



Freedom of Information Access Request

Use this form to: Request municipal information, request personal information or correct personal information

Description of Information Requested	
Which Municipal department has the Information you are requesting, if you know it:	What are the dates of the information you are requesting for, if applicable (use date format mm/dd/yyyy): From: To:

Contact Information			
Mr Mrs	Ms Miss	First Name:	Last Name:
Street #:	Street Name:		Suite number: City/Town:
Prov.:	Postal Code:	Telephone number:	Alternate number:
Email:		Signature:	Date (mm/dd/yyyy):

Before sending your request, ensure you have:

- Provided a detailed description of the information or records you are requesting
- Included the \$5 application fee (cash, cheque or money order), payable to the Municipality of Port Hope.
- If requesting personal information include a photocopy of a signed, government-issued identification (i.e. Driver's Licence or Passport)
- If correcting personal information, indicate the desired correction and attach supporting documentation.

Mail request to: The Municipality of Port Hope, 56 Queen Street, Port Hope, ON L1A 3Z9

Office Use Only		
Date Received (mm/dd/yyyy)	Request No.	Type of Request
		<ul style="list-style-type: none"> ○ Access to General Records ○ Access to Personal Information ○ Correction to Personal Information

The personal information on this form is collected under legal authority of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O 1990, Chapter M.56. The information will be used for the purpose of responding to your request. Questions about this collection can be directed to the Director of Corporate Services/ Clerk 56 Queen St. Port Hope ON L1A 3Z9 or by telephone at 905-885-4544

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SUMMARY OF FEES

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

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

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 – To be paid when you submit your request; Application Fee is mandatory and not subject to waiver
* Photocopying:	\$0.20 for each page (Requester's copy only)
Computer Programming:	\$15.00 per ¼ hour if needed to develop program to retrieve information.
CD/DVD:	\$10.00 for each 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 requests for general information.

Application Fee:	\$5.00 – To be paid when you submit your request; Application Fee is mandatory and not subject to waiver
Search Time:	\$7.50 per ¼ hour required to search and retrieve records;
Record Preparation (i.e. severing):	\$7.50 per ¼ hour required to prepare records for release;
* Photocopying:	\$0.20 for each page (Requester's copy only)
Computer Programming:	\$15.00 per ¼ hour if needed to develop program to retrieve information.
CD/DVD:	\$10.00 for each CD/DVD.

* Please note that the individual will be provided the option of viewing originals on site. Select photocopying fees may apply.

Note: The time for processing access requests is 30 days. A time extension, however, may be applied where necessary.