

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

Request for: ☐ Access to General Records ☐ Access to Own Personal Information ☐ Correction to Own Personal Information	Name of Institution request made to: The Corporation of the Town of Pelham
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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 the request is for correction of personal information, please indicate the desired correction and attach any supporting documentation*)

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Preferred method of access to records: ☐ Paper ☐ Electronic Copy (USB) *Extra charge for USB will apply ☐ Electronic Copy (Email)	Preferred method of communication: ☐ Email ☐ Mail
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Signature:	Date:
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Note: Effective July 1, 2026, changes introduced through Bill 97 – *Plan to Protect Ontario Act* have been incorporated into the process outlined below.

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 is required to respond to a formal access request within 45 business days of receiving the completed request and applicable fee. The Town will either provide access to the records, deny access, or notify the requester of any time extension.

Where a request is broad, involves a large volume of records, unreasonably interferes with municipal operations, or multiple requests create an undue administrative burden, the Town may propose a phased or staged access plan.

The Town may also extend the response timeline where additional time is required to conduct extensive searches, review a large number of records, or obtain consent or representations from third parties. In such cases, a fee estimate may be issued, and a deposit may be required before processing continues. Please note that MFIPPA does not permit 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 per 15 minutes of municipal staff time for searching, retrieving, and preparing 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 and may be required to submit a deposit.

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 Fees and Charges 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(s) will not be processed until the \$5.00 payment is received.

FOR OFFICE USE ONLY

Date received:	Request Number Assigned:	Comments: