Municipal Freedom of Information & Protection of Privacy Act Access/Correction Request

Blind River

Each separate request must be accompanied with the $5.00 application fee.   Cheques and money orders should be made payable to the **Town of Blind River.**

Request for

☐ Access to General Records ☐ Access to Own Personal Information ☐ Correction to Own Personal Information

If request is for access to, or correction of personal information records	Preferred method of access to records
☐ Name appearing on the records is the same as person requesting records (below); OR	☐ Examine original
☐ Other *(specify)*: _____	☐ Receive copy

*If you are **requesting access to, or correction of, your own personal information,** please identify the personal information bank or record containing the personal information below, if known.*
*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.*

Detailed description of requested records, personal information records information to be corrected

Personal information contained on this form is collected pursuant to Municipal Freedom of Information & Protection of Privacy legislation and will be used for purpose of responding to your request. Questions should be directed to the Clerk Administrator, Town of Blind River, 11 Hudson St P.O. Box/C.P. 640, Blind River, Ontario P0R 1B0 or at 705 356-2251 ext.213.

Name of person requesting record(s)	Day telephone	Evening telephone
Address	E-mail address	

Submit completed and signed request to:
   Town of Blind River
   P.O Box/C.P. 640
   Blind River, Ontario P0R 1B0

_____
Today's date

_____
Signature of person requesting record(s)

For The Town of Blind River use only

Date received	Comments
Request number	

If you request information under the *Municipal Freedom of Information and Protection of Privacy Act* you will be required to pay certain fees. The latest rules about the payment and amount of fees took effect on January 30, 1996 and are set out in the *Act* and its regulations. (O.R. 22/96).

If you are requesting information about yourself, your request is considered a personal information request. All other requests for information, whether about a person other than yourself or about a government program or activity are considered general information requests. Fees charged for general information requests are different than those for personal information .

FEES FOR GENERAL INFORMATION REQUESTS

The following fees apply to requests for general information:

Application fee:	$5.00 - must be paid when you submit your request (either by cheque payable to, Town of Blind River or in cash payable at front counter of Town of Blind River, 11 Hudson St.
Search Time:	$7.50 per 1/4 hour required to search and retrieve records
Record Preparation:	$7.50 per 1/4 hour required to prepare records for release
Photocopying:	$0.20 per page
Computer Programming:	$15.00 per 1/4 hour if needed to develop program to retrieve information
Floppy/hard disks:	$10.00 for each disk
N.S.F. Cheques:	$30.00

FEES FOR PERSONAL INFORMATION REQUESTS

The following fees apply to requests for personal information:

Application fee:	$5.00 must be paid when you submit your request
Photocopying:	$0.20 per page
Computer Programming:	$15.00 per 1/4 hour if needed to develop program to retrieve information
Floppy/hard disks:	$10.00 for each disk
N.S.F. Cheques	$30.00

Where anticipated fees are $25.00 or more, you will be given a fee estimate. If the estimate of fees to be paid is $100.00 or more, you must pay a 50% deposit before your request is processed. For further information about fees under this legislation, contact:

Clerk Administrator
Town of Blind River
11 Hudson St./rue Hudson
P.O. Box/C.P. 640
Blind River, Ontario P0R 1B0
Phone: 705 356-2251 ext.213
e-mail: katie.scott@blindriver.ca

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