FEES FOR ACCESS TO GENERAL INFORMATION	
Application fee	$5.00 – must accompany formal written request
Photo copies and computer printouts	$0.20 per page
CD-ROMS	$10.00 per CD-ROM
Manually searching for a record	$7.50 for each 15 minutes ($30.00 per hour) spent by any person
Preparing a record for disclosure, <u>including</u> severing part of a record	$7.50 for each 15 minutes ($30.00 per hour) spent by any person
Developing a computer program or other method of producing a record from a machine-readable record	$15.00 for each 15 minutes ($60.00 per hour) spent by any person
Costs, including computer costs, incurred to locate, retrieve, process, and copy record(s) as specified in an invoice received by Hotel Dieu Shaver Health & Rehabilitation Centre	Actual costs

FEES FOR ACCESS TO PERSONAL INFORMATION (EXCLUDES PERSONAL HEALTH INFORMATION)	
Application fee	$5.00 – must accompany formal written request
Photo copies and computer printouts	$0.20 per page
CD-ROMS	$10.00 per CD-ROM
Developing a computer program or other method of producing a record from a machine-readable record	$15.00 for each 15 minutes ($60.00 per hour) spent by any person
Costs, including computer costs, incurred to locate, retrieve, process, and copy record(s) as specified in an invoice received by Hotel Dieu Shaver Health & Rehabilitation Centre	Actual costs

Hotel Dieu Shaver Health & Rehabilitation Centre will provide the requester with a fee estimate should the estimated costs exceed $25.00. HDS may require the requester to pay 50% of the total estimated fee in advance if it is anticipated to exceed $100.00.

Individuals may request for the above fees to be waived; however HDS may only consider the factors as outlined in the Freedom of Information and Protection of Privacy Act (FIPPA) subsection 57(4). The burden is on the requester to demonstrate their case for a fee waiver. HDS will refund any deposit paid if the fee is subsequently waived or the request for access is withdrawn.