



EAST HANTS

**FREEDOM OF INFORMATION &
PROTECTION OF PRIVACY ACT
(FOIPOP)**

Form 1 - Application for Access to Information
Municipal Government Act, Part XX

Attention: Municipal FOIPOP Administrator
Municipality of East Hants
Box 230, Unit 170
15 Commerce Court
Elmsdale, NS B2S 3K5

Phone - 902-883-2299
Fax - 1-888-684-5912
Toll Free - 1-866-758-2299
info@easthants.ca

Section 1: Type of Request

This is an application pursuant to Part XX of the Municipal Government Act (Freedom of Information and Protection of Privacy) for access to (check one):

<input type="checkbox"/>	Personal - Applicant's own personal information (Application fee - No cost)
<input type="checkbox"/>	General - Other Information (\$5.00 application fee - mandatory)
<input type="checkbox"/>	Combination of Personal & General (\$5.00 application fee - mandatory)

**** Please note:** According to Part XX, Section 461(f) of the *Municipal Government Act*, personal information may include but is not limited to: individual's name, address or telephone number; race, sex, sexual orientation, marital or family status; information about individual's health-care history, including a physical or mental disability; and/or information about the individual's educational, financial, criminal or employment history.

Section 2 - Description of Records Requested

** Please describe the records you are looking for as precisely as possible.*

*** If you are requesting property related records, we will process one civic address per application.*

I am applying for access to the following record(s):

<i>If known, which municipal department has the records you are requesting:</i>		
<i>If applicable, for what date range would you like us to conduct a search for the records requested:</i>	<i>From (MM/DD/YY):</i>	<i>To (MM/DD/YY):</i>
<i>If known, please specify any reference or file number associated to the records requested:</i>		

Section 3 - Record Format Requested

I wish to receive the record(s) requested in the following format (check one):

	Examine the record(s) in person
	Receive a copy of the record(s)
	Receive an electronic copy of the record(s) if possible.

*** Note: electronic records are typically provided in pdf or excel format and depending on file(s) size, they may be emailed or for an additional fee, saved to disk/flash drive.*

Section 4 - Contact Information

First Name:	Last Name:	
Street No.:	Street Name:	Suite/Unit No.:
City/Town:	Province:	Postal Code:
Phone (Res):	Phone (Bus):	Phone (cell):
Fax:	Email:	
Signature:		Date (MM/DD/YYYY):

Section 5: Payment of Application Fee

\$5.00 cheque or money order payable to the Municipality of East Hants is enclosed.
I will make payment by cash or debit at the Municipal Office.

	<p>Please note: submission of your application will not be considered complete until payment has been made. If payment is not made within 30 days of the submission of the application form, the file will be closed for non-payment.</p>
<p>Section 6 - Request to Waive Additional Fees (** see page 3 for summary of fees)</p> <p>I hereby request to be excused from paying fees (other than the application fee which is mandatory for General or Personal/General request) that may be required in the processing of this application because:</p>	
	I cannot afford to pay additional fees
	Specify any other reason:

Collection & Use Disclosure Statement

In accordance with Section 485 of the *Municipal Government Act*, the personal information collected on this form will only be used and/or disclosed if necessary, for the purpose of processing this Access to Information Application. If you have any questions about the collection and use of this information, the Privacy Officer at 902-883-6219 or jcashen@easthants.ca.

Access to Information Request - Summary of Fees		
Application Fee	Request for records <u>personal</u> in nature	N/A
	Request for <u>general</u> records	\$5.00
	Request for a <u>combination of personal and general</u> records	\$5.00
** For larger volume requests, the following are additional fees that may be charged for the processing of anything above the initial 250 pages.		
Processing Fees	Locating & Retrieving records	\$15 per ½ hour
	Record Preparation (review of records and the severing of information as dictated by legislation)	\$15 per ½ hour
Photocopying	Black & White pages	\$0.20/page
	Colour pages	\$0.30/page
	Large/oversized drawings or plans	\$5.00/plan
Shipping & Handling	** For shipping a record, the fee will be the actual costs of shipping method chosen by the applicant.	

Cost Recovery	Flash Drive (if used for the release of electronic records/files)	\$7.00 + tax each
<p>** If electronic records are requested and an email address has been provided, we will do our best to release the records via email correspondence however due to file(s) size if we are unable to do so we will save electronic records to a flash drive.</p>		

***** Please note, most applications do not result in additional fees being charged; however if it is determined that the volume of records requested necessitates a fee estimate, you will be advised accordingly.***