



Fees for Making Requests under *Municipal Freedom of Information and Protection of Privacy Act*

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”.

Fee Charges for General Information Requests	
Application fee	\$5.00 to be paid when you submit your request
Search time for the record	\$7.50 for each fifteen (15) minutes spent by any person
Preparation of record for disclosure	\$7.50 for each fifteen (15) minutes spent by any person
Development of computer program or other method of producing a record from a machine readable record	\$15.00 for each fifteen (15) minutes spent by any person
Any additional costs in locating, retrieving, processing and copying the record	Actual costs
Disks/CDs	\$10.00 for each disk
Photocopying	\$1.17 for the first page and \$0.32 for each additional page (effective January 1, 2014)

Fee Charges for Personal Information Requests	
Application fee	\$5.00 to be paid when you submit your request
Development of computer program or other method of producing a record from a machine readable record	\$15.00 for each fifteen (15) minutes spent by any person
Disks/CDs	\$10.00 for each disk
Photocopying	\$1.17 for the first page and \$0.32 for each additional page (effective January 1, 2014)

You will be provided with a fee estimate if anticipated fees are \$25 or more. If the estimate of fees to be paid is \$100 or more, you will be required to pay a 50% deposit. Please note that the fee charges are prescribed by section 45 of the *Municipal Freedom of Information and Protection of Privacy Act*, and section 6 of the Regulations and Guidelines for Municipalities and Local Boards. All monies are payable by cash, money order or certified cheque, made payable to Mississippi Valley Conservation Authority.