



Township of McKellar

701 Hwy #124, P.O. Box 69, McKellar, Ontario P0G 1C0

Phone: (705) 389-2842

Fax: (705) 389-1244

FREEDOM OF INFORMATION REQUEST

Under the Municipal Freedom of Information and Protection of Privacy Act

Request for:

☐

Access to General Records

(i.e. request for information about a person
than yourself, a government program or activity)

☐

Access to Own Personal Information

(i.e. requests for information about other
oneself)

Name

Address (Street/Apt No/PO Box/RR)

City or Town

Province

Postal Code

Telephone Number(s)

Home

Cell

Details of Request

Signature: _____

Date: _____

***Please note that processing costs apply as established by the Municipal Freedom of Information and Protection of Privacy Act, and Regulation 823, a summary of which is provided below:**

Application Fee:	\$5.00 (must be submitted with your access for information request)
Photocopying:	\$0.55 per page
Search Time:	\$7.50 per ¼ hour required to search (not applicable to personal requests)
Record Preparation:	\$7.50 per ¼ hour required to prepare (i.e. server records)(not applicable to personal requests)
Computer Programming:	\$15.00 per ¼ hour
USB:	\$10.00

You will be notified of all applicable costs associated with your request. Cash, cheque or etransfer to admin@mckellar.ca Cheque payable to the "Township of McKellar" are accepted.

For the Township of McKellar Use Only:

Date Request Received: _____

Number: _____