

APPENDIX C

Access Fees

(See especially sections 2.6(c) and 8.3(c) of the text.)

Canada

The fees are established by the Access to Information Regulations, SOR/83-507, as amended by SOR/84-570, SOR/85-395, SOR/85-751 and SOR/86-454, adopted pursuant to the *Access to Information Act* (Canada).

<i>Type of Fee and Process</i>	<i>Amount of Fee</i>
Application Fee	\$5.00
Search Fee	
Conventional Search	\$2.50 per quarter hour for time spent in excess of 5 hours
Computer Search	\$16.50 per minute for cost of central processor and all locally attached devices and \$5.00 per quarter hour for programming
Copying Fee	
Photocopying (not greater than 21.5 cm x 35.5 cm)	\$0.20 per page
16 mm microfilm duplication	\$12.00 per 30.5 m roll
35 mm microfilm duplication	\$14.00 per 30.5 m roll
Microfilm to paper duplication	\$0.25 per page
Magnetic tape-to-tape duplication	\$25.00 per 731.5 m reel

Manitoba

The fees are established by the Access to Records Regulations, Man. Reg. 296/88, adopted pursuant to *The Freedom of Information Act* (Manitoba).

<i>Type of Fee and Process</i>	<i>Amount of Fee</i>
Search Fee	
Conventional Search	\$10.00 per half hour for time spent in excess of 2 hours
Computer Search	out-of-pocket expense incurred for computer programming or electronic data processing
Copying Fee	
Photocopying	\$0.15 per page (less than 21 pages free)
16 mm microfilm duplication	\$5.50 per roll
35 mm microfilm duplication	\$10.00 per roll
Microfilm to paper duplication	\$0.50 per page
Paper printout from computer	\$0.15 per page
Print from photograph negative	\$3.75 each for 5" x 7" \$4.45 each for 8" x 10" \$9.45 each for 11" x 14"
Photographic print of textual, graphic or cartographic record (8" x 10"—black and white)	\$12.50 each
Black and white negative image of film	\$6.75 each
Slide duplicate (35 mm)	\$0.95 each
Floppy disk duplicate	\$7.50 per disk
Audio cassette (90 min) duplicate	\$15.00 per tape
Video cassette (1/2") duplicate	\$30.00 per hour

New Brunswick

The fees are established by N.B. Reg. 85-68, adopted pursuant to the *Right to Information Act* (N.B.).

<i>Type of Fee and Process</i>	<i>Amount of Fee</i>
Application Fee	\$5.00
Copying Fee	
Photocopying on conventional equipment	\$0.10 per page
Reproduction when photocopying on conventional equipment is not possible	Actual cost of reproduction

Newfoundland

The fees are established by the Freedom of Information Regulations, O.C. 1126/81, as amended by O.C. 1393/87, adopted pursuant to *The Freedom of Information Act* (Nfld.).

<i>Type of Fee and Process</i>	<i>Amount of Fee</i>
Application Fee	\$5.00
Search Fee	
Conventional Search	\$15.00 per hour for time spent in excess of 2 hours
Computer Search	Actual cost incurred
Copying Fee	
Photocopying on conventional equipment	\$0.25 per page
Reproduction when photocopying on conventional equipment is not possible	Actual cost of reproduction

Nova Scotia

The fees are established by N.S. Reg. 125/77, adopted pursuant to the *Freedom of Information Act* (N.S.).

<i>Type of Fee and Process</i>	<i>Amount of Fee</i>
Search Fee	Amount as may be determined pursuant to any enactment
Copying Fee	
Photocopying on conventional equipment	\$0.10 per standard size page (or as determined pursuant to any enactment)
Reproduction when photocopying on conventional equipment is not possible	Actual cost of reproduction (or as determined pursuant to any enactment)

Ontario

The fees are established by O. Reg. 532/87, adopted pursuant to the *Freedom of Information and Protection of Privacy Act, 1987 (Ont.)*.

