MUNICIPALITY OF
STRATHROY-CARADOC

Instructions for Completing a *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) Access/Correction Request

Section A – Type of Request

Check the bullet that indicates the records you are requesting. Requests for records other than your personal information are considered *General Records*.

If you are requesting access to or correction of your own personal information, you will be required to verify your identity using a valid piece of photo ID.

If you are requesting another person's personal information records, you must provide either:

1.) documentation indicating that you have authority to act for them, or

2.) documentation indicating their consent to release their personal information records to you.

Section B – Description of Records

Provide as much detail as possible about the requested records.

Specify the time period for the records as precisely as possible, for example, from January 2024 – present.
If known, indicate the department(s) that the records are located. If you are requesting records of email correspondence, please indicate:

1.)The Strathroy-Caradoc email address to be searched;

2.) Key words to be used to complete the search and;

3.)The date range of the requested search.

Check the bullet that indicates whether you would like to examine original records (on site), if you would like to receive hard copies, or if you would like to receive electronic copies (records will be provided electronically where possible and appropriate if this selection is made).

If you are requesting a correction of personal information, please indicate the desired correction and, if appropriate, attach any supporting documentation to your request form.

Section C – Requester's Information & Payment

A $5.00 non-refundable application fee is required at the time you submit your request. Cash, credit/debit are accepted in person at 137 Frank Street, Strathroy, ON, N7G 2R8. Cheques may be made out to the Municipality of Strathroy-Caradoc and mailed along with the request to the above noted address to the attention of the Clerk.

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Frequently Asked Questions

How Long Will My Request Take to Complete?

We will respond to a request within 45 business days of receipt of the request and the $5.00 application fee, as per legislative requirements. For requests that involve a large number of records, an extensive search, or consultation with an external third party, the time may be extended. Requesters will be advised of a time extension.

Is There Any Way to Expedite My Request?

No, but we will make a note on your file that the records are needed urgently; however, there is no guarantee a response will be made before the 45 business day time frame.

Do You Accept Personal Cheques and Who Is It Made Payable To?

Yes. All cheques and money orders should be made payable to the "Municipality of Strathroy-Caradoc"

How Much Does a Request Cost?

A non-refundable $5.00 application fee must be paid when submitting an Access Request. Additional fees may be charged under section 45 of the *Municipal Freedom of Information and Privacy Protection Act* for search time and record preparation, for example.

MUNICIPALITY OF
STRATHROY-CARADOC

Municipal Freedom of Information & Protection of Privacy Act Access/Correction Request

Section A – Type of Request

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

If request is for access to, or correction of personal information records.

☐Name appearing on the records is the same as person requesting records (below); OR
☐Other (specify):_____

Section B – Description of Records

Time period of the records

From: _____ To: _____
yyyy-mm-dd yyyy-mm-dd

Preferred method of access to records

☐Receive copy
☐Examine original (onsite only)

Detailed description of requested records, personal information records or personal information to be corrected. (If you are requesting access to or correction of your personal information, please identify the personal information bank or record containing the personal information, if known).

Section C – Requester's Information & Payment

Name of person requesting record(s)	Day telephone	Evening telephone
Address		Postal code
E-mail address		
$5.00 Application fee ☐Cheque (made payable to the Municipality of Strathroy-Caradoc) ☐Cash (in person only) ☐Debit/Credit		

Submit completed request to:
Legal & Legislative Services Department
137 Frank St, Strathroy, ON, N7G 2R8

_____ Todays Date

_____ Signature of person requesting records

For Municipality of Strathroy-Caradoc use only

Date Received	Comments
Request Number	