



**FREEDOM OF INFORMATION AND  
PROTECTION OF PRIVACY**

**SCHEDULE 2**

**SCHEDULE OF MAXIMUM FEES FOR  
RECORDS AVAILABLE PURSUANT TO A WRITTEN REQUEST UNDER THE *FREEDOM OF INFORMATION  
AND PROTECTION OF PRIVACY ACT***

**1. FOR APPLICANTS OTHER THAN COMMERCIAL APPLICANTS**

A. For Locating, Retrieving, Producing and Preparing the Record for Disclosure

Staff Costs and Out Of Pocket Costs

1. For locating and retrieving a record ..... \$7.50 per ¼ hour after the first 3 hours
2. For producing a record manually ..... \$7.50 per ¼ hour
3. For producing a record from a machine readable record ..... \$16.50 per minute for use of central mainframe processor and all locally attached devices, plus \$7.50 per ¼ hour for producing or transcribing the record
4. For preparing a record for disclosure and handling a record ..... \$7.50 per ¼ hour or portion thereof
5. Cerlox Spines (if needed) ..... \$1 each
6. For shipping copies ..... actual cost of shipping by method chosen by applicant

B. For Copying or Producing Paper Records

	<u>Size</u>	<u>Cost</u>
1. Photocopies and computer printouts .....	8.5x11" .....	\$.25 per side
2. Photocopies and computer printouts .....	8.5x14" and larger .....	\$.50 per side
3. Mapping/copies .....	11x17" .....	\$1 per side
4. Photocopies of maps (i.e. base map, house numbering, zoning, OCP, road map) .....	24x36" and larger .....	\$2 per lineal foot
5. Hard copy laser print, B/W .....	8.5x11" .....	\$.40 per page
6. Hard copy laser print, colour .....	8.5x11" .....	\$1.65 per page

C. For Producing Records on the Geographic Information System (G.I.S.)

\$10 per ¼ hour of preparation time, or portion thereof, plus \$5 per lineal foot plotted or ..... \$2 per lineal foot copied

D. For Producing Copies of Other Media

1. Floppy Discs .....\$10 each
2. Computer Tapes .....\$40 each
3. Computer Discs .....\$10 each
4. Microfilm to paper duplication .....\$.50 per page
5. 16 mm microfilm duplication .....\$25 per roll
6. 35 mm microfilm duplication .....\$40 per roll
7. Photographs (B/W, Colour):  
\$5 to produce a negative, and ..... 5x7" .....\$3 each  
..... 8x10" .....\$4 each  
..... 11x14" .....\$9 each  
..... 16x20" .....\$12 each
8. Photographic print of textual, graphic or cartographic records (B/W)..... 8x10" .....\$12.50 each
9. Slide duplication.....\$.95 each
10. Existing house plans/blueprints .....\$2 per lineal foot
11. Audio cassette duplication .....\$10 each, plus \$7 per ¼ hour of recording
12. Video cassette duplication:  
¼" or 8mm 60 min. tape.....\$11 each, plus \$7 per ¼ hour of recording  
120 min. tape.....\$20 each, plus \$7 per ¼ hour of recording  
½" .....\$15 each, plus \$11 per ¼ hour of recording  
¾" .....\$40 each, plus \$11 per ¼ hour of recording

**2. FOR COMMERCIAL APPLICANTS**

For each service listed in item 1., the fee is the actual cost of providing that service.