

Town of Wasaga Beach

Municipal Freedom of Information and Protection of Privacy Act Application Form

Request for:

- Access to General Records
 Access to Own Personal Information
 Correction to Own Personal Information

Application Fee: \$5.00 – Payable to the Town of Wasaga Beach, 30 Lewis Street, Wasaga Beach, ON L9Z 1A1

Payable: In person: Cash, Cheque, Debit, Visa, Mastercard
Town Drop Box: Cheque, Money order

If request is for **access to**, or **correction of**, own personal information records:

Last name appearing on records: same as below, or: _____

Mr. Mrs. Ms. Miss

First Name: _____

Company Name: _____

Last Name: _____

Address: (Street/Apt. No./P.O. Box/R.R. No.)

City/Town: _____

Province: _____

Postal Code: _____

Telephone Number (Day): _____

E-mail address: _____

Detailed description of requested records, personal information or personal information to be corrected. (If you are requesting access to or correction of your personal information, please identify the personal information bank or record containing the person information, if known.)

Note: If you are requesting a correction of personal information, please indicate the desired correction, and if appropriate, attach any supporting documentation. You will be notified if the correction is not made and you may require that a statement of disagreement be attached to your personal information.

Preferred method of access to records: Examine Original
 Receive Paper Copy
 Electronic Copy

Signature: _____

Date: _____

For Institution Use Only

Date Received: _____

Request Number: _____

Comments _____

Personal Information contained on this form is collected pursuant to the Freedom of Information and Protection of Privacy Act/Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of responding to your request. Questions about this collection should be directed to: Clerk/Freedom of Information Coordinator, Town of Wasaga Beach, 30 Lewis Street, Wasaga Beach, ON L9Z 1A1 (705) 429-3844

Municipal Freedom of Information Request Fees

Request - Municipal Freedom of Information and Protection of Privacy Act

17 (1) A person seeking access to a record shall,

- (a) make a request in writing to the institution that the person believes has custody or control of the record, and specify that the request is being made under this Act;
- (b) provide sufficient detail to enable an experienced employee of the institution, upon a reasonable effort, to identify the record; and
- (c) at the time of making the request, pay the fee prescribed by the regulations for that purpose.

Fees - Municipal Freedom of Information and Protection of Privacy Act - R.R.O. 1990, REGULATION 823

5.2 The fee that shall be charged for the purposes of clause 17 (1) (c) or 37 (1) (c) of the Act shall be \$5

6. The following are the fees that shall be charged for the purposes of subsection 45 (1) of the Act for access to a record:

1. For photocopies and computer printouts, 20 cents per page.
2. For records provided on CD-ROMs, \$10 for each CD-ROM.
3. For manually searching a record, \$7.50 for each 15 minutes spent by any person.
4. For preparing a record for disclosure, including severing a part of the record, \$7.50 for each 15 minutes spent by any person.
5. For developing a computer program or other method of producing a record from machine readable record, \$15 for each 15 minutes spent by any person.
6. The costs, including computer costs, that the institution incurs in locating, retrieving, processing and copying the record if those costs are specified in an invoice that the institution has received. O. Reg. 22/96, s. 2; O. Reg. 93/07, s. 1.

6.1 The following are the fees that shall be charged for the purposes of subsection 45 (1) of the Act for access to personal information about the individual making the request for access:

1. For photocopies and computer printouts, 20 cents per page.
2. For records provided on CD-ROMs, \$10 for each CD-ROM.
3. For developing a computer program or other method of producing the personal information requested from machine readable record, \$15 for each 15 minutes spent by any person.
4. The costs, including computer costs, that the institution incurs in locating, retrieving, processing and copying the personal information requested if those costs are specified in an invoice that the institution has received. O. Reg. 22/96, s. 2; O. Reg. 93/07, s. 2.

7. (1) If a head gives a person an estimate of an amount payable under the Act and the estimate is \$100 or more, the head may require the person to pay a deposit equal to 50 per cent of the estimate before the head takes any further steps to respond to the request. O. Reg. 22/96, s. 3.