

# **FOIPOP POLICY**

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## **1. PREAMBLE**

The Municipal Government Act (the Act) at Part XX, provides access to most records under the control of the Village, while protecting the privacy of individuals who do not want their personal information made public. The Act strives for balance between an individual's right to know and an individual's right to privacy. The Act is intended to:

- support the belief that every document, record or file held by the Village, regardless of format, is subject to release to the general public. Specific and limited exemptions from disclosure are provided for in the Act to protect against the unreasonable invasion of personal privacy;
- prevent unfair advantages occurring in commercial or government transactions;
- protect law enforcement activities;
- safeguard the business conducted by government.

## **2. INFORMATION REQUEST**

A person may obtain information, providing the information requested is not exempted by the Act, if the following four conditions are met:

- the request is made in writing to the Clerk/Treasurer;
- the completion of the FOIPOP Application, or a written letter is required;
- the letter must state that the application is pursuant to the Act and contain all the necessary information;
- the application request must be specific, so that someone familiar with the subject matter can locate the appropriate records.

## **3. COSTS & FEES**

There is no charge to obtain your own personal information. Otherwise, the application must contain payment of the \$5.00 application fee, if the request is for general or third party information (FOIPOP Regulations, Section #6, Subsection #7). Additional fees may be charged for:

- the cost of staff time to locate and retrieve information (\$20/half hour);
- the cost of staff time to prepare the records (\$20/half hour);
- photocopying, mailing, and if applicable, fax charges.

## **4. RESPONSE TIMELINE**

Responses will be prepared within thirty days from receipt but, where necessary, the response time might be extended to 60 days (or, with a review officer's permission, for a longer period) if:

- the applicant does not give enough detail to enable the Village to identify a requested record;
- a large number of records is requested or must be searched and meeting the time limit would unreasonably interfere with the operations of the Village; or
- more time is needed to consult with a third party or other municipality before the responsible officer can decide whether or not to give the applicant access to a requested record.