Fees for FIPPA Requests

The hospital is permitted to charge certain fees in connection with responding to a Freedom of Information request. Section 57(1) of FIPPA outlines those costs incurred by the hospital that can be charged to the requester as fees, namely:

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.

Some of these fees are prescribed by FIPPA Regulation 460. See below for an outline of fees that can be charged in connection with a general records request and the fees that can be charged in connection with a personal information request.

Fees for a General Record Request

- Photocopies and computer printouts: $0.20 per page
- Records provided on CD-ROMs: $10.00 for each CD-ROM
- Manually searching a record: $7.50 for each 15 minutes spent by any person
- Preparing a record for disclosure, including severing a part of the record: $7.50 for each 15 minutes spent by any person
- Developing a computer program or other method of producing a record from a machine readable record: $15.00 for each 15 minutes spent by any person
- Costs, including computer costs, incurred in locating, retrieving, processing and copying the record(s) if those costs are specified in an invoice received by the hospital: Actual costs incurred

Fees for a Personal Information Request

- Photocopies and computer printouts: $0.20 per page
- Records provided on CD-ROMs: $10.00 for each CD-ROM
- Developing a computer program or other method of producing a record from a machine readable record: $15.00 for each 15 minutes spent by any person
- Costs, including computer costs, incurred in locating, retrieving, processing and copying the record(s) if those costs are specified in an invoice received by the hospital: Actual costs incurred