**Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)**

In 1991, the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) came into force for all municipalities and local boards in Ontario.

The two main purposes of the Act are:

* To provide the right of access to information held by institutions covered by the Act; subject to limited and specific exemptions.
* To protect the privacy of individuals with respect to their personal information held by government institutions.

The Clerk's Department administers the Act on behalf of the Township of the North Shore.

The Act has a number of provisions dealing with the collection, use and disclosure of personal information. To access detailed information about exemptions and procedures relating to the Act or its regulations, please refer to the Ontario Information and Privacy Commissioners Office website at [www.ipc.on.ca](http://www.ipc.on.ca/).

A decision by a municipal government, agency, board or commission to deny access to certain types of information can be appealed to the Information and Privacy Commissioner/Ontario (IPC/O).

**Access and Privacy**

There are a number of reasons a municipality may collect personal information including:

* To establish, administer and maintain billing, payment (ie. Taxes) and other service information
* To process requests for services or information (ie. Planning applications, permits and licences)
* To communicate with you about services, information requests, or applications
* To communicate any changes or disruptions in services

**Correspondence to Council**

Please note that letters and other information submitted to Mayor and/or Council may become part of the public record and may be made available through the agenda process which includes the posting on the municipality’s website.

**Need a copy of a record filed with, or created by the Municipality**

We have a number of records available electronically on our website. Some of those frequently requested include:

* By-Laws;
* Council and Committee minutes;
* Corporate Financial Statements
* Approved Operating and Capital Budgets

**Making a Freedom of Information Request**

The Freedom of Information (FOI) process is a part of the [Municipal Freedom of Information and Protection of Privacy Act](https://www.ontario.ca/laws/statute/90m56) (MFIPPA). This legal process was designed to make sure that all requests for access to information are treated fairly and objectively.

The law (MFIPPA) sets out that records should be made available to the public, and that certain types of information such as personal privacy of others, trade secrets, lawyer-client privilege, etc. must be protected.

Requests for information can generally be made by calling, writing, or visiting the Township of the North Shore Municipal Office.  When it is deemed appropriate, the Clerk may request that a formal MFIPPA request be made.

To request records under the Municipal Freedom of Information and Protection of Privacy Act, follow these steps:

Step 1: Complete a request form. Requesters should provide as much detail as they can about the records sought.

Step 2: Forward the completed request form to the Clerk's Department at the Township of the North Shore Municipal Office. Please note that there is a standard $5.00 application fee which must accompany your request, payable to the Township of the North Shore. Send the completed request form and payment to:

Township of the North Shore

Attention: Clerk

PO Box 108,

1385 Highway 17,

Algoma Mills, ON P0R 1A0

Usually a request is processed within 30 calendar days. This means that 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. If the Township requires a time extension for any reason, the requestor must be notified.

**Fees**

When the Township must spend time assembling the records responsive to a request, the Act provides for the application of fees. In addition to the $5.00 application fee, the Act provides that the costs are borne by those who request access to information or in certain instances where fees can be waived under Section 45 of the Act.

Additional fees, which may be applied in accordance with the Act, include photocopying and search and preparation time. This charge may be applied for every hour of manual search time needed to locate a record and/or the time involved in physically severing exempt material in preparation for disclosure. If the record has to be shipped, the requester will be charged the applicable fee for postage and/or courier that may be applied.

Please click the link below for the Freedom of Information Request Form.