<i>Type of Fee and Process</i>	<i>Amount of Fee</i>
Search Fee	
Pure search time	\$6.00 per quarter hour for time spent in excess of 2 hours
Preparation for disclosure (including severing a part of record)	\$6.00 per quarter hour
Computer search	\$10.00 per quarter hour
Copying Fee	
Photocopying	\$0.20 per page
16 mm microfilm duplication	\$20.00 per roll of 30.5 m or less
35 mm microfilm duplication	\$27.00 per roll of 30.5 m or less
Microfilm to paper duplication	\$0.50 per page
Paper printout from computer	\$0.20 per page
Print from photograph negative	\$5.00 each for 22.9 cm x 35.6 cm \$4.00 each for 12.5 cm x 17.5 cm
Photographic reproduction of a record (black and white)	\$22.00 for each photograph
Photostatic reproduction of a record	\$5.50 for each 22.9 cm x 35.6 cm photostat \$8.00 for each 35.6 cm x 45.7 cm photostat
Slide duplicate (35 mm)	\$2.00 each
Floppy disk duplicate	\$10.00 per disk
Audio cassette (90 min or less) duplicate	\$15.00 per tape
Video cassette (1 1/2") duplicate	\$35.00 for first hour or part \$25.00 for each additional hour or part
Video cassette (3/4") duplicate	\$80.00 for first hour or part \$40.00 for each additional hour or part
Shipping costs re sending copy of record to the requester	Actual costs incurred

Quebec

The fees are established by the Regulation respecting fees for the transcription, reproduction or transmission of documents or nominative information, O.C. 1856-87, adopted pursuant to *An Act respecting Access to documents held by public bodies and the Protection of personal information* (Quebec).

1. **The General Fee Structure** (Note that in the case of access to personal information by the individual to whom the information relates the individual is exempt from the payment of any fee up to \$5.00.)

<i>Type of Fee and Process</i>	<i>Amount of Fee</i>
Copying Fee	
Sheets of paper	\$0.25 per page whether photocopied, printed or derived from microfilm or microfiche
16 mm microfilm duplication	\$25.00 per spool
35 mm microfilm duplication	\$40.00 per spool
Computer tapes (6250 or 1600 BPI—up to 2400 ft)	\$40.00 per tape
Photographs	\$5.00 to produce a negative \$4.00 each for 8" x 10" print \$3.00 each for 5" x 7" print
Plans	\$1.00 per m ²
Floppy disk duplicate	\$10.00 per disk
Audio cassette duplicate	\$10.00 plus \$28.00 for each hour of recording
Video cassette (1/4" or 8 mm) duplicate	\$11.00 per 60 min cassette \$20.00 per 120 min cassette plus \$28.00 for each hour of recording in either case
Video cassette (1/2") duplicate	\$15.00 per cassette plus \$44.00 for each hour of recording (up to 6 to 8 hours)
Video cassette (3/4") duplicate	\$40.00 per cassette plus \$44.00 for each hour of recording (no more than 1 hour)
Transcription of computerized documents when required to be done manually	\$17.00 per hour
Transmitting a copy or transcribing a document	Actual amounts disbursed

2. The Fee Structure for Special Categories of Information

(a) Documents Issued by the Régie de l'assurance automobile du Québec

Type of Fee and Process	Amount of Fee
Copying Fee	
Information obtained under the Highway Safety Code (no fee where information disclosed to person to whom the file relates)	\$8.00 per file concerning a person \$8.00 per accident report
List of permit and licence holders whose names appear on documents that must be posted by law	\$0.01 per name (maximum \$25.00)
Computerized information requiring a central processing unit reading of an aggregate of files concerning different persons	\$0.75 per second of computer time (minimum \$100.00) when individualized data is also required \$0.05 per file (first 50,000 files) \$0.01 per file (next 450,000 files) \$0.0025 per file (exceeding first 500,000 files)

(b) Documents Held by Municipal Bodies

Type of Fee and Process	Amount of Fee
Copying fee	
Accident report	\$5.00 per copy
General street or other plan	\$2.50 per copy
Extract from the assessment roll	\$0.30 per unit of assessment
By-laws	\$0.25 per page (not to exceed \$35.00)
Financial report	\$2.00 per copy
List of taxpayers or inhabitants	\$0.01 per name
List of electors or persons having the right to vote at a referendum	\$0.01 per name
Any other document	\$0.25 per photocopied page
Typewritten or handwritten page	\$2.50 per page

