

Detailed description notes:

- a) For property/area requests, specify lot description, municipality, water course, environmental concerns, etc.
- b) For access to or correction of your personal information, identify the personal information bank or record containing the personal information, if known.
- c) For corrections of personal information, indicate the desired correction and, if appropriate, attach any supporting documentation. You will be notified if the correction is not made and you may require that a statement of disagreement be attached to your personal information.

Fees: The following additional fees may apply as per Section 45(1) of the *Municipal Freedom of Information and Protection of Privacy Act*:

- a) Manually searching for a record: \$30 per hour
- b) Preparing a record for disclosure: \$30 per hour
- c) Photocopying: Black & White - 20¢ per page; Colour - 35¢ per page
- d) Shipping costs
- e) Other charges associated with locating, retrieving, processing or copying records

Preferred method of access to records: Examine Original Receive Copy

Signature:

Date:

For NVCA Use Only

Date Received:

Request Number:

FOI Coordinator Review Date/Comments: