

## Processing a Freedom of Information Request under FIPPA and MFIPPA (Ontario)

Fee Type	General Records	Access to Personal Info.	Correction Request
<b>Application Fee</b>	\$5.00	\$5.00	—
<b>Search Fees</b>	\$7.50 per 15 min	—	—
<b>Preparation Fees</b>	\$7.50 per 15 min	—	—
<b>Computer Programming</b>	\$15.00 per 15 min	\$15.00 per 15 min	—
<b>Photocopying/Printing</b>	20¢ per page	20¢ per page	—
<b>Digital Media</b>	\$10.00 per disc or USB	\$10.00 per disc or USB	—
<b>Other Costs</b>	As invoiced	As invoiced	—
<b>IPC Appeal Fee</b>	\$25.00	\$10.00	\$10.00

Timelines and Deadlines	General Records	Access to Personal Info.	Correction Request
<b>Issue Decision (Basic Deadline)</b>	30 days	30 days	30 days (recom.)
<b>Forward or Transfer</b>	15 days	15 days	—
<b>Deem Request Abandoned</b>	30 days	365 days	365 days
<b>Receive Affected Person (A.P.) Rep's</b>	20 days after AP notice	20 days after AP notice	—
<b>Issue all Decisions (A.P. Process)</b>	30 days after AP notice	30 days after AP notice	—
<b>To Appeal / Records Holding Period</b>	30 days after decision	30 days after decision	30 days after dec.

Steps to Consider

Acknowledgement Letter	Seek Narrowing	Assign Search to Staff	Issue Decision Letter
Clarify / Handle Defects	Notify of New Wording	Prepare Index of Records	Affected Person Decisions
Transfer / Forward	Time Extension	Affected Person Notices	Disclose Documents
Declare Frivolous	Interim Fee Estimate	Deem Abandoned	Close File



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## Exemptions and Exclusions under FIPPA and MFIPPA (Ontario)

EXEMPTIONS	FIPPA	MFIPPA	Notes
Draft By-Laws and Closed Municipal Meetings	—	s.6	D, N
Cabinet Records	s.12	—	M, N
Advice to Gov't / Recommendations	s.13	s.7	D, P
Law Enforcement	s.14	s.8	D, N
Civil Remedies Act, 2001	s.14.1	s.8.1	D, N
Prohibiting Profiting from Recounting Crimes Act, 2002	s.14.2	s.8.2	D, N
Relations with Other Governments	s.15	s.9	*, P
Relations with Aboriginal Communities	s.15.1	s.9.1	D, P
Defence	s.16	—	D, N
Third Party Information	s.17	s.10	M, P
Economic and Other Interests	s.18	s.11	D, P
Closed Meetings of Universities, Colleges and Hospitals	s.18.1	—	D, P
Solicitor-Client Privilege	s.19	s.12	D, N
Danger to Safety or Health	s.20	s.13	D, P
Personal Privacy (For Gen. Records Req.)	s.21	s.14	M, P
Species at Risk	s.21.1	—	D, P
Information Soon to be Published	s.22	s.15	D, N
Personal Info. (Used for P.I. Requests)	s.49	s.38	D, N

D = Discretionary, M = Mandatory  
 P = Public Interest Override Applies  
 N = Public Int. Override Does Not Apply

\* Discretionary under FIPPA  
 (but see s.15 for details),  
 Mandatory under MFIPPA

EXCLUSIONS	FIPPA	MFIPPA
Private Donations to Archives	s.65(1)	s.52(2)
Proceedings Before a Court	s.65(3)	—
Quasi-Judicial Capacity	s.65(3.1)	—
Performance Evaluations of Judges	s.65(4)	—
Ontario Judicial Council Records	s.65(5)	—
Investigations of Associate Judge	s.65(5.1)	—
Prosecution Records	s.65(5.2)	s.52(2.1)
Ecclesiastical Records	s.65(5.3)	—
Hospital Foundation	s.65(5.4)	—
Admin Records of Health Professionals	s.65(5.5)	—
Charitable Donations	s.65(5.6)	—
Labour Relations and Employment	s.65(6)	s.52(3)
Church/Religious Appts	s.65(6)4	—
Hospital Appointments	s.65(6)5	—
Adoptions Related	s.65(8)	—
Research & Teaching Material (RTM)	s.65(8.1)	—
Peer Evaluations of RTM	s.65(10)	—
Medical Assistance in Dying	s.65(11)	s.52(5)
Services Relating to Abortion	s.65(13)	—
Adjudicative Records	s.65(16)	—
Hydro One	—	s.52.1
Other Acts, including PHIPA s.8(1)	s.67(1)	s.53



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