

Information Requests under the Municipal Freedom of Information and Protection of Privacy Act

If you request information under the Municipal Freedom of Information and Protection of Privacy Act you may be required to pay certain fees. The rules regarding the payment and amount of fees are set out in the Act and its regulations. Typical fee charges are summarized below.

If you are requesting information about yourself, your request is considered a "personal information request". All other requests for information, whether about a person other than yourself or about a government program or activity are considered "general information requests". General information requests are charged different fees than personal information requests.

Fee Charges for Request for General Information

The following fees apply to requests for general information:

Application fee:	\$5.00 - To be paid when you submit your request;
Search time:	\$7.50 per 1/4 hour required to search and retrieve records;
Record Preparation:	\$7.50 per 1/4 hour required to prepare records for release;
Photocopying:	\$0.20 per page;
Computer Programming:	\$15.00 per 1/4 hour if needed to develop program to retrieve information;
Digital Copy:	\$10.00 for each.

Fee Charges for Requests for Personal Information

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

Application fee:	\$5.00 - To be paid when you submit your request;
Photocopying:	\$0.20 per page;
Computer Programming:	\$15.00 per 1/4 hour if needed to develop program to retrieve information;
Digital Copy:	\$10.00 for each.

You will be given a fee estimate if anticipated fees are \$25.00 or more. If the estimate of fees to be paid is \$100.00 or more, you may be required to pay a 50 % deposit.

Please Note: Each request must be accompanied by the \$5.00 application fee, payable to the Town of Bradford West Gwillimbury.

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

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

<input type="checkbox"/> Name appearing records is the same as person requesting records (below), or:
<input type="checkbox"/> Other, please specify

Name of person requesting record(s):	
Title:	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms.
Company Name (if applicable):	
Address (full mailing and physical):	
Phone Number:	Cell Phone Number:
E-mail Address:	

Detailed description of requested records, personal information records or personal information to be corrected. Please provide as much detail as possible as the search will be based on your specific description only.

If you are requesting access to, or correction of, your own personal information, please identify the personal information bank or record containing the personal information below, if known.

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

<input type="checkbox"/> Examine Original
<input type="checkbox"/> Receive Copy

Date:
Signature of person requesting record(s):

Submit completed and signed request to:
Clerk, Town of Bradford West Gwillimbury
100 Dissette Street, Units 7 & 8
P.O. Box 100
Bradford, ON
L3Z 2A7

Personal Information collected on this form is pursuant to the Municipal Act, and will be used for the purpose of responding to your request. It will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56. Should you have any questions regarding the collection or use of the personal information, please contact the Municipal Clerk, Town of Bradford West Gwillimbury, 100 Dissette St. Unit 7 & 8, P.O. Box 100, Bradford, ON L3Z 2A7, Telephone: (905) 775-5366, Fax: (905) 775-0153.

For Town of Bradford West Gwillimbury Use Only

Date Request Received:
Date Fee Received:
Request Number:
Comments: