FREEDOM OF INFORMATION

REQUESTING INFORMATION

To make a request for a general record, your personal information or request a correct to your personal information, write a letter or forward a completed Access Request form to:

Municipal Clerk, Trevor Hallam
Municipality of Morris-Turnberry
PO Box 310, 41342 Morris Road,
BRUSSELS, ON N0G 1H0

Include with your request, the mandatory, non-refundable $5.00 application fee. Your application fee should be in the form of a cheque or money order, made payable to the Municipality of Morris-Turnberry.

*Be sure to describe, in detail, the types of records which you are requesting access to under the Act. Specify names or types of records to which you request access, including dates of those records, where possible. Please provide as much detail as possible. This enables staff to conduct a faster search for the requested information and helps keep down any costs for each time or if necessary, the transfer of your request to the appropriate institution for a response.

Upon receipt by the Municipal Clerk’s office, your request is dated stamped and processed. An acknowledgement letter will be forwarded to you within 3 business days. The legislation stipulates that an institution must provide the requester with the information and/or a decision regarding their request within 30 calendar days from the date a complete request is received. On occasion, an institution may ask for an extension, if the request is for an extensive number or records and/or if an outside consultant needs to be contacted.

The Municipality of Morris-Turnberry is committed to providing individuals with the right of access to information in its custody and control including most operational records as well as records containing their own personal information. This process is called “routine disclosure” and allows certain records to be disclosed, without having to make a formal request under the Act.
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APPEAL

If you are not satisfied with the access decision made by the Municipality of Morris-Turnberry in response to your request, you may request the decision to be reviewed by the Information and Privacy Commissioner/Ontario (IPC).

Within 30 days of receiving a decision from our Office, you must write to the Commissioner’s office to request a review of the Municipality’s decision relating to access to the responsive records. Include in your letter, the file number cited in your decision letter, a copy of the decision letter and a copy of your original request for information.

In addition, you must send an appeal fee to the Commissioner’s office. The appeal fee for personal information requests is $10.00. The appeal fee for all other requests for information is $25.00. Please include the fee in your letter of appeal; appeal fees should be in the form of either a cheque or money order made payable to the Minister of Finance.

The Commissioner can be reached at:
2 Bloor Street East,
Suite 1400,
TORONTO, ON M4W 1A8
416-326-3333
http://www.ipc.on.ca