

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY REQUEST FOR ACCESS TO RECORDS



YOUR CONTACT INFORMATION		
LAST NAME	FIRST NAME	ORGANIZATION / BUSINESS NAME
MAILING ADDRESS		
DAY PHONE NO.	ALTERNATE PHONE NO.	FAX NO.
()	()	()
DESCR	IPTION OF RECORDS YOU ARE REQ	UESTING
Phrase your request so that actual retime frame for the records if applica request.	ecords are requested, not simply inform ble and be as specific as possible. T	nation or questions. Please include the his will assist us in responding to your
Please specify any reference or file no	umber(s), if known:	
ARE YOU REQUESTING ACCESS T	O ANOTHER PERSON'S PERSONAL	INFORMATION? □YES □NO
IF YES: Attach either a) That persor behalf	n's signed consent for disclosure, or b) l	Proof of Authority to act on that person's
PREFERRED METHOD OF ACCESS TO RECORDS: EXAMINE ORIGINAL RECEIVE COPY via MAIL RECEIVE COPY – WILL PICK UP	YOUR SIGNATURE	DATE SIGNED (DD/MM/YYYY)
PERSONAL INFORMATION CONTAINED OF	N THIS FORM IS COLLECTED UNDER THE F	REEDOM OF INFORMATION PROTECTION OF

PERSONAL INFORMATION CONTAINED ON THIS FORM IS COLLECTED UNDER THE FREEDOM OF INFORMATION PROTECTION OF PRIVACY ACT AND WILL BE USED ONLY FOR THE PURPOSE OF RESPONDING TO YOUR REQUEST

- 6 The consent of an individual to a public body disclosing any of the individual's personal information under section 33.1 (1) (b) of the Act must
 - (a) be in writing, and
 - (b) specify to whom the personal information may be disclosed and how the personal information may be used.

Fees

7 The maximum fees for services provided are set out in **Bylaw Number 1403, 2018**.

TOWN OF GOLDEN BYLAW NUMBER 1403, 2018 ADMINISTRATIVE FEES AND INFORMATION ACCESS SCHEDULE 'A' -Administration and Finance

1. Fees are exclusive of applicable taxes

2. Page Production Fees:

Text or images – for maps see Schedule 'B'	Size		
	Letter	Legal	Ledger
Single sided page - black and white	\$0.25	\$0.30	\$0.35
Double sided page - black and white	\$0.50	\$0.30	\$0.35
Single sided page – colour	\$1.00	\$1.25	\$1.50
Double sided page -colour	\$2.00	\$2.25	\$2.50

3. Resource and Handling Fees:

Locating and retrieving a record	\$7.50 per 1/4 hour after the first 3 hours
For producing a record manually	\$7.50 per ¼ hour
For preparing a record for disclosure and handling	\$7.50 per 1/4 hour
For chimning coming	Actual cost of shipping method chosen
For shipping copies	by applicant
Record creation through research, data compilation	\$35/hour billable in 15 minute
or calculative process	increments after the first 15 minutes.

4. Finance Services Fees:

Tax Certificate	\$35
Dishonoured (NSF) cheque	\$30