


The Rural Municipality of Elton

REFERENCE:	Office	AUTHORITY:	Council
SUBJECT:	FIPPA Requests	EFFECTIVE DATE:	September 13, 2022
ADOPTED BY RESOLUTION NO. & DATE:	2022-234 September 13, 2022	NUMBER OF PAGES:	5
AMENDED BY RESOLUTION NO. & DATE:		DEPUTY REEVE'S SIGNATURE FOR APPROVAL	

POLICY DESCRIPTON:

WHEREAS the Freedom of Information and Protection of Privacy Act (C.C.S.M. c. F175) under Section 2 states in part:

2. The purposes of this Act are:

- a) to allow any to allow any person a right of access to records in the custody or under the control of public bodies, subject to the limited and specific exceptions set out in this Act;
- b) to allow individuals a right of access to records containing personal information about themselves in the custody or under the control of public bodies, subject to the limited and specific exceptions set out in this Act;
- c) to allow individuals a right to request corrections to records containing personal information about themselves in the custody or under the control of public bodies;
- d) to control the manner in which public bodies may collect personal information from individuals and to protect individuals against unauthorized use or disclosure of personal information by public bodies; and
- e) to provide for an independent review of the decisions of public bodies under this Act and for the resolution of complaints under this Act.

THEREFORE Council of the RM of Elton (Elton) adopt the following policy for all The Freedom of Information and Protection of Privacy Act (FIPPA) requests:

Access to Information

1. Elton will assist individuals in obtaining access to information in Elton's custody or under the control of Elton, including records containing their own personal information according to Section 7(1) of FIPPA.
2. Elton may provide access to routine information upon an informal request and actively disclose information in accordance with existing procedures.
3. The right of access does not extend to information that may be considered exempt from disclosure under Sections 17 to 32 of FIPPA.

Forms

1. One form per request must be submitted on the attached Requesting Access to Rural Municipality of Elton Records form.
2. An Estimate of Costs for Accessing Rural Municipality of Elton Records form will be provided to the applicant based on the following fees [as per The Freedom of Information and Protection of Privacy Regulation (M.R. 64/98) under Sections 4 - 7]:
 - Search and Preparation Fees
 - \$15.00 per every 1/2 hour in excess of two (2) hours
 - Computer Programming and Data Processing Fees
 - \$10.00 for each 15 minutes of in-house programming or data processing, or the actual cost of having it done externally
 - Copying Records (If applicant requests a copy)
 - Photocopies and computer printouts: 20 cents per page
 - Any other copying method: actual cost
 - If the applicant requests copies of their own personal information are not required to pay for the copies if the total copying charge is less than \$10.00
 - Delivery Fees
 - Regular mail: no charge
 - Courier delivery: actual cost
3. An Authorization for Access form must be completed the request is pertaining to another person's personal information.



Rural Municipality of Elton

Forrest, Manitoba R0K 0W0 Phone: 204-728-7834 Fax: 204-725-1865 Email: info@elton.ca

Requesting Access to Rural Municipality of Elton Records

Applicant Information

Name of Applicant: _____

Mailing Address: _____

Email Address: _____

Phone Number _____

What information are you requesting?

- My own personal information General information
- Personal information for another person (Attach Authorization for Access)

I wish to obtain access to the following record (Attach additional page(s) for description if required):

Applicant's Signature: _____

Date: _____

For Internal Use Only

Date Received: _____

Request Approved on: _____

Information Provided on: _____

Information Sent Via: _____

Application Number: _____



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Estimate of Costs

For Accessing Rural of Elton Municipality Records

In accordance with subsection 82(2) of The Freedom of Information and Protection of Privacy Act, you are being advised by this estimate that there is a fee payable for responding to your request for access to records. The estimate is as follows, based on charges authorized under section 4 and 6 of the Access and Privacy Regulation:

Application Number: _____

Search and Preparation Fees:

Time in excess of two (2) hours
Estimated Cost (\$15.00 each 1/2 hour)

Minutes _____
\$ _____

Computer Programming and Data Processing Fees:

Internal Work
Estimated Time
Estimated Cost (\$10.00 each 15 minutes)
External Work
Actual Cost

Minutes _____
\$ _____
\$ _____

Copying Records (If applicant requests a copy):

Internal Copies
Photocopies and computer printouts
Estimated Cost (20 cents per page)
External Copies
Actual Cost

Number of Pages _____
\$ _____
\$ _____

If the applicant requests copies of their own personal information are not required to pay for the copies if the total copying charge is less than \$10.00.

Delivery Fees:

Regular Mail
Courier Delivery (actual cost)

No Charge
\$ _____

Signature of Access and Privacy Officer: _____ Date: _____

Please indicate your willingness to proceed by signing below and returning a copy of this form and payment to RM of Elton. Applicants have up to 30 days from the date of the estimate is given to indicate if it is accepted or to modify the request in order to change the amount of the fees. After this period, the request would be considered to be abandoned. We will notify you when the records are ready.

Applicant's Signature: _____ Date: _____



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Authorization for Access

I/We, _____ am/are the legal title holder(s) of the following lands located within the Rural Municipality of Elton:

Roll Number	Legal Description
_____	_____
_____	_____
_____	_____
_____	_____

And hereby do give authorization to _____ to receive the following personal information on my behalf (please detail the specific information the above-mentioned person should have access to):

One Time Authorization Multi Use Authorization to be attached on Roll Number

Signature of Owner: _____

Date: _____

Office Use Only

Entered on Munisoft Notes for each Roll Number indicated above as a pop up

Entered By: _____ Date Entered: _____