



Municipal Freedom of Information and Protection of Privacy: Access to Records

The *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) applies to all Ontario municipalities as well as local boards, agencies and commissions, including school boards and police services.

The Act provides the right of the public to access municipal records, subject to certain limitations and exemptions, and the right to access one's own personal information and to correct it if it is incorrect, ambiguous or incomplete. The Act further requires municipalities to protect personal information by imposing protection of privacy requirements that govern the collection, retention, use, disclosure and disposal of information.

The end result is a balance between both access to information and protection of personal privacy. The Township promotes open government by operating in a manner that fosters and supports the principles of the *Municipal Freedom of Information and Protection of Privacy Act*.

If you are interested in obtaining access to information or records of the municipality, you are first encouraged to contact the Administration Office at (705) 728-4784 ext. 2026 or 2042 to see if the records you want are considered a routine disclosure.

If the records are not subject to routine disclosure procedures, you will be directed to make a formal request in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*. There is a \$5.00 application fee and the following process will apply:

1. Obtain a Request for Records Form. Forms are available either:
 - a. Download from the website.
 - b. By calling the Administration Office at (705)728-4784 ext. 2015.
 - c. By visiting the Clerk's Department at the Administration Office.
2. Complete the Request for Records Form and submit it to the Clerk's Department.
3. The \$5.00 application fee (prescribed by the Act) must be paid at the time you apply. If paying by cheque, please ensure that the cheque is made payable to the Township of Springwater. Faxed Forms will be accepted, but processing of your request will not begin until the Application Fee is received.

The municipality has 30 days in which to respond to the request.

Please note that the following additional fees may apply as per Section 45 of the Act:

\$7.50	For each quarter hour (15 min.) for search and preparation time.
\$0.20	For each photocopy made.

For further information regarding the collection or disclosure of information at the Township of Springwater, please contact:

Director of Corporate Services/Clerk
Township of Springwater
2231 Nursery Road
Minesing, Ontario L0L 1Y2

Telephone: (705) 728-4784 ext. 2026
Fax: (705)728-6957