

Township of McKellar

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

Phone: (705) 389-2842

Fax: (705) 389-1244

ACCESS FOR INFORMATION REQUEST

under the Municipal Freedom of Information and Protection of Privacy Act

Request for:

☐ Access to General Records
(i.e. requests for information about a person
other than yourself, a government program or activity)

☐ Access to Own Personal Information
(i.e. requests for information about oneself)

Last Name

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

City or Town

Province

()

()

Postal Code

Telephone number(s)

Day

Evening

Detailed description of requested records, personal information or personal information to be corrected.
(attached additional page if required)

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: \$0.20 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. sever records, copy) (not applicable to personal requests)
Computer Programming: \$15.00 per ¼ hour
Floppy Disks \$10.00 for each disk (if available)

You will be notified of all applicable costs associated with your request. Cash or cheques payable to "The Township of McKellar" are accepted.

For The Township of McKellar Use Only:

Date Request Received:

Number:

Personal Information contained on this form is collected pursuant to the 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 Clerk.