



Request for Information under the Municipal Freedom of Information and Protection of Privacy Act

City of Kawartha Lakes
26 Francis Street, PO Box 9000
Lindsay, ON K9V 5R8

Please note that MFIPPA requires a \$5.00 fee to be
submitted with the completed Request Form.

Request for:

- Access to General Records
- Access to Own Personal Information
- Correction of Own Personal Information

Submit the Completed
Request to:

City of Kawartha Lakes
City Clerk's Department
26 Francis Street, PO
Box 9000
Lindsay, ON K9V 5R8
705-324-9411

**If request is for access to, or correction of, own personal information records the last name appearing on
the records is:**

First Name:

Last Name:

Address:

City/Town/Village:

Province:

Postal Code:

Telephone Number:

Email:

Detailed description of requested records, personal information records or personal information to be corrected.

What are the dates of the information you are requesting, if applicable (use date format yyyy-mm-dd):

To:

From:

Note: If you are requesting a correction of personal information, please indicate the desired correction and, if appropriate, attach any supporting documentation. You will be notified if the correction is not made and you may require that a statement of disagreement be attached to your personal information.

Preferred method of access to records:

- Examine Original
- Receive Copy

Signature:

Date:

For Institution Use Only

Date Received:

Request Number:

Comments:

Fees for Requests for General Information:

Requests for information, whether about a person other than yourself or about a government program or activity are considered "general information requests". The following fees apply to requests for general information.

Mandatory Application Fee: \$5.00 to be paid when you submit your request.

Search Time: \$30.00 per hour required to search and retrieve records.

Record Preparation (i.e. severing): \$30.00 per hour required to prepare records for release.

Photocopying: \$0.20 for each page (Requestor's copy only).

Diskettes or CD's: \$10.00 for each diskette or CD

Personal information contained on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and/or the Personal Health Information Act and will be used for the purpose of responding to your request. Questions about the collection of this information should be directed to the City Clerk or Deputy-Clerk at 705-324-9411 extension 1295 or 1322.