



## Fees

The \$5.00 application fee is mandatory and non-refundable. Under FIPPA, HHHS may charge additional fees to process your request. These may include:

- Search fees of \$7.50 per quarter hour (\$30 per hour) for searching for and preparing a record for disclosure.
- Photocopying charges of \$0.20 per page and \$10. per CD.
- Other charges, if incurred, will be provided in an invoice.

We will let you know if the processing fees exceed \$25. You will be asked to pay a deposit of 50% if the estimated processing cost will exceed \$100. We will let you know whether any exemptions under FIPPA might apply to the records you are requesting so you can make an informed decision on whether or not to pay the deposit.

Decisions related to Freedom of Information requests may be appealed to the Information and Privacy Commissioner. For more information, see "Part IV Appeal" on the Freedom of Information and Protection of Privacy website:

[http://www.e-laws.on.ca/html/statutes/english/elaws\\_statutes\\_90f31\\_e.htm](http://www.e-laws.on.ca/html/statutes/english/elaws_statutes_90f31_e.htm)

Contact: HHHS Access Office  
Telephone: 705-457-1392 ext. 222  
Or  
HHHS Administrative Office  
Telephone: 705-457-2527