

About MFIPPA

What is the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

The Municipal Freedom of Information and Protection of Privacy Act applies to all local government organizations, including municipalities, school boards, public utilities, transit and police commissions, fire departments, conservation authorities, boards of health and other local boards. There are separate Acts that apply specifically to Provincial Ministries, agencies and Federal Government institutions.

MFIPPA came into effect January 1, 1991 and requires municipal institutions to protect the privacy of an individual's personal information existing in government records. The Act further requires municipalities to protect personal information by imposing privacy requirements that govern the collection, retention, use, disclosure and disposal of personal information.

The Act also gives individuals the right to access municipal government information, including most general records and records containing their own personal information, subject to very specific and limited exemptions. As well, the Act provides individuals with the right to request a correction of their personal information, which they believe to be false or inaccurate and/or to attach a statement of disagreement to their records. An individual is also provided with the opportunity to request an independent review from the Information and Privacy Commissioner/Ontario of the decisions made under MFIPPA by the head of an institution.

Each municipal organization is required to appoint a head who is responsible for overseeing the administration of the legislation within the institution and for decisions made under the legislation. At the Township of Drummond/North Elmsley, the Council has delegated the powers and duties of the head to the Clerk Administrator, who in turn delegated these responsibilities to the Clerk's Office. The Clerk's Office may be contacted at:

***Township of Drummond/North Elmsley
310 Port Elmsley Rd
R.R # 5
Perth, On
K7H 3C7***

The legislation also 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, along with mandatory prescribed fee of \$5.00. On occasion, an institution may ask for an extension, if the request is for an extensive number of records and/or if an outside consultant needs to be contacted.

In keeping with the spirit of the legislation, the Township of Drummond/North Elmsley 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, where applicable. This process is called "routine disclosure" and allows certain records to be disclosed, without having to make a formal request under the Act. Only under limited circumstances does the Township require an individual to make a formal MFIPPA request.

You may wish to view or download a complete copy of the [Municipal Freedom of Information and Protection of Privacy Act](#), accessible through The Information and Privacy Commissioner/Ontario's web site. A copy of the Act may also be purchased at:

[Publications of Ontario](#)
1-800-668-9938