

Township of Johnson
General request for Information Process

Request for Information process.

General Information request:

- A.** General information – Simple requests i.e. explanation on a staff report, question on who pays for the water and sewer in the Hamlet.
- The staff will endeavor to respond with one working day.
- B.** General information – Requests that entail researching and compiling data, reports or minutes etc.
- a) Once a request is received in writing, the township will, within 30 days of the receipt of a request, make the records available, deny access or cite extraordinary circumstances resulting in a delay.
- b) The Township will charge a fee for the time it takes to compile the requested information and also for the cost of copying the material. A deposit may be required. This fee shall be paid by the requester prior to the information being released. **See note below.**
- c) If the applicant is not satisfied with the response they may make a request directly:
- i. To the Council as a whole
 - ii. Redirect their request through Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
 - iii. Through the Ombudsman of Ontario.

Note: Pertaining to Section b) above:

Fees will reflect those charged by M.F.I.P.P.A. request. (See section 45.1 of the M.F.I.P.P.A. Act.) Research of records will be \$25.00 per hour and twenty-five cents per photo copies.

Further costs as per section 45.1 subsection (a) to (e).

Approved this 20th day of April, 2016 by Council Resolution # 2016-64.