



Freedom of Information (FOI) Requests

Frequently Asked Questions

Q: How do I submit an FOI request?

A: Your FOI request can be submitted in person or by mail to:

Clerk
Municipality of Northern Bruce Peninsula
56 Lindsay Road 5
Lion's Head, ON
N0H 1W0

Q: What does my request need to include?

A: Please complete the Request Form. The [form](#) is available on the municipal website or may be obtained in person, upon request. When submitting an FOI request, you should be detailed with respect to the records that you are requesting. The request must be clear and specific.

Q: Is there a fee for the request? How do I pay?

A: Yes, there is a \$5.00 fee per request to begin the process. The fee is to be submitted with the request and can be paid by cash, cheque, or debit. Additional fees will be charged in accordance with the current Fees and Charges By-law.

Applicable fees are listed below:

- Freedom of Information - Request Fee \$5.00
- Freedom of Information- Manual search for record after two hours have been spent searching \$7.50 (for each fifteen minutes spent by any person) + HST

- Freedom of Information - Preparing a record for disclosure \$7.50 (for each fifteen minutes spent by any person) + HST
- Freedom of Information - Photocopies and computer printouts \$0.25 per page + HST

Q: How long does it take for my request to be completed?

A: You will receive a response within 30 calendar days of submitting the Application Form and the \$5.00 fee. If the request requires a substantial amount of staff time and resources for the search and compilation of records, then staff will advise the requestor that an extension is needed.

Q: Can I ask that my request be expedited?

A: Staff can note that you would like your request completed as soon as possible; however, there is no guarantee that your request will be ready prior to the 30-day time frame.

Q: What records cannot be released?

A: Not all information is available through Freedom of Information (FOI) requests. Some records cannot be released under Freedom of Information laws.

Exclusions and exemptions include:

- cabinet records
- court records
- records containing certain law enforcement information
- records that could prejudice intergovernmental relations
- personal information that could invade the privacy of an individual
- certain records supplied in confidence by a third party
- most labour relations records

Q: How will I receive the records/information that I requested?

A: Your records may be picked up at the Municipal Office (56 Lindsay Road 5, Lion's Head) during regular business hours or they can be mailed to your address. You will be asked to provide proof of your identity if you are picking up the records. The records will not be sent electronically.

Q: Can I appeal the results of my FOI request?

A: Yes, the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) permits appeals regarding the access of records by municipalities. You may appeal any

decision made by the head of the institution. The appeal must be filed within 30 calendar days after the notice of decision is provided by the Municipality. Please complete the [Appeal Form](#).

For further information, please contact the Clerk at 519-793-3522 X236 or clerk@northernbruce.ca or visit the [Information and Privacy Commissioner of Ontario website](#).