



**FEE SCHEDULE**  
**For Accessing Waypoint Records under the**  
***Freedom of Information and Protection of Privacy Act (FIPPA)***

A \$5 application fee is mandatory and non-refundable.

Under FIPPA, Waypoint may charge additional fees to process your request. These may include:

ITEMS	FEES
Manually searching a record	\$7.50 for each 15 minutes spent by any person
Preparing a record for disclosure, including severing a part of the record	\$7.50 for each 15 minutes spent by any person
Photocopies and computer printouts	20 cents per page
Records provided on CD-ROMs/DVD	\$10 for each CD-ROM/DVD
For 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 institution incurs in locating, retrieving, processing and copying the record if those costs are specified in an invoice that the institution has received	As per invoice

Other charges, if incurred, will be provided via invoice.

The requester will be advised of processing fees that may exceed \$25.00.

The requester will be asked to pay a deposit of 50% if the estimated processing cost exceeds \$100.00.

The requester will be informed if any exemptions apply under FIPPA to allow the requester to make an informed decision on whether to continue with the request and pay the deposit.