



**Nottawasaga Valley**  
Conservation Authority

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T: 705-424-1479  
admin@nvca.on.ca • nvca.on.ca

## Freedom of Information Request

**Note: A \$5.00 application fee is required for all requests.**

<b>Request for:</b> <input type="checkbox"/> Access to General Records  <input type="checkbox"/> Access to Own Personal Information  <input type="checkbox"/> Correction to Own Personal Information	<b>Contact Details of Person/Organization Requesting Information</b>
	Organization Name: _____
	Contact Name: _____
	Mailing Address: _____ _____
	Phone: _____ Fax: _____
	Email: _____

If request is for **access to, or correction of, own personal information records:**

Mr.  Mrs.  Ms.  Miss      Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Last name appearing on records:  same as above, or: \_\_\_\_\_

**Detailed description of requested records, personal information or personal information to be corrected. See notes, next page, to ensure you have provided all necessary information.**

Please contact the NVCA if you require this document in an **alternative format**.

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:**