

## Sewer By-Law Compliance Record Search Request Form

Subject to *The Freedom of Information and Protection of Privacy Act*, and upon payment of the applicable fee, the owner of a property or an agent of the owner is entitled to receive, in respect of a property, account histories and other records, which the City has in its possession.

This form is to be used to request:

1. By-law compliance record searches- one fee required per civic address requested
2. Copies of data pertaining to the property- one fee covers one parameter for a period of up to one year

### PART 1: REQUESTOR INFORMATION

Name: \_\_\_\_\_

Company name: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
\_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

### PART 2: INFORMATION REQUEST

Please select one of the options below:

**Sewer By-law compliance record search:**

- A separate request form and fee must be submitted for each civic property address
- Results will be emailed to the requestor in PDF format

1. Property address: \_\_\_\_\_

2. Roll number: \_\_\_\_\_

3. Property owner: \_\_\_\_\_

**Wastewater monitoring – analytical results:**

- Fee covers one parameter for a period of up to one year. Additional fees required for additional parameters or months. Please complete the table below to calculate the total fee
- Results will be emailed to the requestor in the most suitable format

Requested information details	Time period requested
<i>What parameters are you looking for?</i>	<i>Up to one year per line. Use additional lines if requesting more than one year.</i>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
<b>Total Charge</b> (number of rows x \$208):	\$ _____

**Hauled wastewater data:**

- Fee covers one data set for a period of up to one year. Additional fees required for additional data or months. Please complete the table below to calculate the total fee
- Results will be emailed to the requestor in the most suitable format

<b>Requested information details</b>	<b>Time period requested</b>
<i>What data (load history, invoices, etc.) are you looking for?</i>	<i>Up to one year per line. Use additional lines if requesting more than one year.</i>
1.	
2.	
3.	
4.	
5.	
6.	
<b>Total Charge</b> (number of rows x \$208):	\$ _____

**PART 3: CONSENT & AUTHORIZATION**

We require consent from the property or business owner to release information related to the property or business. A copy of the signed Consent & Authorization form, or equivalent form, is required with each request.

- Attach Consent & Authorization from property owner
- Attach applicable fee
- I declare that the information given in this record search request form is accurate
- I understand that the City of Winnipeg can apply the penalties outlined in the Sewer By-law if I provide false or misleading information

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Any personal information collected is done so pursuant to S.36(1)(b) of The Freedom of Information and Protection of Privacy Act (FIPPA). This information will be used for the administration and management of wastewater disposal within the City of Winnipeg and will not be used or disclosed for any other purposes, except as authorized by law. If you have any questions about the collection of this information, contact the Corporate Access and Privacy Officer by mail to City Clerk's Department, Susan A. Thompson Building, 510 Main Street, Winnipeg MB, R3B 1B9, or by telephone at 311.*

Submit your completed form by:

- Email: [wwd-iwsb@winnipeg.ca](mailto:wwd-iwsb@winnipeg.ca)
- Mail: Environmental Standards Division  
City of Winnipeg  
2230 Main Street  
Winnipeg, MB R2V 4T8