



Municipal Freedom of Information & Protection of Privacy Act (MFIPPA) – Access/Correction Form

Please note:

An access/correction request for information will be processed in accordance with the time limits set out in the MFIPPA and regulations. The time limit to respond to your inquiry will begin from the date the request and the \$5.00 application fee are received. If paying by cheque, please make the cheque payable to the "Township of Zorra".

Photocopies of originals will be provided in responding to requests. On-site viewing of originals may be arranged if required.

Part A: To be completed in full by the Requester

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

Directed to:

Township of Zorra
Clerk's Department
163 Brock Street, PO Box 189
Thamesford, Ontario N0M 2M0

Details:

Last name, First Name:

Full Mailing Address:

Postal Code:

Telephone :

Email address:

Detailed description of requested records, personal information records or correction of personal information (If request is for correction of personal information, please indicate the desired correction and attach any supporting documentation). Attach additional sheet if more space is needed.

Preferred method of access to records:

- ☐ Receive Paper Copy
- ☐ Digital Copy (by email)
- ☐ Examine Original (on-site only)

Signature:

Date (yyyy/mm/dd):

Part B: For Office Use Only
☐ \$5.00 Application Fee
Received

Date Application Fee
Received:

Received by (Name):

Comments:

Personal information contained in this form is collected under section 17 of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to respond to your request. Questions about this collection should be directed to the Township of Zorra, Clerk's Department, 163 Brock Street, PO Box 189, Thamesford, ON N0M 2M0. 519-485-2490.

**Summary of Fees for Information Requests under the
Municipal Freedom of Information and Protection of Privacy Act**

Note: 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".

Fee Charges for Requests for General Information

If paying by cheque, please make the cheque payable to the "Township of Zorra".

Application Fee: _____ \$5.00 to be paid when you submit your request

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

Photocopying: _____ \$0.20 per page

Computer Programming: _____ \$15.00 per ¼ hour to develop program to retrieve information

Fee Charges for Requests for Personal Information

If paying by cheque, please make the cheque payable to the "Township of Zorra".

Application Fee: _____ \$5.00 to be paid when you submit your request

Photocopying: _____ \$0.20 per page

Computer Programming: _____ \$15.00 per ¼ hour develop program to retrieve information

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 that the fee charges are prescribed by section 45 of the Municipal Freedom of Information and Protection of Privacy Act and section 6 of the Regulations and Guidelines for Municipalities and Local Boards. All monies are payable by cash, money order or certified cheque only.

**Please forward your request and the \$5.00 application fee to the
Township of Zorra, Clerk's Department,
163 Brock Street, PO Box 189, Thamesford, Ontario N0M 2M0.**