



APPLICATION FORM

Application Fee: An application fee of \$5.00 must accompany all requests for information and/or correction requests. Please make cheque/money orders payable to the Township of James. Forward requests to the Township of James, P.O. Box 10, Elk Lake, ON P0J 1G0

REQUESTER CONTACT INFORMATION (to be completed by Requester)			
<input type="checkbox"/> Mr.	<input type="checkbox"/> Ms.	First Name	Last Name
<input type="checkbox"/> Mrs.	<input type="checkbox"/> Miss.		
Company Name			
Address (Street/Apt. No./P.O. Box No./R.R.NO.)		City or Town	Province Postal Code
Day Telephone Number	Fax Number	Email Address	
If request is for "access to" or "correction of" own personal information records, indicate the last name appearing on records is same as above or:			
DETAILED DESCRIPTION OF RECORDS WANTED: including timeframe for search, types of records, departments that would have the information, etc.			
METHOD OF ACCESS <input type="checkbox"/> Receive Copy		METHOD OF RECEIVING RECORDS <input type="checkbox"/> Pick up at Township Office <input type="checkbox"/> Mail (applicable fees apply)	
If an individual will pick up the records on your behalf, please indicate their name here:			
Date:		Signature	
FOR INSTITUTIONAL USE ONLY			
Date Request Received	Date Fee Received	Receipt #	Request #
Personal information contained on this form is collected pursuant to the Municipal Freedom of Information and Protection Act, M.56 R.S.O 1990 and will be used for the purposes of responding to your request. Questions about this collection should be directed to: Township of James, P.O. Box 10, Elk Lake, ON P0J 1G0, (705)-678-2237			

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.

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 no subject to waiver.

*Photocopying: \$0.25/page (Requester's copy only)

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 a request 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: \$7.50 per ¼ hour required to prepare records for release; (i.e. severing)

Photocopying: \$0.25 per page

*Please note that the individual will not be provided the option of viewing originals on site during COVID 19 Pandemic.

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

EXEMPTIONS UNDER THE ACT

Specific types of information are protected under the Act. Information that will or may be withheld includes:

Mandatory Exemptions

Relations with governments
Third party information
Personal privacy

Discretionary Exemptions

Advice or recommendations
Economic and other interests
Danger to health & safety
Draft by-laws, records of closed meetings
Law Enforcement
Limitations on access to own personal information
Solicitor-client privilege
Published information