**(c) Documents issued by Establishments governed by the Act
respecting health services and social services**

<i>Type of Fee and Process</i>	<i>Amount of Fee</i>
Copying fee	
Reproduction of radiological films	\$0.90 per 8" x 10" film \$1.30 per 10" x 12" film \$1.65 per 11" x 14" film \$2.10 per 14" x 14" film \$2.55 per 14" x 17" film plus \$2.00 for the reproduction and development of each film



Province of
British Columbia

Ministry of Finance
and Corporate Relations

FEE SCHEDULE

(Effective November 1, 1990)

This schedule is supplied as an informational service to the public and is not intended as a replacement or interpretation of the legislation. Some of the fees are authorized by Ministerial Directive under the Financial Administration Act.

COMPANY ACT

Incorporation/amalgamation/restoration of a B.C. company	\$250.00
Registration/amalgamation/restoration of an extraprovincial company	\$250.00
Continuation pursuant to section 36 or 37	\$250.00
Conversion of a company pursuant to section 267 or 269	\$100.00
Change of name	\$75.00
Filing an annual report	\$30.00
Document for which there is no other prescribed fee	\$15.00
Certification	\$20.00
Search of a maximum of three names upon application for approval or reservation of a name	\$30.00
Search (other than Name Approval)	
- for each search conducted through the BC OnLine Information service using a person's own computer terminal	\$5.00
- for each search conducted by a person using a computer terminal provided by the Province	\$6.00
- for each search conducted by government personnel	\$8.00
Copy or extract of document (each page)	\$5.00
Priority service when offered	\$50.00
Re-examination of documents resubmitted due to an error or omission in the original documentation	\$5.00
Prevetting of documents for filing	\$100.00

COOPERATIVE ASSOCIATION ACT

Incorporation/amalgamation/restoration	\$100.00
Registration/amalgamation/restoration of an extraprovincial association	\$100.00
Filing or registering any Resolution, Notice, List, or other document required by the act	\$15.00
Certification	\$20.00
Search of a maximum of three names upon application for approval or reservation of a name	\$30.00
Search (other than Name Approval)	
- for each search conducted through the BC OnLine Information service using a person's own computer terminal	\$5.00
- for each search conducted by a person using a computer terminal provided by the Province	\$6.00
- for each search conducted by government personnel	\$8.00
Copy or extract of document (each page)	\$5.00
Priority service when offered	\$50.00
Re-examination of documents resubmitted due to an error or omission in the original documentation	\$5.00
Prevetting of documents for filing	\$100.00

SOCIETY ACT

Incorporation/amalgamation/restoration of a society	\$50.00
Registration/amalgamation/restoration of an extraprovincial society	\$60.00
Registration under Part 9.1 (Occupational Title Protection)	\$200.00
Change of name	\$20.00
Filing an annual report	\$15.00
Filing a Resolution, Notice, List, Return or other document	\$5.00
Certification	\$20.00
Search of a maximum of three names upon application for approval or reservation of a name	\$30.00
Search (other than Name Approval)	
- for each search conducted through the BC OnLine Information service using a person's own computer terminal	\$5.00
- for each search conducted by a person using a computer terminal provided by the Province	\$6.00
- for each search conducted by government personnel	\$8.00
Copy or extract of document (each page)	\$5.00
Priority service when offered	\$50.00
Re-examination of documents resubmitted due to an error or omission in the original documentation	\$5.00
Prevetting of documents for filing	\$100.00

PARTNERSHIP ACT

Registration of a proprietorship or partnership	\$25.00
Registration of a limited partnership	\$150.00
Certification	\$20.00
Search of a maximum of three names upon application for approval or reservation of a name	\$30.00
Search (other than Name Approval)	
- for each search conducted through the BC OnLine Information service using a person's own computer terminal	\$5.00
- for each search conducted by a person using a computer terminal provided by the Province	\$6.00
- for each search conducted by government personnel	\$8.00
Copy or extract of document (each page)	\$5.00
Priority service when offered	\$50.00
Re-examination of documents resubmitted due to an error or omission in the original documentation	\$5.00
Prevetting of documents for filing	\$100.00

FEE SCHEDULE

(Effective November 1, 1990)

PERSONAL PROPERTY REGISTRY**(Personal Property Security Regulation)****FINANCING STATEMENT**

