

## Summary of Fees for Information Requests under the Municipal Freedom of Information and Protection of Privacy Act

If you request information under the Municipal Freedom of Information and Protection of Privacy Act you may be required to pay certain fees. The rules regarding the payment and amount of fees are set out in the Act and its regulations. Typical fee charges are summarized below.

If you are requesting information about yourself, your request is considered a “personal information request”. All other requests for information, whether about a person other than yourself or about a government program or activity are considered “general information requests”. General information requests are charged different fees than personal information requests.

### Fee Charges for Request for General Information

The following fees apply to requests for general information:

Application Fee	\$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 per page
Computer Programming	\$15.00 per ¼ hour if needed to develop program to retrieve information
Digital Copy	\$10.00 for each

### Fee Charges for Requests for Personal Information

The following fees may apply to requests for your personal information:

Application Fee	\$5.00 – To be paid when you submit your request
Photocopying	\$0.20 per page
Computer Programming	\$15.00 per ¼ hour if needed to develop program to retrieve information
Digital Copy	\$10.00 for each

You will be given a fee estimate if anticipated fees are \$25.00 or more. If the estimate of fees to be paid is \$100.00 or more, you may be required to pay a 50% deposit.

**Please Note:** Each request must be accompanied by the \$5.00 application fee, payable to the Town of Grimsby.