

REQUEST TO ACCESS INFORMATION INSTRUCTIONS

You can access many public body records without making a request under the Freedom of Information and Protection of Privacy Act (FOIPP). To determine whether you need to make a request under the ACT or if you need help completing the form, contact the organization to which you are making the request.

About You

In this part of the form enter:

- You last name, first name and preferred title, if any;
- The name of the company or organization you are representing – if applicable
- Your complete mailing address and daytime telephone number so that the public body can contact you about the request;
- Email address, if any, where correspondence may be sent.

About your Request

What kind of information are you requesting?

Check **General** or **Personal** information

General Information

- There is an initial fee of \$5.00. Please make your cheque payable to the Town of Stratford – Administration Department. If you have any questions, please feel free to contact the Provincial Access and Privacy Services Office at 902 569-0568 or the Town of Stratford at 902 569-1995 and ask to speak with Wendy Watts – FOIPP Coordinator, or Mary McAskill – FOIPP Coordinator. The request will not begin to be searched until the fee is received by the Town of Stratford.
- You will be provided with an estimated cost before processing begins. If you agree to the estimated fee, you are required to pay 50% of the estimate fee before the processing of your request begins. The records are provided when the fee is paid in full (if applicable).

Personal Information

- You must provide proof of your identity before records containing your personal information are released to you.
- If you are requesting records for another person, you must provide proof that you have legal authority to act for the person (e.g. guardianship)

About the Information you want to Access

What information are you requesting?

- Be as specific as possible in describing the records.
- If you need more space, continue your description on a separate sheet of paper and attach it to this request form.
- If you are requesting your own personal information, give:
 - Your full name
 - Any other names that you have previously used

AND

- Any identifying number that relates to the records such as your employee number, case number or other identification.

If you are requesting another person's information provide:

- The person's full name;
- Any other name that person may have used on the record; and
- Any identifying numbers for the person - if you know them.

If you are requesting records for another person, you will need to provide proof that you have legal authority to act for that person.

Enter the time period of the requested records. Please note: The Freedom of Information Legislation came into effect for municipalities on April 1, 2019 and applies only to records from that date forward.

Signature

Sign and date the form and send it to:

Town of Stratford

Attn: Wendy Watts/Mary McAskill – FOIPP Coordinators

234 Shakespeare Drive

Stratford, PE C1B 2V8

Forms can also be dropped off at Stratford Town Centre. Please remember that until the initial fee is paid, the search for records, and subsequent start to the timeframe for the return of records, will not start. The date of the fee payment being received at Stratford Town Centre, is the first day the search for records will begin.