

Public right to access government information

Generally, information produced or gathered by government offices and agencies is accessible to the public. Government information can be valuable for businesses, reporters, and people involved in lawsuits. Some information is easily accessible, such as current by-laws and minutes, legislation, Commission Reports, or court cases because it is published and distributed in libraries, government book stores, and online. However, some information is not readily available without requesting it, such as internal memos, expenses, and reports on sensitive subject matters.

In Ontario, there are three main laws that regulate requests for information held by a government office:

1. **Municipal:** *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*
2. **Provincial:** *Freedom of Information and Protection of Privacy Act (FIPPA)*
3. **Federal:** *Access to Information Act*

Municipal information

Informal request

To request information from your municipal office, you can first make an informal request by calling, writing or visiting the Township office. If it is readily available, current information, copies will be provided for the fee set out in By-law 18-27 "Tariff of Fees". If it is information that will require research time (per the Municipal Clerk's discretion), please see below.

Formal request

If you are not able obtain the information you are looking for with an informal request, you may submit a *formal* freedom of information request. To make a formal request, you must complete a request for information form. Request forms are available at the Township office. A [generic request form](#) is available online from the IPC website. You must then submit the request, along with a small fee (see Tariff of Fee By-law and/or contact the Municipal Clerk), to the Freedom of Information and Privacy Coordinator (Municipal Clerk) at the Township office from which you want to collect the information. When making a request, both formal and informal, you must state the law under which the request is being made: ex: *MFIPPA*. The Coordinator has 30 days to respond to your request.

Appeals to IPC

If your request is denied, you can appeal to the IPC by filling out forms available at the IPC office. Appeals must be made within 30 days of the government's decision. For more information, contact the Ontario Office of the Information and Privacy Commissioner.