

 <p>St. Francis Memorial Hospital</p> <p>Policy & Procedure</p>	Policy Name:	Manual
	FOI Schedule of Fees	FOI Manual
	Last Reviewed / Revised Date:	Category :
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	Signature	Committee/Dept Review:

FIPPA employs a user pay principle. This means that the requestor must bear some of the costs that St. Francis Memorial incurs in processing the FOI request. The specific fees that may be charged to the requestor are set out in the regulations to FIPPA.

Fees for a General Record Request	Amount/Rate
Mandatory application fee	\$5.00
Photocopies and computer print outs	\$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	Amount/Rate
Mandatory application fee	\$5.00
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

The following checklist and material is adapted from Fees, Fee Estimates and Fee Waivers for requests under the Freedom of Information and Protection of Privacy Act and the Municipal Freedom of Information and Protection of Privacy Act: Guidelines for Government Institutions, by the Information and Privacy Commissioner of Ontario. As found in Appendix 1.6 of the OHA Hospital Freedom of Information Toolkit.

How to Determine a Fee Estimate and an Interim Decision

When trying to determine a fee estimate and an interim decision, you will need to:

- Review a representative sample of the relevant records and/or consult with hospital personnel who are familiar with the records.
- Determine each type of fee that may be relevant.
- Estimate the likely number of pages. It may also be helpful to estimate the minimum number of pages.
- Determine which exemptions will likely apply to the records.
- Determine the likely degree of severing – whether low, moderate or extensive.
- Determine the degree to which the requester will likely be given access to complete records – it may be useful to frame this in terms of the percentage of records to which complete access will likely be granted.

What to Consider When Estimating Fees ⁱ

- **Search time.** *When calculating search time, the hospital should determine:*
 - the actions necessary to locate the requested records, taking into consideration how the records are stored and maintained; and
 - the actual amount of time needed in each step of locating the requested records.
- **Preparation time.** Fees for preparation time apply only to the actual records to be disclosed. Preparation for disclosure includes the amount of time spent:
 - running reports from a computer systemⁱⁱ; and
 - severing a recordⁱⁱⁱ
 - generally, the permitted preparation time for severing records is two minutes per page (for pages that require multiple severances)^{iv}
 - in some circumstances, the permitted preparation time may be less^v or more^{vi} than two minutes per page

Note: Preparation for disclosure does not include time spent:

- deciding whether to claim an exemption^{vii};
- identifying records that require severing^{viii};
- identifying and preparing records that require third party notice^{ix};
- packaging records for shipment^x;
- transporting records to the mailroom or arranging for courier service^{xi};

- for a computer to compile and print information^{xii};
 - assembling information and proof-reading data^{xiii};
 - photocopying (as the time to photocopy records is part of the photocopy fee)^{xiv}; and
 - preparing an index of records^{xv}.
- **Photocopies and computer printouts.** In calculating photocopy and computer printout costs, the hospital may charge a fee for each page that is photocopied and/or printed from the computer.
 - **Computer costs.** In calculating computer costs, the hospital may charge a fee for:
 - the cost of developing a computer program to produce a record; and
 - other costs for which the hospital has been invoiced, including computer costs, for locating, retrieving, processing and copying the records.
 - **Other costs.** The regulations to FIPPA permit the recovery of “other costs” resulting from the request. The IPC has found that these “other costs” are intended to cover general administrative costs similar in nature to those listed above, but not specifically mentioned^{xvi}.

Other costs do not include:

- time spent responding to the requester^{xvii};
- time spent responding to the IPC during the course of an appeal^{xviii};
- legal costs associated with the request^{xix}; and
- costs, even if invoiced, that would not have been incurred had the request been processed by the hospital’s staff^{xx}

References:

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- i The content under this heading is extracted from page 2 of “Fees, Fee Estimates and Fee Waivers for requests under the Freedom of Information and Protection of Privacy Act and the Municipal Freedom of Information and Protection of Privacy Act - Guidelines for Government Institutions”, Information and Privacy Commissioner of Ontario, October 2003.
 - ii Order M-1083
 - iii Order P-4
 - iv Orders MO-1169, PO-1721, PO-1834, PO-1990
 - v Order M-163
 - vi Order M-745
 - vii Orders M-376, P-4, P-1536
 - viii Order MO-1380
 - ix Order MO-1380
 - x Order P-4
 - xi Order P-4
 - xii Order M-1083
 - xiii Order M-1083
 - xiv Order P-184
 - xv Orders P-741, P-1536
 - xvi Order MO-1380
 - xvii Order MO-1380
 - xviii Order MO-1380
 - xix Order MO-1380
 - xx Order P-1536