

[REDACTED]  
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December 5, 2018

Dear [REDACTED]

**Re: Freedom of Information Request 2018-GR-011 (the "Request")**  
**Freedom of Information and Protection of Privacy Act (RSO 1990)**

We write further to your request received September 24, 2018, which provided as follows:

*For the period 2007-Jan-01 to 2018-Sep-17:*

- 1. Meeting archives and central committee minutes of the Campus Services Joint Health and Safety Committee (CS JHSC) related to the David Braley Athletic Centre since its opening in 2007.*
- 2. Full schedule of inspections for David Braley Athletic Centre since its opening in 2007.*

We shall address parts 1 and 2 of your request separately:

**Part 1**

**(a) Responsive Records**

The responsive record that have been identified by McMaster in response to Part 1 of your Request consist of 92 sets of meeting minutes, totaling 282 pages.

**(b) Decision**

Subject to the payment of the prescribed fee set out below, access shall be granted to the responsive records in full.

**(c) Fee Estimate**

Fees payable by a party requesting access to records are prescribed by the Act. Section 57(1) of the Act provides as follows:

***Fees***

***57(1) A head shall require the person who makes a request for access to a record to pay fees in the amounts prescribed by the regulations for,***

- (a) the costs of every hour of manual search required to locate a record;*
- (b) the costs of preparing the record for disclosure;*
- (c) computer and other costs incurred in locating, retrieving, processing and copying a record;*

- (d) shipping costs; and
- (e) any other costs incurred in responding to a request for access to a record.

Section 6 of the Regulation provides as follows:

- (6) The following are the fees that shall be charged for the purposes of subsection 57 (1) of the Act for access to a record:
  - 1. For photocopies and computer printouts, 20 cents per page.
  - 2. For records provided on CD-ROMs, \$10 for each CD-ROM.
  - 3. For manually searching a record, \$7.50 for each 15 minutes spent by any person.
  - 4. For preparing a record for disclosure, including severing a part of the record, \$7.50 for each 15 minutes spent by any person.
  - 5. 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.
  - 6. The 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.

The prescribed fee payable in respect of this matter is calculated as follows:

Photocopies: 282 pages @ \$0.20 per page = \$56.40  
Search time: 1 hour @ \$30.00 per hour = \$30.00  
Total Fee: \$86.40

**Part 2**

***(a) Decision***

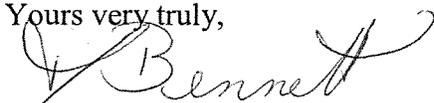
With respect to Part 2 of your request, we confirm that there are no records responsive to this portion of your Request.

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The undersigned is the party responsible for this decision. You may file an appeal with the Privacy Commissioner of Ontario for a review of this decision within 30 days of receipt of this letter. Any appeal must be accompanied by a \$25.00 fee and should include the following:

- the file number assigned to this request (2018-GR-011)
- a copy of this decision letter
- a copy of the original request for information.

Yours very truly,



Michelle Bennett  
Acting University Secretary and Designated Head of Institution