SUMMARY OF FEES

The payment of fees is set out in the Municipal Freedom of Information and Protection of Privacy Act and its regulations.

PERSONAL INFORMATION REQUESTS

A request for information about oneself is considered a "personal information request". The following fees apply to requests for your own personal information:

MANDATORY FEE	
Access Fee:	$5.00 - to be paid when you submit your request *Note: the access fee is mandatory (law) and not subject to waiver*

ADDITIONAL FEES	
Photocopying:	$0.20 / page (8 ½ x 11, 11 ½ x 14)
Plotter Photocopies	(18 x 24) $4.15/print + HST (24 x 36) $8.50/print + HST (36 x 48) $17.00/print + HST (42 x 60) $35.00/print + HST
Computer Programming	$15.00 per ¼ hour if needed to develop program to retrieve information
Disks/CD's/DVD	$10.00 for each disk/CD/DVD $10.00 +HST for each device

GENERAL INFORMATION REQUESTS

Requests for information, whether about a person other than yourself or about a government program or activity are considered general information requests. The following fees apply to requests for general information

MANDATORY FEE	
Access Fee:	$5.00 - to be paid when you submit your request *Note: the access fee is mandatory (law) and not subject to waiver*

ADDITIONAL FEES	
Search Time	$7.50 per ¼ hour required to search and retrieve records
Record Preparation	$7.50 per ¼ hour required to prepare records for release or $0.20 / page (i.e. severing – redacting)
Photocopying:	$0.20 / page (8 ½ x 11, 11 ½ x 14)
Plotter Photocopies	(18 x 24) $4.15/print + HST (24 x 36) $8.50/print + HST (36 x 48) $17.00/print + HST (42 x 60) $35.00/print + HST
Computer Programming	$15.00 per ¼ hour if needed to develop program to retrieve information
Disks/CD's/DVD	$10.00 for each disk/CD/DVD $10.00 +HST for each device