

Access to Government Records

The Right to Know

Right to Know Day – September 28

“The purpose of Right to Know is to raise awareness of an individual’s right to access government information, while promoting freedom of information as essential to both democracy and good governance.” – Government of Canada

What are the provincial and federal laws related to the right to access government records?

Federal	Access to Information Act and regulations	Gives Canadian citizens, permanent residents, or individuals or corporations present in Canada the legal right to be given access to any record under the control of a federal government institution.
	Privacy Act and regulations	Gives individuals present in Canada the legal right to request or correct their personal information in government records. Information about how to make a request under the Privacy Act is not explained in this handout. See the Winnipeg Public Library handout: <i>Privacy and Your Information</i> .
Provincial	Freedom of Information and Protection of Privacy Act (FIPPA) and regulation	Gives an individual the right to access information in records held by Manitoba public bodies – including municipalities – subject to limited and specific exceptions.

a record

“any documentary material, regardless of medium or form”

-Access to Information Act

“a record of information in any form, and includes information that is written, photographed, recorded or stored in any manner, on any storage medium or by any means including by graphic, electronic or mechanical means, but does not include electronic software or any mechanism that produces records”

-Freedom of Information and Protection of Privacy Act

Government institution

A term used in the *Access to Information Act*.

Examples: federal government departments and agencies, Crown corporations owned by the federal government.

public bodies

A term used in the *Freedom of Information and Protection of Privacy Act*.

Examples: provincial government departments, government agencies, educational, health care and local government bodies (i.e., municipalities).

Before making a request

It is a good idea to check with the government institution or public body before making a submission.

The information you want may not require a formal application (for example, if the information is already shared online). In addition, someone else may have already requested the information and the request/response may be available online.

The following three tables share:

- information about where to learn about previous requests
- information about how to submit a request
- contact information to learn more about request processes or to file a complaint related to a request

Learn about previous requests

FEDERAL	GOVERNMENT OF MANITOBA	CITY OF WINNIPEG
<i>Access to Information Act</i> and regulations	<i>Freedom of Information and Protection of Privacy Act</i> and regulation	
completed requests submitted under the <i>Access to Information Act</i> are found on the Government of Canada's Open Government portal	Request and responses received by Government of Manitoba departments are <i>not</i> online. A summary of activity can be found in FIPPA Annual Reports . FIPPA Investigation Reports are available on the Manitoba Ombudsman site.	Requests and responses are available on the City Clerk's site.

Submitting requests

FEDERAL GOVERNMENT	GOVERNMENT OF MANITOBA	CITY OF WINNIPEG
Act / regulation	Act / regulation	
Access to Information Act and regulations	Freedom of Information and Protection of Privacy Act (FIPPA) and regulation	Freedom of Information and Protection of Privacy Act (FIPPA) and regulation
Where to submit	Where to submit	
Federal institution that holds the information	Government department, agency or local public body that holds your information	City Clerk's Department, City of Winnipeg
How to make a submission	How to make a submission	
use <i>Access to Information</i> form online, email, regular mail	Use <i>FIPPA Application for Access</i> form regular mail, in-person	Use <i>FIPPA Application for Access</i> form email, fax, regular mail, in-person
Cost	Cost	
\$5.00 application fee. No other costs.	Fees vary.	Fees vary.
Time	Time	
30 days from receipt of a request; extensions under certain conditions	30 days from receipt of a request; extensions under certain conditions	30 days from receipt of a request; extensions under certain conditions

Ask a librarian

Winnipeg Public Library has staff with the skills to help find government information.

If you think the information you want may already be publicly available – ask us!

We are here to help.

Visit any of our 20 libraries.

Phone 204-986-6450.

"Ask Us!" at winnipeg.ca/library

SEARCH SMART with our INFO GUIDES

Find even more information you can count on using our **Government and Legal Info Guides.**

Contact Information

FEDERAL GOVERNMENT	GOVERNMENT OF MANITOBA	CITY OF WINNIPEG
Act / regulation	Act / regulation	
<u>Access to Information Act</u> and regulations	<u>Freedom of Information and Protection of Privacy Act</u> (FIPPA) and regulation	
Questions	Questions	
Access to Information and Privacy Coordinator, Department of Justice Canada 275 Sparks Street, 9th Floor Ottawa, ON K1A 0H8 Phone: 613-907-3700 Fax: 613-957-2303 E-mail: ATIP-AIPRP-JusticeCanada@justice.gc.ca Website: https://www.justice.gc.ca/eng/trans/atip-airprp/	Information and Privacy Policy Secretariat 130 - 200 Vaughan Street Winnipeg, MB R3C 1T5 Phone: 204-945-1252 Toll Free: 1-800-617-3588 (in Manitoba) Fax: 204-948-2008 E-mail: fippa@gov.mb.ca Website: https://www.gov.mb.ca/chc/fippa/index.html	City Clerk's Department Susan A. Thompson Building 510 Main Street Winnipeg, Manitoba R3B 1B9 Phone: 311 Fax: 204-986-7133 Email: fippa@winnipeg.ca Website: https://winnipeg.ca/clerks/fippa/default.stm
Complaints	Complaints	
Office of the Information Commissioner of Canada 30 Victoria St. Gatineau, QC K1A 1H3 Toll-free: 1-800-267-0441 Fax: 819-994-1768 Email: general@oic-ci.gc.ca Website: http://www.oic-ci.gc.ca/eng/contact-us-nous-contacter.aspx	Manitoba Ombudsman 750 - 500 Portage Avenue (Colony Square) Winnipeg, MB R3C 3X1 Toll-free: 1-800-665-0531 Phone: 204- 982-9130 Fax: 204 942-7803 Email: ombudsman@ombudsman.mb.ca Website: https://www.ombudsman.mb.ca/	

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printing and photocopying

.25¢ a page/black and white

.85¢ a page/colour
(at Millennium Library only)

scan to email documents – free

local/toll free faxing of a few pages – free

For Millennium Library, available
Monday-Friday, 8:30 am-4:15 pm
in Administration Office only.