



Access Request Form under the Municipal Freedom of Information and Protection of Privacy Act

Submit Completed Requests to: City of Kawartha Lakes
Office of the City Clerk
26 Francis Street, PO Box 9000
Lindsay, ON K9V 5R8

MFIPPA requires that a \$5.00 fee be attached to all access requests.
Additional fees or documentation may also be required.

Request for:

Access to General Records

Access to My Own (or My
Client's) Personal Information

Correction of My Own (or My
Client's) Personal Information

First Name:

Last Name:

Mailing Address:

City/Town/Village:

Province:

Postal Code:

Telephone Number:

Email:

Preferred method of access to records:

Receive a Copy

Examine the Original

**Detailed description of the records or files being requested, or personal information to being corrected.
(Suggestion: A numbered list of records is clearer to staff instead of a list of questions)**

Do the above listed records relate to a particular incident, occurrence, or location? Please list details (such as address, incident number, dates, etc.) or write N/A if not applicable.

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

From:

To:

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

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.

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).

Memory Devices: \$10.00 for each memory device (up to 4GB)

Response Time: All complete requests will be responded to with a formal acknowledgement letter to advise of the municipality's deadline. Most requests will have a decision response issued within 45 business days, unless the request is overly large, or requires significant consultation.

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 clerks@kawarthalakes.ca.