

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

Request for: <input type="checkbox"/> Access to General Records <input type="checkbox"/> Access to Own Personal Information <input type="checkbox"/> Correction to Own Personal Information	Name of Institution request made to: The Corporation of the Town of Pelham
---	--

If the request is for access to , or correction of , own personal information records: Last name appearing on records:

Your Contact Information

First Name:	Last Name:
Company Name (if applicable):	
Address:	City:
Province:	Postal Code:
Primary Telephone:	Secondary Telephone:
Email Address:	

Your Request

Please provide a detailed description of the requested records, personal information or personal information to be corrected (*if request is for correction of personal information, please indicate the desired correction and attach any supporting documentation*)

--

Preferred method of access to records: <input type="checkbox"/> Paper <input type="checkbox"/> Electronic Copy (USB) *Extra charge for USB will apply <input type="checkbox"/> Electronic Copy (Email)	Preferred method of communication: <input type="checkbox"/> Email <input type="checkbox"/> Mail

Signature:	Date:

*Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)***How long does it take to process an Access Request?**

Under the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), the Town of Pelham must make records available, deny access or notify the requester of any delay within 30 calendar days of receiving a formal request with the required fee.

The Town has the right to extend the time to respond to a request if the request involves a large number of records, requires an extensive search or involves information for which the Town must obtain consent or representations from other parties. If the request involves a large number of records or requires an extensive search, a fee estimate may be provided to the requester, and full payment must be received by the Town prior to processing the request. *Please be advised that the provisions of MFIPPA do not allow for requests to be expedited.

Fee schedule for the processing of Freedom of Information (FOI) requests:

Ontario Regulation 823 sets out the fee schedule for the processing of FOI requests.

Application Fee: A \$5.00 application fee for each request is mandatory, cannot be waived and is nonrefundable. You will be required to submit a separate request and a \$5.00 application fee for each property address or different subject matter.

Search and Preparation Time: Requesters are charged \$7.50 for every 15 minutes of municipal staff time to search, retrieve and prepare records. If computer programming is required to search, retrieve, and prepare records, the charge is \$15.00 for every 15 minutes. Requestors will be notified if funds are expected to exceed \$100.00.

Copies of Records: Requesters are charged for all copies. Copies cost \$0.20 per page or \$10.00 per USB. Large-scale paper copies of maps/plans are charged at the rate established by our User Fee Bylaw.

*We reserve the right to refuse to process a request if any fees for a previous request remain outstanding

The \$5.00 application fee may be paid by: Cash, Debit or Cheque (made payable to the Town of Pelham)

Mail or Hand Deliver your Request to:

Town of Pelham
20 Pelham Town Square, PO Box 400
Fonthill ON L0S 1E0

Email your Request to:

Clerks@pelham.ca

*Request will not be processed until \$5.00 payment is received.

FOR OFFICE USE ONLY

Date received:	Request Number Assigned:	Comments: