

FREEDOM OF INFORMATION REQUEST

UNDER MUNICIPAL FREEDOM OF INFORMATION AND
PROTECTION OF PRIVACY ACT (MFIPPA)



A \$5.00 application fee is required for all requests. Payment may be paid by:

- Cash or Credit Card in person
- Cheque Payable to Upper Thames River Conservation Authority

Request for:

- Access to General Records
- Access to own Personal Information
- Correction to Own Personal Information

Please forward request and fee to:
Freedom of Information Coordinator
Upper Thames River Conservation
Authority
1424 Clarke Road, ON N5V 5B9
info@thamesriver.on.ca

Name of Person Requesting Records		Company Name (if applicable)	
Address	City or Town	Province	Postal Code
		ON	
Telephone	E-mail		

Detailed description of requested records, personal information records or personal information to be corrected. If requesting records of email correspondence please indicate

1. The Upper Thames email address to be searched
2. Key words to be used to search the emails
3. The date range of the requested search

Detailed Description

Preferred method of access to records:

- Receive copy – electronic
- Receive copy – paper
- Examine records onsite

The personal information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act. The information will be used for the purpose of responding to your request. Questions about this collection should be directed to: Freedom of Information Coordinator, Upper Thames River Conservation Authority, 1424 Clarke Road, ON N5V 5B9, telephone 519-451-2800

Upper Thames River Conservation Authority - Freedom of Information Fee Schedule

(For a complete schedule, refer to Act)

Service	Fee
Initial Processing Fee	\$5.00
Photocopies and computer printouts USB	20 cents per page \$10 per CD/USB
Manual searching	\$7.50 each 15 minutes
Record preparation and severing	\$7.50 each 15 minutes
Development of computer program or other method of record production	\$15.00 each 15 minutes
Outside costs for locating, retrieving, processing, copying or shipping	Full cost recovery

Note: When anticipated fees are \$25 or more, a fee estimate will be given. Some requests may require a deposit prior to completion of request.

If you require any further information, please call 519-451-2800 ext. 225.

For Office Use Only		
Date \$5.00 application fee received	Method of Payment	FOI Request Number
Notes		