



***City of Windsor Access to Records Request Form***  
*Municipal Freedom of Information & Protection of Privacy Act (MFIPPA)*

**Please note: There is a fee of \$5.00 to file an access request**

- An access/correction request for information will be processed in accordance with the fees and time limits set out in the *Municipal Freedom of Information and Protection of Privacy Act* and regulations. The time limit to respond to your inquiry will begin from the date the request and the \$5.00 application fee are received.
- Applicable fees may apply – see reverse side.
- Photocopies of originals will be provided in responding to requests. On-site viewing of originals may be arranged if required.

**PART A: To be completed in full by the Requester**

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

**Directed to:**

Freedom of Information and Privacy Coordinator  
 City of Windsor  
 Office of the City Clerk  
 Suite 110 - 350 City Hall Square West  
 Windsor, ON N9A 6S1

If request is for **access to**, or **correction of** own personal information records, indicate if the last name appearing on records is:  same as below or: \_\_\_\_\_

**Contact Information**

Last Name

First Name

Middle Name

Address

City or Town

Province

Postal Code

Telephone Number (Day):

Telephone Number (Evening):

**Details of Request**

Detailed description of requested records, personal information records or correction of personal information: (If request is for correction of personal information, please indicate the desired correction and 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.)

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**Preferred method of access to records:**

Receive Copy  Examine Original

Signature:

Date Submitted:

**PART B: For Office Use Only**

**Date Fee Received:**

**Request Number:**

**Final response date:**

Personal information contained on this form is collected under section 17 of the *Municipal Freedom of Information and Protection of Privacy Act*, and will be used to respond to your request. Questions about this collection may be directed to the Freedom of Information and Privacy Coordinator for the City of Windsor, Suite 110 - 350 City Hall Square West, (519) 255-6285.



**Applicable Fees For Making an Access Request for Records**

*Regulation 823, Municipal Freedom of Information and Privacy Act*

**6.** The following are the fees that shall be charged for the purposes of subsection 45 (1) of the Act for access to a record:

1. For photocopies and computer printouts, 20 cents per page.
2. For records provided on CD-ROMs, \$10 for each CD-ROM.
3. For manually searching a record, \$7.50 for each 15 minutes spent by any person.
4. For preparing a record for disclosure, including severing a part of the record, \$7.50 for each 15 minutes spent by any person.
5. For developing a computer program or other method of producing a record from machine readable record, \$15 for each 15 minutes spent by any person.
6. The costs, including computer costs, that the institution incurs in locating, retrieving, processing and copying the record if those costs are specified in an invoice that the institution has received. O. Reg. 22/96, s. 2; O. Reg. 93/07, s. 1.

**6.1** The following are the fees that shall be charged for the purposes of subsection 45 (1) of the Act for access to personal information about the individual making the request for access:

1. For photocopies and computer printouts, 20 cents per page.
2. For records provided on CD-ROMs, \$10 for each CD-ROM.
3. For developing a computer program or other method of producing the personal information requested from machine readable record, \$15 for each 15 minutes spent by any person.
4. The costs, including computer costs, that the institution incurs in locating, retrieving, processing and copying the personal information requested if those costs are specified in an invoice that the institution has received. O. Reg. 22/96, s. 2; O. Reg. 93/07, s. 2.

**7. (1)** If a head gives a person an estimate of an amount payable under the Act and the estimate is \$100 or more, the head may require the person to pay a deposit equal to 50 per cent of the estimate before the head takes any further steps to respond to the request. O. Reg. 22/96, s. 3.