

Accessing Town Records

Guidelines for Access under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

Application

Requests for access to records must be in writing. An application form is available upon request or on the Town's website at www.newtecumseth.ca. Complete requests may be dropped off at 10 Wellington St East, Alliston, or emailed to accessfoi@newtecumseth.ca.

Complete Request

A complete request is one in which sufficient details have been provided to enable an employee of the town to identify the records. A requester may be asked to clarify the request if there is any doubt about the records sought. Requests should therefore include a details description of the type of documents, as well as the date range.

A complete request must also include your name, address, and a telephone number and/or email address where you can be contacted if there are any questions about the request.

Application Fee

There is an application fee of \$5.00, which much accompany each request. You may call the Town at 705-435-3900 to pay by VISA or MasterCard, or you may come in person to 10 Wellington St East, Alliston to pay in person. Cheques may be made payable to the "Town of New Tecumseth".

Additional Fees

The Town may charge back to the requester certain expenses involved in processing the request. The fees that are set out in MFIPPA are:

- \$7.50 per 15 minutes of staff search time;
- \$7.50 per 15 minutes of time taken to prepare the records;
- \$0.20 per page for photocopies;
- \$10.00 per CD-ROM or USB key, if requested; and
- \$15 per 15 minutes of staff time if a computer program needs to be created to retrieve the information.





The Town may also charge for mail/courier expenses, and any other expenses for which the Town receives an invoice (e.g. retrieval of a file from warehouse storage). If the additional fees exceed \$100, the requester may be required to provide an advance payment of 50% of the charge before the request will be continued.

Time Frame

Once a complete request has been received, the Town has 30 days in which to respond, with either the records that have been requested, an estimate of additional fees that may be incurred, and/or notification of a time extension in the case of a large number of records.

Appeal Process

A person may appeal any decision of the Town to the Information and Privacy Commission (IPC). Appeals must be made within 30 days of being notified of the Town's decision, and be made in writing, accompanied by a \$25 fee made payable to the Minister of Finance. The address to send an appeal to is:

Information and Privacy Commissioner of Ontario
2 Bloor St East, Suite 1400
Toronto, ON
M4W 1A8

