



Hastings Highlands

Beautiful By Nature

Routine Disclosure Request Form

The Municipality of Hastings Highlands prides itself on its efforts to be both accountable and transparent about processes and information flow. Our Routine Disclosure and Active Dissemination Policy identifies records and information that may be shared actively in accordance with the principles of the *Municipal Act* and the *Municipal Freedom of Information and Protections of Privacy Act* (MFIPPA).

Please complete the form fully and accurately and **submit as an attachment to a Customer Service Request**, available on our website.

If you need assistance with this form, please contact the Office of the Municipal Clerk at:

Municipal Clerk

Ph: (613) 338-2811 ext. 277

Email: clerk@hastingshighlands.ca

Applicant Information

First Name

Last Name

Street Number

Street Name

City/Town

Province

Postal Code

Phone Number

Email Address

Project Information (if applicable)

* A separate application is required for each address

Street Number

Street Name

Building Permit Number(s) (if known/if applicable)

Which Departments are you Request Records From:

- | | | |
|--|---|--|
| <input type="checkbox"/> Building Department | <input type="checkbox"/> Bylaw Enforcement Department | <input type="checkbox"/> Clerk's Department |
| <input type="checkbox"/> Community Services and Facilities | <input type="checkbox"/> Finance Department | <input type="checkbox"/> Fire Department |
| <input type="checkbox"/> General (Administration) | <input type="checkbox"/> Operations Department (Roads and Waste Management) | <input type="checkbox"/> Planning Department |

Please provide a detailed description of requested information and dates, (if applicable) that corresponds to the listing in Schedule 'A' of records and information that may be released under the policy. *

Applicant Declaration

I hereby declare that I am the:

- ☐ Owner of the property as described above (I.D. may be required)
- ☐ Authorized Agent (proof of agency required)
- ☐ A person who has the written consent of a property owner (proof of written consent required)
- ☐ Another person (not listed above)

Requestors will be notified when the search for records is complete. If no steps are taken by the requestor to view or obtain copies of the record(s) within 30 days of notification, the request will be deemed abandoned, and the file closed.

The personal information recorded on this form is collected and maintained in accordance with the [Municipal Freedom of Information and Protection of Privacy Act](#) (MFIPPA) and will be used for the sole purpose of processing your request. Questions about the collection of personal information may be addressed to the Municipal Clerk, Municipality of Hastings Highlands, 33011 Highway 62, P.O. Box 130, Maynooth, ON K0L 2S0, 613-338-2811 ext. 277.