

MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (MFIPPA)

The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) came into effect January 1, 1991 and requires municipal institutions to protect the privacy of an individual's personal information existing in government records. The Act provides individuals the right to access municipal government information, including most general records and records containing their own personal information, subject to very specific exemptions. The Act also provides individuals with the right to request a correction of their personal information which they believe to be inaccurate.

Each municipal organization is required to appoint a head who is responsible for overseeing the administration of the legislation within the institution and for decisions made under the legislation. The designated head at the Municipality of Grey Highlands is the Municipal Clerk who can be contacted at:

Municipality of Grey Highlands
206 Toronto Street S., Unit 1
Markdale, ON N0C 1H0

TEL: 519-986-2811, ext. 233
1-888-342-4059

FAX: 519-986-3643

PURPOSE:

The purposes of the Act are:

1. to provide a right of access to information under the control of institutions in accordance with the principles that:
 - information should be available to the public
 - necessary exemptions from the right of access should be limited and specific, and
 - decisions on the disclosure of information should be reviewed independently of the institution controlling the information; and
2. to protect the privacy of individuals with respect to personal information about themselves held by institutions and to provide individuals with a right of access to that information.

The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) applies to all local government organizations, including municipalities, school boards, public utilities, transit and police commissions, fire departments, conservation authorities, boards of health and other local boards

To obtain a copy of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) please refer to this address:

http://www.e-laws.gov.on.ca/DBLaws/Statutes/English/90m56_e.htm

REQUESTING INFORMATION

To make a request for a general record, your personal information or request a correction to your personal information, write a letter or forward a completed Access Request form to:

Municipal Clerk
Municipality of Grey Highlands
206 Toronto Street S., Unit 1
Markdale, ON N0C 1H0

Include with your request, the mandatory, non-refundable \$5.00 application fee. Your application fee should be in the form of a cheque or money order, made payable to the Municipality of Grey Highlands.

* Be sure to describe, in detail, the types of records which you are requesting access to under the Act. Specify names or types of records to which you request access, including dates of those records, where possible. Please provide as much detail as possible. This enables staff to conduct a faster search for the requested information and helps keep down any costs for search time or if necessary, the transfer of your request to the appropriate institution for a response.

Upon receipt by the Municipal Clerk's office, your request is date stamped and processed. An acknowledgement letter will be forwarded to you within 3 business days. The legislation stipulates that an institution must provide the requester with the information and/or a decision regarding their request within 30 calendar days from the date a complete request is received. On occasion, an institution may ask for an extension, if the request is for an extensive number of records and/or if an outside consultant needs to be contacted.

The Municipality of Grey Highlands is committed to providing individuals with the right of access to information in its custody and control including most operational records as well as records containing their own personal information. This process is called "routine disclosure" and allows certain records to be disclosed, without having to make a formal request under the Act.

APPEAL

If you are not satisfied with the access decision made by the Municipality of Grey Highlands in response to your request, you may request the decision be reviewed by the Information and Privacy Commissioner/Ontario (IPC).

Within 30 days of receiving a decision from our Office, you must write to the Commissioner's office to request a review of the Municipality's decision relating to access to the responsive records. Include in your letter, the file number cited in your decision letter, a copy of the decision letter and a copy of your original request for information.

In addition, you must send an appeal fee to the Commissioner's office. The appeal fee for personal information requests is \$10.00. The appeal fee for all other requests for information is \$25.00. Please include the fee in your letter of appeal; appeal fees should be in the form of either a cheque or money order made payable to the Minister of Finance.

The Commissioner can be reached at:

2 Bloor Street East

Suite 1400

Toronto, Ontario M4W 1A8

416-326-3333

<http://www.ipc.on.ca>

Request Form

Please Note: A \$5.00 application fee is required for all requests.

Request for: <input type="checkbox"/> Access to General Records <input type="checkbox"/> Access to Own Personal Information <input type="checkbox"/> Correction to Own Personal Information	Name of Institution request made to:
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If request is for **access to**, or **correction of**, own personal information records:
Last name appearing on records: same as below, or: _____

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss First Name: _____ Address: (Street/Apt. No./P.O. Box/R.R. No.) _____ Province: _____ Telephone Number (Day): () _____	Last Name: _____ Middle Name: _____ City/Town: _____ Postal Code: _____ Telephone Number (Evening): () _____
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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 person 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.

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

Personal Information contained on this form is collected pursuant to the Freedom of Information and Protection of Privacy Act/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 Freedom of Information and Privacy Co-ordinator at the institution where the request is made.

Appeal Form

Appeal under the
Freedom of Information and Protection of Privacy Act (FIPPA)
or the
Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

Note: An appeal must be sent in writing **to the Registrar within 30 days** after the institution has given notice of its decision.