- Personal Property Security Act (PPSA) Security Agreement and Sale of Goods Agreement

- 1 - 25 year registration life option:

- Processed by government staff (per year plus per registration) \$5.00 \$3.00
- Processed by client through BC OnLine (per year) \$5.00

- Infinity registration life option:

- Processed by government staff \$403.00
- Processed by client through BC OnLine \$400.00

- Tax Lien under s. 52/53 of the Manufactured Home Act N/O

- Land Tax Deferment Lien on Manufactured Home N/O

- Notice of Marriage/Separation Agreement affecting Manufactured Home under the Family Relations Act, s.49

- Processed by government staff \$13.00
- Processed by client through BC OnLine \$10.00

REPAIRER'S LIEN FINANCING STATEMENT

- Processed by government staff \$8.00
- Processed by client through BC OnLine \$5.00

FINANCING STATEMENT (TRANSITION)

- Prior expiring registration from Central Registry (for a Chattel Mortgage, Conditional Sale, Book Account, Bill of Sale) into either the PPSA or Sale of Goods Act

- 1 - 25 year registration life option:

- Processed by government staff (per year plus per registration) \$5.00 \$3.00
- Processed by client through BC OnLine (per year) \$5.00

- Infinity registration life option:

- Processed by government staff \$403.00
- Processed by client through BC OnLine \$400.00

- Prior perpetual registration from Central Registry (Farm Credit or Company Act Form 5), Corporate Registry or Manufactured Home Registry into either the PPSA or the Sale of Goods Act

- Processed by government staff \$6.00
- Processed by client through BC OnLine \$3.00

- Prior registration of a lien under s. 52/53 of the Manufactured Home Act at the Manufactured Home Registry to the Personal Property Registry N/O

PERSONAL PROPERTY REGISTRY (continued)**FINANCING CHANGE STATEMENT**

- Renewal of a PPSA Security Agreement or a Sale of Goods Agreement

- 1 - 25 year registration life option:

- Processed by government staff (per year plus per registration) \$5.00 \$3.00
- Processed by client through BC OnLine (per year) \$5.00

- Infinity registration life option:

- Processed by government staff \$403.00
- Processed by client through BC OnLine \$400.00

- Total Discharge N/

- Registry Correction N/

- All other types of changes (Secured Party Transfer, Debtor Transfer, Debtor Release, Partial Discharge, Addition of Collateral, Substitution of Collateral, Court Order, Amendment/other change)

- Processed by government staff \$13.00
- Processed by client through BC OnLine \$10.00

MISCELLANEOUS FEES

- Secured party or registering party code/name address change on multiple registrations \$100.00
- Searches of the Personal Property Registry database
 - conducted by government staff \$8.00
 - conducted by client using Registry equipment \$8.00
 - conducted through BC OnLine using client equipment \$5.00
- Photocopy of any document or statement (per page) \$.00
- Certification of any document \$20.00

MANUFACTURED HOME REGISTRY

- All registrations under section 27 of the Manufactured Home Act \$50.00
- Replacement decal \$10.00
- Transport (relocate) permits \$20.00
- Registration of transfer of ownership \$50.00
- Registration of documents affecting a document on file \$15.00
- Exemption orders \$20.00
- Caution \$10.00
- Tax sale notice N
- Certified copies of documents \$20.00
- Certificates - search \$8.00
- Copies of documents (uncertified) (each page) \$.00
- Search a document \$2.00
- Priority service when offered \$50.00
- Re-examination of documents resubmitted due to an error or omission in the original documentation \$5.00

Sime, Mark FIN:EX

From: Plater, Carmelina MTIC:EX
Sent: Wednesday, November 5, 2014 10:08 AM
To: Plater, Sharon MTIC:EX
Subject: FW: FOI fees and Australia

s.13

From: Ghag, Kris LCTZ:EX
Sent: Monday, July 16, 2012 11:56 AM
To: Plater, Carmelina LCTZ:EX
Subject: FW: FOI fees and Australia

Hey Carm,

I know the OCIO probably does its own cross-jurisdictional scans when researching certain topics, but I just thought this one was worth passing along anyway. There are some really good thoughts put forward by the Australian Commissioner regarding FOI and its fee framework.

