



Access/Correction Request

Municipal Freedom of Information and Protection of Privacy

Submit to:

City of Welland
60 East Main Street
Welland, ON L3B 3X4

Request for:

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

Requester's Information

Last Name:

First Name:

Middle Name:

Street Number & Name

Apt. # /P.O. Box/ R.R.#

City

Province

Postal Code

Telephone Number(s):

Email Address:

Please provide a detailed description of the requested records, personal information records or personal information to be corrected, and include the timeframe of the records. If you are requesting access to, or correction of, your personal information, please include your date of birth and identify the record containing the personal information, if known.

Preferred method of access to records: Examine Original Receive Copy of Original

Signature:

Date (yyyy/mm/dd):

EACH SEPARATE REQUEST MUST BE ACCOMPANIED BY THE \$5.00 APPLICATION FEE.
CHEQUE OR MONEY ORDERS SHOULD BE MADE PAYABLE TO THE CITY OF WELLAND

Personal information contained on this form is collected pursuant to Municipal Freedom of Information and Protection of Privacy legislation and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Municipal Freedom of Information and Protection of Privacy Coordinator at the City of Welland.

Municipal Freedom of Information Access Request

The City Clerk is responsible for processing record requests under the Municipal Freedom of Information and Protection of Privacy Act. The Act establishes a process for the public to gain access to records in the City's custody and control. If you have a legal right of access to records the City of Welland creates and maintains, you may request to obtain them through this process.

Depending on the type of record requested, it may or may not be fully disclosed, as any applicable exemptions from the Act will be applied. This includes but is not limited to the withholding of personal information and identification of third-party individuals. For example, sometimes personal information will need to be redacted before providing records and sometimes an authorization of release is required from a third party of interest.

The City Clerk has 30 days to respond to Freedom of Information (FOI) Requests unless an extension is required, in which case notification is provided to the applicant in writing outlining the reasons.

The Act is not meant to interfere with the present open disclosure practice of the City of Welland. The Act is meant to provide the public with access to records of the City (except personal information) that are not available through usual channels.

The Act gives individuals a right to appeal any decisions that are made by the City about access to records or personal information. Appeals are filed with the Information and Privacy Commissioner of Ontario who is an Officer of the Ontario legislature and is independent of the government or any institution.

Application Fee

You may submit a Freedom of Information request by filling out the form attached. The form must be completed and submitted with a \$5.00 application fee that is required to process the FOI request, as indicated at the bottom of the form. You may mail this payment in as a cheque or use the drop box located at the City Hall entrance or pay in person at our Finance counter.

Additional Fees

Under section 45 of the Act, we must charge fees for the processing of Freedom of Information requests as follows:

- Search Time: \$7.50 for each 15 minutes required to search and retrieve records
- Preparation Time: \$7.50 for each 15 minutes required to prepare records for release, including redacting part of the record
- Photocopies and computer printouts: \$0.20 per page
- USB, CD, or digital record: \$10.00

For further information about the Application process contact the following City Clerk's personnel:

City Clerk
905-735-1700 ext. 2159
Email: clerk@welland.ca

or
Deputy City Clerk
905-735-1700 ext. 2280