

Fees Schedule

(Access to Information Act Regulation AR 133/2025)

Where an applicant is required to pay a fee for services over and above the initial fee, the Town may charge the following:

1	For searching for, locating and retrieving a record	\$6.75 per ¼ hour
2	For converting or reformatting records:	
	(a) Converting a record into a redactable format	\$0.25 per page
	(b) Reformatting audiovisual files into a redactable format	\$6.75 per ¼ hour
3	For producing a paper copy of a record:	
	(a) photocopies and computer printouts:	
	(i) black and white up to 8 ½" x 14"	\$0.25 per page
	(ii) other formats	\$0.50 per page
	(b) from microfiche or microfilm	\$0.50 per page
	(c) plans and blueprints	Actual cost to the Town
4	For producing a copy of a record by duplication of the following media:	
	(a) microfiche and microfilm	Actual cost to the Town
	(b) computer disks	\$5.00 per disk
	(c) computer tapes	Actual cost to the Town
	(d) slides	\$2.00 per slide
	(e) audio and video tapes	Actual cost to the Town
5	For producing a photographic copy (colour or black and white) printed on photographic paper from a negative, slide or digital image:	
	(a) 4" x 6"	\$3.00
	(b) 5" x 7"	\$6.00
	(c) 8" x 10"	\$10.00
	(d) 11" x 14"	\$20.00
	(e) 16" x 20"	\$30.00
6	For producing a copy of a record by any process or in a medium or format not listed in items 2 to 5 above	Actual cost to the Town
7	For preparing and handling a record for disclosure	\$6.75 per ¼ hour
8	For supervising the examination of a record	\$6.75 per ¼ hour
9	For shipping a record or a copy of a record	Actual cost to the Town