

July 21, 2026

## FEE SCHEDULES

All FOI Requests require a \$5.00 fee paid to the College to initiate the request. Below are the fees associated with preparing the documents.

\*\*Fees are subject to change if there is an amendment to [Regulation 460](#)

### Fee Schedule for Access Requests to General Records (Section 6, Regulation 460)

| Description of Fee                                                                                                                                                                        | Cost (as per Regulation)                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| Photocopies and computer printouts                                                                                                                                                        | \$0.20 per page                                |
| Records provide on digital storage devices                                                                                                                                                | \$10.00 per device                             |
| Manual Search Fee                                                                                                                                                                         | \$7.50 for each 15 minutes spent by any person |
| Preparation of Document for Disclosure Fee                                                                                                                                                | \$7.50 for each 15 minutes spent by any person |
| Developing a computer program or other method of producing a record from machine readable record                                                                                          | \$15 for each 15 minutes spent by any person   |
| Costs, including computer costs, that the College incurs locating, retrieving, processing and copying the record if those costs are specified in an invoice that the College has received | Costs as specified in an invoice               |

### Fee Schedule for Access Requests made by an Individual for Access to their own Personal Information/Records (Section 6.1, Regulation 460)

| Description of Fee                                                                                                                                                                        | Cost (as per Regulation)                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| Photocopies and computer printouts                                                                                                                                                        | \$0.20 per page                              |
| Records provide on digital storage devices                                                                                                                                                | \$10.00 per device                           |
| Developing a computer program or other method of producing a record from machine readable record                                                                                          | \$15 for each 15 minutes spent by any person |
| Costs, including computer costs, that the College incurs locating, retrieving, processing and copying the record if those costs are specified in an invoice that the College has received | Costs as specified in an invoice             |