



FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY



REQUEST FOR ACCESS TO RECORDS

YOUR CONTACT INFORMATION

LAST NAME			FIRST NAME			ORGANIZATION / BUSINESS NAME		
MAILING ADDRESS					EMAIL ADDRESS:			
DAY PHONE NO. ()			ALTERNATE PHONE NO. ()			FAX NO. ()		

DESCRIPTION OF RECORDS YOU ARE REQUESTING

Phrase your request so that actual records are requested, not simply information or questions. Please include the time frame for the records if applicable and be as specific as possible. This will assist us in responding to your request.

Please specify any reference or file number(s), if known:

ARE YOU REQUESTING ACCESS TO ANOTHER PERSON'S PERSONAL INFORMATION? YES NO

IF YES: Attach either a) That person's signed consent for disclosure, or b) Proof of Authority to act on that person's behalf

PREFERRED METHOD OF ACCESS TO RECORDS: <input type="checkbox"/> EXAMINE ORIGINAL <input type="checkbox"/> RECEIVE COPY via POSTAL MAIL <input type="checkbox"/> RECEIVE COPY via ELECTRONIC MAIL (EMAIL) <input type="checkbox"/> RECEIVE COPY – WILL PICK UP	YOUR SIGNATURE	DATE SIGNED (DD/MM/YYYY)
	Please submit the request (and any documentation needed) to: records@golden.ca	

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

Note: Requests requiring more than 3 hours to fulfil will be subject to a fee.

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 ¼ 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 ¼ hour
For shipping copies	Actual cost of shipping method chosen by applicant
Record creation through research, data compilation or calculative process	\$35/hour billable in 15 minute increments after the first 15 minutes.

4. Finance Services Fees:

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