appeal fee must be included with your request, in the form of either a cheque or a money order, made payable to the Minister of Finance.

For more information,
visit ipc.on.ca



This content is available in alternative formats upon request by contacting 905-683-4550 or emailing contactus@ajax.ca

GUIDE

The Municipal Freedom of Information and Protection of Privacy Act



The Municipal Freedom of Information and Protection of Privacy Act

requires that municipal institutions protect the privacy of an individual's personal information existing in government records.

It also gives individuals the right of access to municipal government information, including most general records and records containing their own personal information.

PRIVACY PROTECTION

The Act creates a privacy protection scheme which the government must follow to protect an individual's right of privacy. The scheme includes rules regarding the collection, retention, use, disclosure and disposal of personal information in its custody or control.

If an individual feels his or her privacy has been compromised by an institution governed by the Act, he or she may complain to the Information and Privacy Commissioner who will investigate the complaint. The Act also gives individuals the right to correct their personal information or attach a statement of disagreement. The address is:

*The Information and Privacy Commissioner,
2 Bloor Street West, Suite 1400, Toronto,
Ontario, M4W 1A8*

ACCESS

To access municipal records, begin by contacting the department that has the information. If access is denied, make a written request under the Act, either in a letter or on a FOI Request Form. The request is submitted through the FOI Co-ordinator in the Legislative and Information Services Department.

The Act states that the Town has thirty days in which to respond to the request.

Staff will ensure that the request is processed within the shortest time possible.

FEES

There is a \$5.00 application fee that must be paid before the request process is started.

Pursuant to Regulation 823, there are certain fees that may be applicable to a request. Some of these fees include:

GENERAL RECORDS

- Searching for a record; \$7.50 for each 15 minutes
- Preparing a record for disclosure, including severing a part of the record; \$7.50 for each 15 minutes
- Photocopy fee of .20¢ per page for standard letter or legal size paper
- Copy fee of \$6.00 per page for drawings larger than 11" x 17" or the invoiced cost if the drawing must be sent out for copying
- For CD's, DVD's, USB drives, or other storage media; \$10.00 each
- For developing a computer program, or other method of producing an electronic document; \$15.00 for each 15 minutes spent by a person
- For scanning documents into electronic format; \$30.00 per hour for 1,200 pages