

# Freedom of Information Access Request under Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

Niagara Region  
Access and Privacy Unit  
1815 Sir Isaac Brock Way, PO Box 1042  
Thorold, ON L2V 4T7

905-980-6000, ext. 3779, ext. 3468  
Toll-free: 1-800-263-7215  
[niagararegion.ca](http://niagararegion.ca)

## Before submitting a Freedom of Information request

Many records are accessible without needing a Freedom of Information request. Niagara Region staff can often help you directly. In addition, some information may be available online at [niagararegion.ca](http://niagararegion.ca). If you can't find the information online or through staff, you can submit a Freedom of Information request.

## Description of information requested

Which Department/Commission has the information requested (if you know):

What is the start and end dates of the information request, if applicable

From (mm/dd/yyyy):

To (mm/dd/yyyy):

## Contact information

First name:

Last name:

Address:

City:

Province:

Postal code:

Telephone:

Alternate phone number:

Email address:

## Step 1: Submit the Freedom of Information Request and pay the application fee

Freedom of Information requests and application fees can be submitted and paid online, in person or by mail. The application fee is a non-refundable legislated fee of \$5, as set out in MFIPPA, and is required when submitting a Freedom of Information request.

- **Online:** Visit [niagararegion.ca/government/foi/requests.aspx](https://niagararegion.ca/government/foi/requests.aspx)
- **In person:** By appointment only. Call 905-980-6000, ext. 3779 or ext. 3468
- **By mail:** Mail your completed form and \$5 application fee by cheque or money order payable to Niagara Region.

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## Step 2: Wait for the Response

Municipalities have 30 days to respond, once the request and application fee has been received, although extensions may be granted in certain cases.

**Fees:** Additional fees may be required in connection with a Freedom of Information request.

Type of Fee	Cost	Description
Application fee	\$5	Must accompany your request. The fee is mandatory and cannot be waived.
Photocopies	\$0.20 per page	Related to processing fees. Payable before records are received.
Computer programming	\$15 per 1/4 hour	If needed to develop a program to retrieve information.
Search time	\$7.50 per 1/4 hour	Required to search and retrieve records. Payable before records are received.
Record preparation	\$7.50 per 1/4 hour	Required to prepare records for release (removal of confidential information) Payable before records are received.
Shipping fees	\$6 base fee	To be calculated based on weight of package.

A fee estimate may be provided to the requestor. When an estimate is over \$100 the institution may collect 50 per cent of the estimated fee prior to the completion of the request.

**Decision on disclosure:** Once the request has been processed the requestor will be provided with a decision/response on the release of the requested information. The response will either grant full access, partial access, or deny access to the records.

## Step 3: Records Release

If access is granted, and any additional fees have been paid, the records will be provided by way of secure email transfer, pick up or courier.