

ONTARIO ARTS COUNCIL ACCESS TO INFORMATION FEES

INTRODUCTION

The *Freedom of Information and Protection of Privacy Act (FIPPA)* prescribes the fees that OAC may charge a requester for specified goods and services. The purpose of this Schedule is to present in table format, for ease of reference, all relevant provisions and allowable fees. OAC's FIPPA Compliance Policy S. 1.3.4 also refers to this provision under FIPPA.

SCOPE OF APPLICATION

For requests to access OAC general records, OAC may charge fees for photocopying, shipping, manually searching the records or preparing them for disclosure, or any other costs incurred in responding to the request. No fees are charged for the time required to manually search records for a request for one's personal information, or to prepare such records for disclosure. Fee waivers may be granted on a situational basis when fair and equitable.¹

FEE SCHEDULES

GENERAL PROVISIONS		
<i>Fee Activity Type</i>	<i>Fee Provisions</i>	<i>FIPPA Authority</i>
Making an access request	Pay the \$5.00 application fee prescribed by Reg. 460, s. 5.2	Section 24(1)(c)
Making a request for access to or correcting one's own personal information	Pay the \$5.00 application fee prescribed by Reg. 460, s. 5.2	Section 48(1)(c)
Fees	Specifies goods and services for which fees must be paid as prescribed by Reg. 460, s. 6-6.1	Section 57(1)
Fee estimate	Give a reasonable estimate of fees that exceed \$25.00 (see also Reg. 460, s. 7)	Section 57(3)
Disposition of fees	Shall be paid and distributed as prescribed by regulation. No regulation passed. In absence of regulation, OAC may distribute fees that it collects at its discretion.	Section 57(6)
Fee deposit	May require requester to pay 50% of the total estimated fee if it is \$100.00 or more	Reg. 460, s. 7(1)
Fee refund	Must refund any fee deposit paid that is subsequently waived	Reg. 460, s. 7(2)
NSF cheque	\$25.00	

¹ Refer to IPC Publication "Access to Information" <<https://www.ipc.on.ca/wp-content/uploads/Resources/access-info-e.pdf>>

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GENERAL RECORDS VS. PERSONAL INFORMATION PROCESSING FEES		
Activity	Fees by Request Type	
	<i>Access to General Records Request</i>	<i>Personal Information Request</i>
Application Fee	\$5.00/request	
Photocopies and Computer Printouts	\$0.20/page	
Records Provided on CD-ROMs/USB Keys	\$10.00/each	
Manual Records Search <i>(Each person/staff searching. Includes examining file plans, listings of records, paper/electronic searches).</i>	\$7.50/15 minutes (\$30.00/hour)	N/A
Records Preparation <i>(Only records for disclosure. Includes severing the record, activities required to generating/running computer reports, scanning paper records to convert to electronic version, and other special preparations).</i>	\$7.50/15 minutes (\$30.00/hour)	N/A
Computer Programming Time <i>(Time spent developing a program or other method to produce a record from a machine readable format).</i>	\$15.00/15 minutes (\$60/hour)	
External Services <i>(Invoiced costs that the institution incurs which they do not have the capability to do such as specialized work. Services must be invoiced specifically for the FIPPA request).</i>	Per invoice	
Shipping costs <i>(Postage and/or courier)</i>	Allowable costs that the institution incurs for shipping	
Additional Fees	Other costs not defined but allowed as indicated under FIPPA regulations	