



Freedom of Information – Frequently Asked Questions

Q: How do I submit my Freedom of Information (FOI) request?

Requests may be submitted in person or mailed to:
Matt Smith, Clerk
Municipality of Meaford
21 Trowbridge Street West
Meaford, ON
N4L 1A1

Q: How much does a request cost?

There is a mandatory \$5.00 application fee that must be paid when submitting an Access Request. Additional fees may be charged under section 45 of the *Municipal Freedom of Information and Privacy Protection Act* for search time, photocopying and preparation of document for disclosure. The \$5.00 application fee is non-refundable.

Q: How long will my request take to complete?

The Municipality of Meaford will respond to a request within 30 calendar days of receiving the request and \$5.00 application fee. For requests that involve a large number of records, an extensive search, or consultation with an external third party, the time may be extended. Requesters will be advised of a time extension.

Q: Is there any way to expedite my request?

There is no way to expedite a request. We can make a note on your file that the records are needed urgently, however there is no guarantee a response will be made before the 30 day time frame.

Q: Is there any chance I will receive the records sooner than 30 days?

The Municipality of Meaford will respond within 30 days of receiving the request. Although some requests are completed early, there is no guarantee your request will be completed before the 30 day time frame.

Q: Will you send me the records electronically?

No. Once your records are ready, pending any other fees owing, we will mail your records or you have the option to pick them up at the Municipal Office (21 Trowbridge Street West). If you are requesting access to your own personal information, you will have to provide proof of your identity prior to any records being released.



Q: What types of payment do you take?

We accept cash, debit or credit. We do not accept a personal cheque.

Q: Could there be additional costs above the \$5 application fee?

Yes. You will be provided with a fee estimate if anticipated fees are \$25 or more. If the estimate of fees to be paid is \$100 or more, you will be required to pay a 50 per cent deposit. Please note that the fee charges are prescribed by section 45 of the Municipal Freedom of Information and Protection of Privacy Act, and section 6 of the Regulations and Guidelines for Municipalities and Local Boards.

Q: What are the additional costs for?

Examples of additional costs that may be charged include \$0.20 per page for photocopying, \$7.50 for each 15 minutes of search time, and \$7.50 for each 15 minutes spent by a person for preparing a record for disclosure.

Q: How can requesters support the search for records?

Requesters should be as specific as possible about the records they want when making an access to information request. A clear request with a defined scope will help the municipality find what you are asking for and limit the search fees you will be charged.

Q: Can I appeal the decision made about access to records?

The Municipal Freedom of Information and Protection of Privacy Act allows individuals to appeal decisions about access to records made by municipal institutions. You can appeal any decision made by the head of an institution. The appeal must be filed within thirty (30) calendar days after the notice of the decision is given by the municipality for any of the following reasons:

- A decision to extend the time limit for responding to a request
- A refusal to grant access to a record on the grounds that the record does not exist
- A refusal to grant access to a record on the grounds that the record is exempt from disclosure
- Granting access to only part of a record
- A refusal to confirm or deny the existence of a record that deals with law enforcement or would, if disclosed, be an unjustified invasion of personal privacy
- Granting a request for access to a record or part that may contain information where the disclosure may be an unjustified invasion of personal privacy
- A deemed refusal to grant access to records



- A refusal to make a correction to personal information
- The amount of a fee charged
- A refusal to waive a fee or a refusal to allow the requester to examine the original record

For more information please visit www.ipc.on.ca