



FEE NOTICE

If you are requesting information about yourself or are the authorized representative of an individual who is seeking information about him/herself, your request will be considered a "personal information request". All other requests for information, whether about a person other than you or about a government program or activity are considered "general information requests". Typical fee charges are summarized below.

Fee Charges for Requests for General Information or Personal Information

Application Fee	\$5.00 – to be paid when submitting your request
Search Time	\$7.50 per ¼ hour – when required to search and retrieve records
Record Preparation	\$7.50 per ¼ hour – when required to prepare records for release
Photocopying	\$0.20 cents per page
Computer Programming	\$15.00 per ¼ hour if needed to develop a program to retrieve information
Media	\$10.00 per disk/cd

NOTE: The application fee for personal and general information is mandatory, non-refundable, and cannot be waived. Your cheque or money order should be made payable to the District of Timiskaming Social Services Administration Board and must be included with your Access Request.

If the anticipated fees are \$25.00 or more, a fee estimate will be issued. If the estimate of fees to be paid is \$100.00 or more, you may be required to pay a 50% deposit.

Fee Charges for Appeals

Certain decisions made with respect to requests for access to general records or personal information may be appealed to the Information and Privacy Commissioner of Ontario (IPC). The following appeal fees will apply in such situations:

Personal Information Appeals	\$10.00
General Records Appeals	\$25.00

Please note the appeal fee is mandatory, non-refundable, and cannot be waived. Your cheque or money order should be made payable to the Minister of Finance and must be included with your Letter of Appeal. You may contact the IPC at the following address and phone numbers:

Information and Privacy Commissioner/Ontario

2 Bloor Street East, Suite 1400	Phone:	(416) 326-3333
Toronto, Ontario	Toll-free:	(800) 387-0073
M4W 1A8	Fax:	(416) 325-9595

For further information regarding fees that may be charged, please contact the Chief Privacy Officer.

District of Timiskaming Social Services Administration Board Corporate Access & Privacy Office

PO Box 6006	Phone:	(705) 647-7447
290 Armstrong Street	Toll-free:	(800) 627-2944
New Liskeard, Ontario	Fax:	(705) 647-8983
P0J 1P0	Website:	www.dtssab.com