



LUMSDEN, IN THE QU'APPELLE

TOWN OF LUMSDEN

PO Box 160 Lumsden, SK S0G 3C0

REQUEST FOR MUNICIPAL DOCUMENT

In accordance with Section 117 of *The Municipalities Act*, any person may obtain copies of municipal documents within a reasonable time after submitting a request to the local government authority.

The Town of Lumsden, through council resolution 246-12, charges a fee of \$20.00 for each request. Where time in excess of one hour is spent in searching for a record requested or in preparing it for disclosure, a fee of \$15.00 for each half-hour or portion of a half-hour of that excess time is payable at the time when access is given.

APPLICANT INFORMATION

(Please Print)

Last Name		First Name	
Address		City or Town	
Postal Code	Telephone	Fax	Email

DETAILS OF REQUESTED INFORMATION

Name of Record (if known)
Detailed Description of Record:

I understand that an application fee of \$20.00 is to be submitted with this request.

I also understand that there may be an additional processing fee to process this request should the processing time exceed 1 hour.

Signature of Applicant

For Office Use Only	
Date Received: _____	Application Fee Received: _____
Document(s) Provided Date: _____	Processed By: _____