

# Freedom of Information

## Municipal Freedom of Information and Protection of Privacy Act

In most cases, it is not necessary to apply under the Municipal Freedom of Information and Protection of Privacy Act to obtain access to the Township's records.

Requests for information can generally be made by calling, writing, or visiting the appropriate department. Staff may request that a formal request be made when it is deemed appropriate.

## Make an Official Freedom of Information Request

1. Complete a request form, or write a letter stating that you are requesting information under the Act.  
  
Any clear written request that refers to the Act will also be accepted. Requesters should provide as much detail as they can about the records sought.
2. Forward the completed request form or letter to the Region:

### FOI/P Coordinator

Municipal Clerk

PO Box 489, 636 St. Lawrence Street, Winchester, ON K0C 2K0

A \$5 application fee must be included with your request. Make cheque payable to "The Township of North Dundas".

Additional fees may apply for photocopying, mailing and staff time.

A request is usually processed within 30 calendar days. The Township must either provide access to the requested record or notify the individual that the information is exempt under the specific provisions of the Act.

We will notify you if your request requires a time extension for any reason.

Call 613-774-2105, Ext. 226 for more information.

