

# BY-LAW ENFORCEMENT SERVICES DISCLOSURE REQUEST FORM

FORM BLW-107



8348 Wellington Rd 124  
P.O Box 700  
Rockwood, ON N0B 2K0

## Directions

**PLEASE FILL OUT THE FORM BELOW AND EMAIL OR MAIL IT TO:**

**Email: [bylaw@get.on.ca](mailto:bylaw@get.on.ca)**  
**Attn: By-law Enforcement Department**  
**Township of Guelph/Eramosa**  
**8348 Wellington Rd 124**  
**P.O Box 700**  
**Rockwood, ON N0B 2K0**

## Instructions

1. Please ensure that all information is accurately filled out to avoid any delays.
2. You are required to complete a disclosure request at least **4 weeks prior to your Court date**.
3. The Township will contact you via email or by phone to advise you once your disclosure request has been processed.
4. If you have requested a physical copy of documents, you will be required to make a payment of the appropriate photocopy fees in accordance to the Township Fees and Charges By-law.

1. Who is submitting this application?

☐ Defendant      ☐ A Legal Representative retained by the Defendant.

**Legal Representatives:** Please attach a retainer agreement, or use the Township's Agent/Owner Authorization Form available on the [Applications and Forms](#) Section of the Township's website.

## A. Defendant Information

Name	
Address	
Phone number	
Email	

### A1. Legal Representative Information (if applicable)

Please note that disclosure will be sent by email to a legal representative if one is retained. Therefore you are required to ensure that you spell your email address correctly.

Name	
Address	
Phone number	
Email	

### B. Charge Information

Was the charge you received a ticket or a summons to appear in court?

☐ Ticket ☐ Summons

#### TICKETS

Please Enter the Ticket Number(s) (if applicable) : \_\_\_\_\_

#### SUMMONS

Date of Offense : \_\_\_\_\_

Charge Description : \_\_\_\_\_

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#### BODY WORN CAMERA FOOTAGE REQUESTS

Please be advised that Township By-law Enforcement officers record all interactions with the general public during regulatory inspections on Body Worn Cameras in accordance with the Township's [Body Worn Camera Policy COR-0225](#).

Anyone who obtains records of body-worn camera recordings in accordance with section 7.1 of the Policy may not further disclose these recordings to other parties without lawful authority.

#### **Are you requesting a copy of Body Worn Camera Footage?**

☐ Yes ☐ No

***Please note that recipients of Body Worn Camera Footage are required to fill out the Township [Body Worn Camera Confidentiality Agreement](#) before receiving a copy of the footage.***

### C. Court Date Information

Please note that Disclosure can only be requested once a court date has been set.

Court Location:  
Provincial Offences Court  
59 Carden Street  
Guelph  
N1H 2Z9  
[courtservices@guelph.ca](mailto:courtservices@guelph.ca)  
<http://guelph.ca/court>

What is your appearance type?

☐ First Appearance      ☐ Trial

Please enter your Court Date and Time \_\_\_\_\_

### D. Method of Delivery of Disclosure Documentation

How would you like to receive the disclosure documents

- ☐ By Email
- ☐ On Digital Media (DVD)
- ☐ On USB Flash Drive
- ☐ Physical Copy of Documents

#### **Email Delivery of Documents:**

The requested disclosure of documents will be shared with you by email, once the disclosure request is completed.

In the event the documents exceed 19 MB (Megabytes) in size, you will receive a link to access all documents electronically through the web by using a shared folder from the Township.

The shared folder documents will be available to be accessed for 30 days. If you wish to retain a copy of the documents, you will be required to save the documents to your computer.

If the time to access the documents has elapsed, you can email [bylaw@get.on.ca](mailto:bylaw@get.on.ca) to request an extension

**There is no cost for the processing and delivery of the documents in this format.**

### **On Digital Media (DVD):**

The requested documents will be placed on a Disk or a USB Flash drive, which will be available for pick-up at the Township office.

**There is no cost for the processing and delivery of the documents in this format.**

### **On USB Media Drive**

The requested documents will be placed on a USB Flash drive which will be available for pick-up at the Township office or could be mailed out upon request.

**There is a \$20.00 administrative fee for the processing and preparation of the USB Media Drive in accordance with the Township's Fees and Charges By-law.**

### **Physical Copy of Documents**

The requested documents will be photocopied and be available for pick-up at the Township office. Please note that any digital media, such as Body Worn Camera videos, will be placed on a DVD or a USB drive.

Please note that there is a photocopy fee of **¢0.25/page** in accordance with the **Township's Fee's and Charges By-law.**

## **E. Terms and Conditions**

**I agree to the following terms and conditions:**

- I confirm that the information set out above is provided voluntarily, is true, and correct
- I acknowledge that the Township of Guelph/Eramosa may use this information to complete my request and/or for any other purpose in the future
- I consent to the Township of Guelph/Eramosa sending me emails regarding my current and/or future Provincial Offences case(s)
- I understand that email is not guaranteed to be a secure or confidential method of communication, and I assume any risk associated with corresponding by email
- I confirm and understand that if I request body-worn camera footage, I will be required to complete the [Body Worn Camera Confidentiality Agreement](#) before the footage is disclosed.

## **F. Declaration**

I, \_\_\_\_\_ hereby declare that the information given in this form is true, complete and accurate.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **Notice of Collection**

The Township of Guelph/Eramosa collects information under authority of section 227 of the Municipal Act, 2001. Any personal information collected on this form is to provide disclosure and for further communication with the defendant or their representative. Questions about the collection of this personal information can be directed to the Deputy Clerk at 519-856-9596 x107 or by mailing them to:

Township Office, 8348 Wellington Rd 124 P.O Box 700, Rockwood, ON, N0B 2K0