



FOI Request Application Form

Municipal Freedom of Information and Protection of Privacy Act

Application Fee: \$5.00 – Payable to Township of Ramara
P.O. Box 130 Brechin, Ontario L0K 1B0

Please note additional fees for **photocopying** (0.20 per page) and **administration** (\$7.50 per 15 mins.) etc., may apply.

REQUESTER CONTACT INFORMATION

<input type="checkbox"/> Mr. <input type="checkbox"/> Miss	First Name	Last Name
<input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.		

Company name (if applicable)

Address (Street/Apt. No./ P.O. Box No./R.R. No.)	City or Town	Province	Postal Code
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Day Time Telephone Number	Fax Number	Email Address
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DETAILED DESCRIPTION OF RECORDS BEING REQUESTED

Please provide as much detail as possible in the description area, as the search will be based on your specific description only. (Please indicate if the records you are seeking are from a specific time period, etc. and attach additional pages if necessary.)

METHOD OF ACCESS Receive Copy Examine original Receive Copy & Examine original

PREFERRED METHOD OF DELIVERY Pick up Mail Fax Email

Date	Requester Signature
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For Institutional Use Only

Date Request Received	Request #	Notes
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Personal information contained on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purposes of responding to your request. Questions about this collection should be directed to the FOI Coordinator, Township of Ramara, 2297 Highway 12, Brechin, Ontario L0K 1B0, 705-484-5374 or from 689 exchange 1-800-663-4054



SUMMARY OF FEES

For Information Requests under MFIPPA – the Municipal Freedom of Information and Protection of Privacy Act

The payment and amount of fees are set out in the Act and its regulations.

MFIPPA legislates both the right of the public to access municipal government information and the requirement to protect personal information within government records.

Fees For Requests For Personal Information

A request for information about oneself is considered a "personal information request".

The following fees apply to requests for your own personal information:

- Application Fee:** \$5.00 - Mandatory fee to be paid when request submitted
Photocopying: \$0.20 / page
Computer Programming: \$15.00 per ¼ hour if needed to develop program to retrieve information
Discs/CDs/DVDs: \$10.00 for each disc/CD/DVD

Fees For Requests For General Information

Requests for information, whether about a person other than yourself or about a government program or activity are considered "general information requests".

The following fees apply to a request for general information:

- Application Fee:** \$5.00 - Mandatory fee to be paid when request submitted
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 (e.g. severing)
Photocopying: \$0.20 / page
Computer Programming: \$15.00 per ¼ hour if needed to develop program to retrieve information
Discs/CDs/DVDs: \$10.00 for each disc/CD/DVD

Time limits

Please note that the time for processing access requests is 30 days (s.19 MFIPPA). The Township will strive to complete your request as quickly as possible. However, in circumstances where there is a large volume of records or it is necessary to consult with outside agencies, the Township may ask for an extension of the 30 day time limit.

Submitting Fees

Payment may be made by cash, cheque, money order or debit. Please make cheques payable to **The Township of Ramara**. The mailing address is PO Box 130, Brechin, ON L0K 1B0. Requests may also be submitted in person at the Township of Ramara Administration Centre, at 2297 Highway 12, Brechin, Ontario.

Taxes

GST and PST are **not** applicable to fees charged under FIPPA/MFIPPA.

For more information consult the IPC – Information & Privacy Commissioner of Ontario (www.ipc.on.ca) or the MGS – Ontario Ministry of Government Services – Information, Privacy and Archives Division (www.mgs.gov.on.ca)