



## 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 payment and amount of fees are set out in the Act and its regulations. Typical fees 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 REQUESTS FOR GENERAL INFORMATION

<b>Application Fee</b>	<b>\$5.00</b>	<b>-to be paid when you submit your request</b>
<b>Search Time</b>	<b>\$7.50</b>	<b>-per 1/4 hour required to search &amp; retrieve records</b>
<b>Record Preparation</b>	<b>\$7.50</b>	<b>-per 1/4 hour required to prepare records for release</b>
<b>Photocopying</b>	<b>\$0.20</b>	<b>-per page</b>
<b>Computer Programming</b>	<b>\$15.00</b>	<b>-per 1/4 hour if needed to develop a program to retrieve information</b>
<b>Floppy Disks</b>	<b>\$10.00</b>	<b>-per disk</b>

### FEE CHARGES FOR REQUESTS FOR PERSONAL INFORMATION

<b>Application Fee</b>	<b>\$5.00</b>	<b>-to be paid when you submit your request</b>
<b>Photocopying</b>	<b>\$0.20</b>	<b>-per page</b>
<b>Computer Programming</b>	<b>\$15.00</b>	<b>-per 1/4 hour if needed to develop a program to retrieve information</b>
<b>Floppy Disks</b>	<b>\$10.00</b>	<b>-per disk</b>

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.

For further information about the fees charged, contact the Municipal Freedom of Information and Protection of Privacy Coordinator of the Aylmer Police at the address and phone numbers below.