The government organization which dealt with your request is referred to as an "institution" under the Acts.

Your Information

MR. MRS. MS. MISS

SURNAME OR _____
NAME OF COMPANY, ASSOCIATION OR ORGANIZATION

GIVEN NAME _____ INITIALS _____

ADDRESS _____ UNIT _____

CITY _____ PROVINCE _____ POSTAL CODE _____

TELEPHONE DAYTIME _____ EVENING _____

If this appeal is not being made in a personal capacity, please provide the following information:

NAME OF CONTACT _____

TITLE _____ TELEPHONE _____

E-MAIL ADDRESS* _____

*I consent to being contacted at this e-mail address or through that of my representative on my behalf. I acknowledge that sending e-mail over the Internet is not secure, in that it can be intercepted and/or manipulated and retransmitted.

Please select *one* of the following:

- I made a request for access to a general record, and have enclosed the required \$25.00 appeal fee.
- I made a request for access to my own personal information and have enclosed the required \$10.00 appeal fee.
- I made a request to correct my own personal information and have enclosed the required \$10.00 appeal fee.
- I received a notice that the institution intends to disclose a record/personal information that may relate to me. (No appeal fee required.)

Representative Information (Complete only if you will be represented.)

I authorize the following person to act on my behalf and to receive any personal information pertaining to me, as necessary for the purposes of this appeal.

REPRESENTATIVE IS A: LAWYER AGENT MR. MRS. MS. MISS

SURNAME _____

GIVEN NAME _____ INITIALS _____

NAME OF COMPANY, ASSOCIATION OR ORGANIZATION _____

ADDRESS _____ UNIT _____

CITY _____ PROVINCE _____ POSTAL CODE _____

TELEPHONE DAYTIME _____ EVENING _____

E-MAIL ADDRESS _____

Institution Information (if available)

NAME OF INSTITUTION _____

INSTITUTION FILE NUMBER _____

Consent to Provide a Copy of Documentation to the Institution

Please select *one* of the following:

- I consent to a copy of this form and all attachments being provided to the institution.
- I do not consent to a copy of this form and all attachments being provided to the institution.

Attachments

The following documents have been attached (if available):

- Copy of the request.
- Copy of the institution's decision letter.
- Appeal fee made payable to the Minister of Finance (if required).

Details of the Appeal

Please select the box(es) that explain why the appeal is being made.

- Deemed Refusal** – It is more than 30 days since I made my request and I have not received a decision.
- Failure to Disclose Records** – The institution decided to grant access to requested records but I have not received them.
- Time Extension** – The institution decided to extend the time limit for responding to my request, and I disagree.
- No Jurisdiction** – The institution indicated that the requested records are excluded from the Act and I disagree.
- Reasonable Search** – The institution indicated that some or all of the requested records do not exist and I believe that more records do exist.
- Frivolous or Vexatious** – The institution indicated my request is frivolous or vexatious and I disagree.
- Exemptions** – The institution has exempted all or part of the requested records and I believe that more of them should be disclosed.
- Interim Decision** – Because of the number of records at issue, the institution reviewed a sample of the records or consulted an experienced employee, advised me of the exemptions that might apply, and provided me with a fee estimate. I disagree with the amount of the fee estimate.
- Fee/Fee Estimate** – The institution sent me an access decision that included a fee or fee estimate that I feel is excessive.
- Fee Waiver** – The institution has refused to grant my request to waive the fees.
- Refusal to Confirm or Deny** – The institution has refused to confirm or deny the existence of the requested records.
- Correction** – The institution has refused to make corrections to my personal information.
- Third Party** – The institution has indicated it will grant access to a record/personal information that may relate to me or the appellant, and I feel this information should not be disclosed.
- Other** – please explain:

Resolution of Appeal

Please describe how you feel this appeal could be resolved.

Previous Appeals

Please list any previous appeals with the Information and Privacy Commissioner/Ontario that may relate to this matter.

Information about the Appeal Process

For more information about the processes of the Information and Privacy Commissioner/Ontario and the Code of Procedure for appeals, please contact our office at 416-326-3333, toll-free at 1-800-387-0073, or visit our website at www.ipc.on.ca.

Where to Send this Form

This form, the applicable fee, and any additional documentation must be sent in writing to the Registrar within 30 days after the institution has given notice of its decision. The cheque should be payable to the Minister of Finance. **Do NOT SEND CASH.** Mail the above to:

Registrar
Information and Privacy Commissioner/Ontario
1400-2 Bloor Street East
Toronto, Ontario
M4W 1A8

Signature

YOUR SIGNATURE _____ DATE _____