



REQUEST FOR ACCESS TO A DOCUMENT OR
PERSONAL INFORMATION

Act respecting access to documents held by public bodies and the protection of personal information

IDENTIFICATION OF THE PERSON MAKING THE REQUEST (APPLICANT)

First name: _____ Last name: _____

Address: _____

Postal code: _____

Phone: _____

Home: _____ Work/Cell: _____

Email: _____

IDENTIFICATION OF THE ORGANIZATION TO WHICH THE REQUEST IS MADE

Person in charge for access to documents
MUNICIPALITY OF BOLTON-EST
858 Missisquoi Rd
Bolton-Est, QC J0E 1G0
450-292-3444 | info@boltonest.ca
www.boltonest.ca

IDENTIFICATION OF THE REQUESTED DOCUMENT

Document: _____

DESIRED CONSULTATION MODE

Free consultation at the organization's offices ☐ Sending a copy of the document ☐

Acceptance of costs for sending copies of the documents.
(Please note: Fees are payable before sending or upon delivery of the document.)

Yes, I agree to pay the actual cost related to request for access to documents of public bodies and for the protection of personal information, and I have signed:

_____ Date Signature of the applicant

To obtain a document for a property you do not own, a consent to disclosure from the current owner of the building or a manager of a company if the building is owned by a company is required to process the request.

CONSENT TO DISCLOSE PERSONAL INFORMATION

If applicable (if a third party is involved):

☐ I agree that the Municipality of Bolton-Est shall provide the applicant with documents regarding my property or immovable that contain personal information of a private nature regarding me.

Name: _____

Address of the property or lot number: _____

Signature: _____ Date: _____

Phone: _____

This authorization is valid until _____

ACKNOWLEDGEMENT OF RECEIPT

I, the undersigned, person in charge for access to documents of the Municipality of Bolton-Est, acknowledge receipt of this request for access to documents or personal information.

In accordance with the law (Article 46), (date)_____ is the latest date by which you will receive a written response to this request. The response time set by law is twenty (20) calendar days. Exceptionally, this period may be extended by ten (10) days in such a case a writing notice of extension is given to you.

You will have the right to appeal to the *Commission d'accès à l'information* if the deadline for response is not respected. You will find attached an explanatory note regarding the exercise of this action.

Please note that the Municipality of Bolton-Est applies the Regulation respecting fees for the transcription, reproduction and transmission of documents and personal information of the Act respecting access to documents held by public bodies and the protection of personal information, according to the rate in effect, for all requests for information.

The cost of photocopying and transmitting documents is \$ _____ or is estimated at \$ _____.

Mélisa Camiré,
Director General and Secretary-Treasurer

Extract from the law:
Rates as of May, 2020

DIVISION II

DOCUMENTS HELD BY MUNICIPAL BODIES

The fees payable for the transcription, reproduction and transmission of a document held by the Municipality are those established by the *Règlement sur les frais exigibles pour la transcription, la reproduction et la transmission de documents et de renseignements personnels* of the Government of Quebec, under chapter 2, section 2.