



Municipality of Lakeshore

419 Notre Dame
Belle River ON
N0R 1A0

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(519) 728-2700
Fax: (519) 728-9530
clerk@lakeshore.ca

Request for information under the *Municipal Freedom of Information and Protection of Privacy Act*

Request for: <input type="checkbox"/> Access to General Records <input type="checkbox"/> Access to Client's General Records <input type="checkbox"/> Access to Own Personal Information <input type="checkbox"/> Correction to Own Personal Information	Date Received:
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REQUESTER'S INFORMATION	
First Name:	Last Name:
Mailing Address: (Street/Apt./PO Box/RR#):	City/Town:
Province:	Postal Code:
Telephone Number: ()	Email Address:
Company Name (If acting on behalf of client):	Preferred Method for Responding Communication: Mail or Email:

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 personal 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.

If request is for **access to**, or **correction of**, own personal information records:
Last name appearing on records: same as below, or:

Preferred method of access to records: <input type="checkbox"/> Examine Original <input type="checkbox"/> Receive Copy	Signature:	Date:
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For Institution Use Only	
Payment Received	Comments:

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 purpose of responding to your request. Questions about this collection should be directed to the Division Leader – Legislative Services at 419 Notre Dame Street, Belle River Ontario N8L 0P8 519-728-2700 ext.#235 or clerk@lakeshore.ca where the request is made. In accordance with MFIPPA the institution within 30 calendar days of receipt of an access, make records available, deny access or notify the requester of delay because of a need to obtain representations from affected persons or because of extraordinary circumstances. The Municipality may seek clarification of your request to assist with processing.

\$5.00 Fee applicable as per clause 17 (I)(C) or 37 (I)(C) of the Municipal Freedom of Information and Protection of Privacy Act. See Reverse for other applicable fees.

Municipal Freedom of Information and Privacy Protection Act

1. The following are the fees that shall be charged for the purposes of subsection 45 (1) of the Act for access to a record:
 - a) For photocopies and computer printouts, 20 cents per page.
 - b) For records provided on Flashdrives \$10.00 for each
 - c) For manually searching a record, \$7.50 for each 15 minutes spent by any person.
 - d) For preparing a record for disclosure, including severing a part of the record, \$7.50 for each 15 minutes spent by any person.
 - e) For developing a computer program or other method of producing a record from machine readable record, \$7.50 for each 15 minutes spent by any person.
 - f) 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 under MFIPPA.

2. 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:
 - a) For photocopies and computer printouts, 20 cents per page.
 - b) For records provided on Flashdrives, \$10 for each.
 - c) For developing a computer program or other method of producing the personal information requested from machine readable record, \$7.50 for each 15 minutes spent by any person.
 - d) 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 under MFIPPA.

3. If a head gives a person an estimate of an amount payable under the Act and the estimate is \$100.00 or more, the head may require the person to pay a deposit equal to 50% of the estimate before the head takes any further steps to respond to the request under MFIPPA.

4. A head shall refund any amount paid under subsection (1) that is subsequently waived under MFIPPA.