

Information Request Guide



If you have any questions or would like assistance, please call the City Clerk's Office at **(306) 975-3240**

Before You Start

- You will need your completed **Access to Information Request Form**
 - Include any supplemental information using a separate document
- You will need to review this webpage to determine if an application fee of \$20.00 is required, along with your completed PDF form
 - If so, include a cheque payable to The City of Saskatoon. **Do not send us cash by mail**
 - If you forget to include the application fee for general requests/or request for someone else's personal information, a City Clerk's staff member will provide you with a file "Reference Number" so you can **Pay Online**

Section A: Instructions for Mailing the Completed Access to Information Form

This section is only applicable to the submission of your completed PDF form.



OPTION 1:

MAIL it to the Access and Privacy Officer

Office of the City Clerks
City of Saskatoon
222 3rd Avenue North
Saskatoon, SK S7K 0J5

OPTION 2:

EMAIL it to the City Clerk's Office **City.Clerks@Saskatoon.ca**

OPTION 3:

Stop by **IN-PERSON** at City Hall: 222 - 3rd Avenue North, Monday to Friday, 8:00 am to 5:00 pm (excluding statutory holidays)

- Use the drop box located by the main doors of City Hall

Do not put cash in the drop-box

Be sure to date and sign the completed form. The City Clerk's Office has 30 days to process your request as mandated by *The Local Authority Freedom of Information and Protection of Privacy Act*

Section B: Notes

NOTE 1: If we attempt to contact you for clarification in order to proceed with your request **and 30 days passes without a response from you**, your request will be marked as 'abandoned'. We will close your request and send you a final notice in writing (email, letter)

NOTE 2: If your request is for **police related records** and/or **noise bylaw complaint records** enforced by Saskatoon Police Service (SPS)



Please visit **<https://saskatoonpolice.ca/foip/>** and complete the SPS freedom of information access request form

If you have questions, contact the SPS Access and Privacy Unit by emailing **accessandprivacy@police.saskatoon.sk.ca** or calling **(306) 975-8259**

NOTE 3: If you are seeking **records held by the Government of Saskatchewan**

- Consult the access and privacy contacts listing by **government institution** and follow the submission instructions provided by the institution