

# Summary of Fees

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

## FEEs FOR 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:

|                                    |  |
|------------------------------------|--|
| <b>Application Fee:</b>            | <b>\$5.00</b> - to be paid when you submit your request<br><b>Note:</b> the application fee is mandatory (law) and not subject to waiver                   |
| <b>* Photocopying:</b>             | <b>\$0.20 / page</b>   |
| <b>**Plotter Photocopies:</b>      | (18 x 24) <b>\$4.15/print + HST</b><br>(24 x 36) <b>\$8.50/print + HST</b><br>(36 x 48) <b>\$17.00/print + HST</b><br>(42 x 60) <b>\$35.00/print + HST</b> |
| <b>Computer Programming:</b>       | <b>\$15.00 per ¼ hour</b> if needed to develop program to retrieve information   |
| <b>***Disks/CD's/DVD's, USB's:</b> | <b>\$10.00</b> for each disk/CD/DVD<br><b>\$10.00 +HST</b> for each device   |

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

\*\* As per City of North Bay By-Law No. 2020-86.

\*\*\* Please note that the City is only issuing USB's at this time given technological restrictions.

## FEEs FOR 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:

|                                    |  |
|------------------------------------|--|
| <b>Application Fee:</b>            | <b>\$5.00</b> - to be paid when you submit your request<br><b>Note:</b> the application fee is mandatory (law) and not subject to waiver                   |
| <b>Search Time:</b>                | <b>\$7.50 per ¼ hour</b> required to search and retrieve records;  |
| <b>Record Preparation:</b>         | <b>\$7.50 per ¼ hour</b> required to prepare records for release <b>or \$0.20 / page</b> (i.e. severing – redacting)                                       |
| <b>Photocopying:</b>               | <b>\$0.20 / page (8 ½ x 11, 11 ½ x 14)</b>   |
| <b>**Plotter Photocopies:</b>      | (18 x 24) <b>\$4.15/print + HST</b><br>(24 x 36) <b>\$8.50/print + HST</b><br>(36 x 48) <b>\$17.00/print + HST</b><br>(42 x 60) <b>\$35.00/print + HST</b> |
| <b>Computer Programming:</b>       | <b>\$15.00 per ¼ hour</b> if needed to develop program to retrieve information   |
| <b>***Disks/CD's/DVD's, USB's:</b> | <b>\$10.00</b> for each disk/CD/DVD<br><b>\$10.00+HST</b> for each device  |

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