

BEFORE MAKING YOUR REQUEST, PLEASE READ THE FOLLOWING:

- 1) All Freedom of Information Requests will be processed in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) and its Regulations.
- 2) Each request requires a \$5.00 application fee paid by cheque, or, if in person, by cash.
- 3) If a record contains your personal information, you must provide a copy of your signed, government-issued ID (e.g. driver's licence, Ontario photo card, citizenship card, passport). We cannot accept a health card as ID.
- 4) All requests for personal information from legal representatives require authorization to the Region of Peel from the client.
- 5) Once the request, application fee, ID, and authorization are received, we will aim to provide you with records within 30 days, subject to necessary time extensions.
- 6) Responsive documents will be provided in paper unless arranged otherwise.

PART A: TO BE COMPLETED BY THE REQUESTER

Company Name (If making this request as a company)

First Name

Last Name

Address

City

Province

Postal Code

Telephone Number

Email

Provide a detailed description of the records you are requesting. If applicable, specify the time period precisely. If you are requesting a correction to your personal information, identify the personal information bank containing the information. If you are looking for an answer to a question rather than a copy of a record, the call centre may more appropriately direct your question, they can be reached at 905-791-7800.

As legal representative, I have confirmed the identity of my client (the subject of this request) and have provided an authorization directed to the Region of Peel from my client

Signature of requester or legal representative

Date

Notice of Collection

Personal information is collected and will be used for the purpose of responding to your request pursuant to section 17 of the *Municipal Freedom of Information and Protection of Privacy Act*. Questions about this collection should be directed to the Region of Peel's Manager of Access to Information and Privacy, Office of the Regional Clerk, 10 Peel Centre Drive, Suite A, 5th Floor, Brampton, ON L6T 4B9 at 905-791-7800.

SUMMARY OF FEES FOR FREEDOM OF INFORMATION REQUESTS

If a record contains your personal information, your request is a "personal information request". All other requests, whether about a person other than yourself, or about a government program or activity, are "general information requests".

FEE CHARGES FOR PERSONAL INFORMATION REQUESTS

Application Fee	\$5.00 mandatory fee when request is submitted, not subject to waiver
Photocopying	\$0.20 per page
Computer Programming	\$15.00 per 1/4 hour to develop program to retrieve information
CD	\$10.00 per CD

FEE CHARGES FOR GENERAL INFORMATION REQUESTS

Application Fee	\$5.00 mandatory fee when request is submitted, not subject to waiver
<i>**Note: A fee estimate will be issued to you following receipt of your application, based on the following costs**</i>	
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 to develop program to retrieve information
CD	\$10.00 per CD

You will be given a fee estimate if anticipated fees are \$25 or more. If the estimate of fees is \$100 or more, you may be required to pay a 50% deposit. Fees are prescribed by sections 45 of MFIPPA and section 6 of the Regulations and Guidelines for Municipalities and Local Boards. These fees must be paid by **certified cheque** (in contrast to the application fee, which may be paid by regular cheque) or, if in person, by cash.

Fees should be made payable to the "Region of Peel" and mailed to:
 Access to Information and Privacy
 Office of the Regional Clerk
 10 Peel Centre Drive, Suite A, 5th Floor
 Brampton, ON L6T 4B9

Part B: For Clerk's Office Use Only

Date Received:	Request Number	Staff
<input type="checkbox"/> ID Verified (If a requester is asking for their own information)	<input type="checkbox"/> Fees Collected	
<input type="checkbox"/> General Record	<input type="checkbox"/> Personal Info	<input type="checkbox"/> Correction to Personal Info
Additional Comments		

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