

2026 Summary of Fees

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

Table 1 – Fees for Personal Information Requests (A request for information about oneself is considered a "personal information request")

Task	Fee
Application Fee (Note: the application fee is mandatory and not subject to waiver)	\$5.00 to be paid when you submit your request
*Photocopying	\$0.20/page
Plotter Photocopies	(18x24) \$4.15/print + HST (24x36) \$8.50/print + HST (36x48) \$17.00/print + HST (42x60) \$35.00/print + HST
USB's	\$10.00 + HST

*Please note that the individual may be provided the option of viewing originals on site. Select photocopying fees may apply.

Table 2 - Fees for General Information Requests (A request for information whether about a person other than yourself or about a government program or activity are considered general information requests”)

Task	Fee
Application Fee (Note: the application fee is mandatory and not subject to waiver)	\$5.00 to be paid when you submit your request
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
Photocopying	\$0.20/page
Plotter Photocopies	(18x24) \$4.15/print + HST (24x36) \$8.50/print + HST (36x48) \$17.00/print + HST (42x60) \$35.00/print + HST
USB's	\$10.00 + HST