



FREEDOM OF INFORMATION

The [Municipal Freedom of Information and Protection of Privacy Act \(MFIPPA\)](#) provides citizens with a right of access to certain records and personal information under the custody or control of the Town.

The purpose of the MFIPPA is two-fold, providing both access to information and protection from access to information under specific guidelines.

Please contact the Clerk's office for any request for access to information. In many cases, information is readily available to the public and you will not need to make a formal request. Please be advised that the Municipality may, in some cases, restrict access to certain documents to protect individual privacy or the public interest.

PUBLIC ACCESS TO INFORMATION

The Clerk's office, located at the Hearst Town Hall, is the official point of contact for those wishing to make a formal written request for access to information held by the Town of Hearst.

Individuals may prepare a written request (letter) or complete an [Access Request Form](#), and return it, along with the application fee of \$5.00, to the following address:

Town of Hearst, 925 Alexandra Street, P.O. Bag 5000, Hearst, ON POL 1N0

ACCÈS À L'INFORMATION

La [Loi sur l'accès à l'information municipale et la protection de la vie privée \(LAIMPVP\)](#) donne aux citoyens un droit d'accès à certains dossiers et renseignements personnels sous la garde ou le contrôle de la Ville.

La LAIMPVP a deux objectifs, le premier étant d'assurer l'accès à l'information et le second étant d'offrir une mesure de protection contre l'accès à l'information, selon des directives spécifiques.

Pour toute demande d'accès à l'information, veuillez contacter le bureau du greffier municipal. Dans de nombreux cas, les informations sont facilement accessibles au public et vous n'aurez pas à compléter une demande officielle. Soyez avisés que la Municipalité peut, dans certains cas, restreindre l'accès à certains documents pour protéger la vie privée des particuliers ou l'intérêt public.

L'ACCÈS DU PUBLIC À L'INFORMATION

Le bureau du greffier, situé à l'Hôtel de ville de Hearst, constitue le point de contact officiel pour les personnes désireuses de présenter une demande écrite d'accès à de l'information que détient la Ville de Hearst.

Les personnes intéressées peuvent préparer une demande écrite (lettre) ou remplir un [formulaire de demande d'accès](#), et le retourner à l'adresse ci-dessous accompagné du frais de demande de 5.00\$.

Ville de Hearst, 925, rue Alexandra, S.P. 5000, Hearst, ON POL 1N0



Summary of Fees for Information Requests Under the Municipal Freedom of Information and Protection of Privacy Act

Note:

If you are requesting information about yourself, your request is considered a “personal information request”. All other requests for information, whether about a person other than yourself, or about a government program or activity, are considered “general information requests”.

If you are requesting another person’s personal information records, you must provide proof that you have the authority to act for them (e.g., power of attorney, guardian or trusteeship order).

The Goods and Services Tax and the Provincial Sales Tax are not applicable to fees charged under FIPPA/MFIPPA.

Once the application fee is paid, the requester shall be provided with access to records and/or a decision letter within 30 days.

FEES FOR PERSONAL INFORMATION REQUESTS

Application Fee	\$ 5.00
Photocopying	\$ 0.20 per page
CD / Floppy Disk	\$ 10.00
Computer Programming (developing a program to retrieve information).....	\$ 15.00 per 15 mins.
Appeal Fee	\$ 10.00

FEES FOR GENERAL RECORDS REQUESTS

Application Fee	\$ 5.00
Photocopying	\$ 0.20 per page
CD / Floppy Disk	\$ 10.00
Search Time (searching for records, examining file indices, file plans or listings of records).....	\$ 7.50 per 15 mins.
Record preparation (physically preparing the record for disclosure).....	\$ 7.50 per 15 mins.
Computer Programming (developing a program to retrieve information).....	\$ 15.00 per 15 mins.
Appeal Fee	\$ 25.00

* If unable to provide specialized copies, such as microfilm or fiche, the material can be sent to outside facilities for copying, at the requester’s expense.

** Shipping charges incurred, such as postage or courier costs, can be charged to the requester.

FEE ESTIMATES AND DEPOSITS

If it costs more than \$25 to process a request, the requester will be provided with a fee estimate. If that amount is \$100 or more, a deposit of 50% of the estimated fee may be requested, and no further step to respond to the request is required until the deposit is paid in full.

All monies are payable by cash, cheque labelled to the “Town of Hearst” or debit.

ACCESS / CORRECTION REQUEST

Municipal Freedom of Information and Protection of Privacy Act

CONTACT: Town of Hearst
Clerk's Office
925 Alexandra Street, P.O. Bag 5000
Hearst, ON P0L 1N0
Telephone: (705)372-2813
Fax: (705)362-5902
Email: townofhearst@hearst.ca



A \$5.00 fee applies for each request

Request for: <input type="checkbox"/> Access to General Records <input type="checkbox"/> Access to Own Personal Information <input type="checkbox"/> Correction of Own Personal Information	Directed to: <i>Corporation of the Town of Hearst</i>
---	---

If request is for access to, or correction of own personal information records:

Last name appearing on records: same as below or

Your Contact Information:

Last Name	First Name	Middle Name	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss
Address (Street/ Apt. No./ P.O. Box No./ R.R. No.)		City or Town	Province Postal Code
Email	Telephone home	Area Code	mobile Area Code

Detailed description of requested records or personal information to be corrected:

Note: If you are requesting a correction of personal information, please indicate the desired correction and, if appropriate, attach any supporting documentation.

Preferred method of access to records: <input type="checkbox"/> Examine Original (on site only) <input type="checkbox"/> Receive Copy	Signature	Date Day Month Year
--	-----------	------------------------

For Office Use Only

Date Received: Day Month Year	Received By: Signature	\$5 Fee Paid: <input type="checkbox"/>
----------------------------------	---------------------------	--

Personal information contained on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purposes of responding to your request. Questions about this collection should be directed to the Town of Hearst, Clerk's Office, 925 Alexandra Street, P.O. Bag 5000, Hearst, ON, P0L 1N0, Tel. 705-372-2813.