



## HOW TO APPEAL AN ACCESS DECISION

If you are not satisfied with the access decision made by the Township, you may appeal the decision to the Information and Privacy Commissioner/Ontario, who is appointed by the Ontario Legislative Assembly. The Commissioner is independent and makes impartial decisions under MFIPPA independently of the Township.

If you wish to appeal an access decision made by the Township you must, within 30 days of receiving the decision, write to the Commissioner's office stating that you wish to appeal the Township's decision.

Include in your letter of appeal a copy of your original request for information and a copy of the Township's decision letter. Forward your request for an appeal together with the appropriate fee to the Commissioner's office.

The Commissioner's office is located at 80 Bloor Street West, Suite 1700, Toronto, Ontario, M5S 2V1. Telephone number: 416-326-3333. You can also reach the office at <http://www.ipc.on.ca>.

### **Appeal application fees**

If you are appealing a request for access to your personal information or a correction to your personal information, the mandatory appeal fee is \$10.00. If you are appealing a request for access to general information, the mandatory appeal fee is \$25.00.

The appeal fee must accompany your request to appeal and may be paid by cheque or money order payable to the Minister of Finance.