

SUMMARY OF FEES

FOR INFORMATION REQUESTS UNDER THE *MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (MFIPPA)*

The payment and amount of fees are set out in the *Act* and its regulations.

The time for processing access requests is 30 calendar days. A time extension may be applied where necessary.

FEES FOR REQUESTS FOR PERSONAL INFORMATION:

A request for information about yourself is considered a “personal information request”. The following fees apply to requests for your own personal information:

Application Fee:	\$5.00 (To be paid when you submit your request. This fee is mandatory.)
Photocopying:	\$0.20 per page
Computer Programming:	\$15.00 per ¼ hour (if needed to develop program to retrieve information)
CD or DVD:	\$10.00 each

FEES FOR REQUESTS FOR GENERAL INFORMATION:

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

Application Fee:	\$5.00 (To be paid when you submit your request. This fee is mandatory.)
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 (ie: removing personal information of individuals)
Photocopying:	\$0.20 per page
Computer Programming:	\$15.00 per ¼ hour (if needed to develop program to retrieve information)
CD or DVD:	\$10.00 each

Please note that individuals will be provided with the option to view original records at Town Hall.

INFORMATION EXEMPT PURSUANT TO THE ACT

Certain types of information/records are protected by the Act. Information that will or may be withheld includes:

Mandatory Exemptions

- third party information
- relations with governments
- personal privacy

Discretionary Exemptions

- advice or recommendations
- economic or other interest
- danger to health and safety
- law enforcement
- solicitor-client privilege
- draft by-laws, records of closed meetings