

MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION, AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS “MHPSD” AND/OR “DIVISION”

SECTION 400 – Business Administration

ADMINISTRATIVE PROCEDURE - EXHIBIT: ACCESS TO INFORMATION
FEE SCHEDULE

<i>EXHIBIT CODE:</i>	<i>412 E 005</i>
Policy Reference: 412 – Managing Division Information, Access, and Privacy	

EXHIBIT

Access to Information Act: Fees Schedule

The amounts of the fees set out in this Schedule are the maximum amounts that a public body can charge applicants. The fees below are set in accordance to the Access to Information Act Regulation and are subject to change as legislation is updated.

1. For searching for, locating and retrieving a record \$6.75 per 1/4 hr
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 1/4 hr
3. For producing a paper copy of a record:
 - a. photocopies and computer printouts:
 - i. black and white up to 8 1/2" 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 public body
4. For producing a copy of a record by duplication of the following media:
 - a. microfiche and microfilm Actual cost to public body
 - b. computer disks \$5.00 per disk
 - c. computer tapes Actual cost to public body
 - d. slides \$2.00 per slide
 - e. audio and video tapes Actual cost to public body

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| 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 public body |
| 7. For preparing and handling a record for disclosure | \$6.75 per 1/4 hr |
| 8. For supervising the examination of a record | \$6.75 per 1/4 hr |
| 9. For shipping a record or a copy of a record | Actual cost to public body |

REFERENCE

Access to Information Act Regulations

Approved: May 11, 2026