KG

From: Ghag, Kris LCTZ:EX
Sent: Thursday, May 3, 2012 11:20 AM
To: Williams, Brad M LCTZ:EX
Subject: FOI fees and Australia

Regarding fees and possible amendments to the current framework, the Australian Commissioner put forward a report that reviewed their fee framework earlier this year. These are large changes, but it may be that large change is necessary to make the process more lean and to bring it up to 2012. [Click here for full report](#)

Here are some useful excerpts from the report:

Four proposed principles to underpin a new fee framework:

1. **Support of a democratic right:** Freedom of information supports transparent, accountable and responsive government. A substantial part of the cost should be borne by government.
2. **Lowest reasonable cost:** No one should be deterred from requesting government information because of costs, particularly personal information that should be provided free of charge. The scale of charges should be directed more at moderating unmanageable requests.
3. **Uncomplicated administration:** The charges framework should be clear and easy for agencies to administer and applicants to understand. The options open to an applicant to reduce the charges payable should be readily apparent.
4. **Free informal access as a primary avenue:** The legal right of access to documents is important, but should supplement other measures adopted by agencies to publish information and make it available upon request.

Recommendations:

1. **Administrative access:** agencies are encouraged to establish administrative access schemes that enable people to request access to information or documents that are open to release under the FOI Act. A scheme should be set out on an agency's website and explain that information will be provided free of charge (except for reasonable reproduction and postage costs).
2. **FOI application fees:** to encourage people to use an administrative access scheme prior to using the FOI Act, an agency may in its discretion impose a \$50 application fee if a person makes an FOI request without first applying under an administrative access scheme that has been notified on an agency's website. A person who applies under an administrative access scheme and is not satisfied with the outcome or who is not notified of the outcome within 30 days may make an FOI request without paying an application fee. The agency's exercise of the discretion to impose a \$50 application fee would not be externally reviewable by the Information Commissioner (IC reviewable), nor subject to waiver on financial hardship or public benefit grounds.
3. **FOI processing charges:** no FOI processing charge should be payable for the first five hours of processing time (which includes search, retrieval, decision making, redaction and electronic processing). The charge for processing time that exceeds five hours but is less than 10 hours should be a flat rate of \$50. The charge for each hour of processing after the first 10 hours should be \$30 per hour.
4. **Ceiling on processing time:** an agency should not be required to process a request that is estimated to take more than 40 hours. The agency must consult with the applicant before making that decision. This ceiling will replace the practical refusal mechanism in ss 24, 24AA and 24AB. An agency decision to impose a 40 hour ceiling would not be IC reviewable, though the agency's 40 hour estimate would be reviewable.
5. **FOI access charges:** specific access charges should apply for other activities, such as supervising document inspection (\$30 per hour), providing information on electronic storage media (actual cost), postage (actual cost), printing (\$0.20 per page) and transcription (actual cost).
6. **Personal information:** there should be no processing charge for providing access to documents that contain an applicant's personal information, but personal information requests should be subject to the 40 hour ceiling applying to other requests.
7. **Waiver:** the specified grounds on which an applicant can apply for reduction or waiver of an FOI processing or access charge should be financial hardship to the applicant, or that release of the documents would be of special benefit to the public. An agency may waive a charge in full or by 50% or decide not to waive. An agency would also have a discretion not to impose or collect an FOI application fee or processing or access charge; the exercise of that general discretion would not be an IC reviewable decision.
8. **Reduction for delayed processing:** where an agency fails to notify a decision on a request within the prescribed statutory period, the FOI charge that is otherwise payable should be reduced by 25% if the delay is seven days or less, 50% if more than seven but up to and including 30 days, or 100% for a delay of more than 30 days.
9. **Review application fees:** there should be no application fee for internal review. Nor should there be an application fee for IC review, if an applicant first applies for internal review and is not satisfied with the decision or is not notified of a decision within 30 days. If an applicant applies directly for IC review when internal review was available, a fee of \$100 should be payable. The fee should not be subject to waiver.
10. **Indexation:** all FOI fees and charges should be adjusted every two years to match any Consumer Price Index change over that period, by rounding the fee or charge to the nearest multiple of \$5.

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Withheld pursuant to/removed as

s.12;s.13