

chapter A-2.1, r. 3

Regulation respecting fees for the transcription, reproduction or transmission of documents or personal information

An Act respecting Access to documents held by public bodies and the Protection of personal information

(chapter A-2.1, ss. 11, 85 and 155)

The fees prescribed in the Regulation have been indexed as of 1 April 2013 pursuant to the notice published in Part 1 (French) of the Gazette officielle du Québec of 16 March 2013, page 381. (ss. 3, 5.2, 6, 7, 8, 9, 10, 10.1, Sch. I, II)

CHAPTER I GENERAL

1. The fees for the transcription or reproduction of documents or personal information held by a public body are those listed in Schedules I and II, unless specified in Chapter II of this Regulation.

O.C. 1856-87, s. 1.

2. This Regulation does not apply to documents a public body may offer for sale.

O.C. 1856-87, s. 2.

3. A person whose right of access to a document or personal information is recognized is exempt from payment of any transcription, reproduction or transmission fee therefor, up to [\\$7.30](#).

The first paragraph does not apply to the documents and personal information specified in Chapter II of this Regulation.

O.C. 1856-87, s. 3.

4. Where the transcription or reproduction of a document or personal information must be done by a third party, the fees for such transcription or reproduction are those actually paid to the third party by the body in question, subject to the exemption prescribed by section 3.

O.C. 1856-87, s. 4.

5. Subject to the exemption prescribed by section 3, the fees for transmitting a copy or transcribing a document or personal information are those disbursed by the body for such transmission.

O.C. 1856-87, s. 5.

5.1. A deposit equal to 50% of the approximate amount of the fees that the public body intends to impose may be required by the public body before the transcription, reproduction or transmission of a document, where the amount is \$100 or more.

In cases where the fees are fixed, full payment may be required before the reproduction or transmission of a document.

Payment may be required upon delivery regardless of the amount of the fees imposed.

O.C. 1844-92, s. 1.

5.2. The fees for the reproduction or transcription of computerized information requiring a central processing unit reading of a series of documents are calculated at the actual cost of reproduction and transcription up to [\\$1.05](#) per second of computer time required to process the request.

The amount of any fees so required shall be clearly indicated in any estimate of fees respecting a request for access.

O.C. 1844-92, s. 1.

5.3. The fees provided for in this Regulation and the amount of the franchise provided for in section 3 shall be indexed on a 1 April of each year on the basis of the rate of increase in the general Consumer Price Index for Canada for the 12-month period ending on 30 September of the preceding year, as determined by Statistics Canada.

The fees thus indexed shall be rounded off as follows:

- (1) where the amount is less than or equal to \$1, it shall be increased or decreased to the nearest hundredth of a dollar;
- (2) where the amount is greater than \$1 but less than or equal to \$10, it shall be increased or decreased to the nearest multiple of \$0.05;
- (3) where the amount is greater than \$10 but less than or equal to \$50, it shall be increased or decreased to the nearest multiple of \$0.25.

The Minister responsible for the reform of Democratic Institutions and Access to information shall inform the public, through the *Gazette officielle du Québec*, of the indexing calculated under this section.

O.C. 1844-92, s. 1.

CHAPTER II

SPECIAL CATEGORIES OF DOCUMENTS AND PERSONAL INFORMATION

DIVISION I

DOCUMENTS ISSUED BY THE SOCIÉTÉ DE L'ASSURANCE AUTOMOBILE DU QUÉBEC

6. The fees for the reproduction, transcription or transmission of information obtained under the Highway Safety Code (chapter C-24.2) are as follows:

- (1) [\\$11.50](#) per file concerning a person;
- (2) [\\$14.75](#) per accident report.

The holder of a licence or registration is exempt from payment of the fees prescribed by subparagraph 1 of the first paragraph to obtain information concerning his file.

O.C. 1856-87, s. 6; S.Q. 1986, c. 91, s. 655; O.C. 1844-92, s. 2.

7. Subject to a minimum amount of \$25, the fees for the reproduction, transcription or transmission of the list of permit and licence holders whose names appear on documents that must be posted by law are \$0.01 per name.

O.C. 1856-87, s. 7.

8. Subject to a minimum amount of \$100, the fees to be paid for the reproduction or transcription of computerized information requiring a central processing unit reading of an aggregate of files concerning different persons is calculated at \$1.05 per second of computer time required to process the request.

Where the request also requires the reproduction and transcription of individualized data, the following costs shall be added to the charges covered by the first paragraph:

- (1) \$0.05 per file for a data readout of the first 50,000 files;
- (2) \$0.01 per file for a data readout of the following 450,000 files;
- (3) \$0.0025 per file for a data readout of any file exceeding the first 500,000 files.

O.C. 1856-87, s. 8.

DIVISION II

DOCUMENTS HELD BY MUNICIPAL BODIES

9. The fees for the transcription or reproduction of a document held by a municipal body are as follows:

- (a) \$14.75 for an incident report or an accident report;
- (b) \$3.65 for a copy of a general street plan or any other plan;
- (c) \$0.43 per unit of assessment for a copy of an extract from an assessment roll;

- (d) [\\$0.37](#) per page for a copy of a municipal by-law; this amount may not exceed \$35;
- (e) [\\$2.95](#) for a copy of a financial report;
- (f) [\\$0.01](#) per name for the reproduction of a list of taxpayers or inhabitants;
- (g) [\\$0.01](#) per name for the reproduction of a list of electors or persons having a right to vote at a referendum;
- (h) [\\$0.37](#) for a photocopied page of a document other than those listed in paragraphs a to g;
- (i) [\\$3.65](#) for typewritten or handwritten page.

O.C. 1856-87, s. 9; O.C. 1844-92, s. 3.

DIVISION III

DOCUMENTS ISSUED BY INSTITUTIONS GOVERNED BY THE ACT
RESPECTING HEALTH SERVICES AND SOCIAL SERVICES (chapter S-4.2)

10. The fees for the reproduction of radiological films by an institution governed by the Act respecting health services and social services (chapter S-4.2) are as follows:

(a) cost of films:

8 po x 10 po: [\\$1.30](#),

10 po x 12 po: [\\$1.90](#),

11 po x 14 po: [\\$2.50](#),

14 po x 14 po: [\\$3.05](#),

14 po x 17 po: [\\$3.70](#);

(b) fee for the reproduction and development of each film: [\\$2.95](#).

O.C. 1856-87, s. 10.

DIVISION III.1

DOCUMENTS HELD BY THE ENTERPRISE REGISTRAR

O.C. 1844-92, s. 4.

10.1. The fees for the transcription and reproduction of uncertified documents held by the enterprise registrar are as follows:

- (1) [\\$11.50](#) for a copy of letters patent;
- (2) [\\$11.50](#) for a copy of supplementary letters patent;
- (3) [\\$11.50](#) for any copy of articles of incorporation, amendment, amalgamation or continuance;
- (4) [\\$11.50](#) for a copy of a prospectus or annual report;
- (5) [\\$11.50](#) for a copy of a certificate;
- (6) [\\$11.50](#) for a copy of a licence;
- (7) [\\$11.50](#) for a copy of a motion or a regulation.

O.C. 1844-92, s. 4.

DIVISION IV TRANSITIONAL AND FINAL

11. The regulatory provisions specified in Schedule III are revoked.

O.C. 1856-87, s. 11.

12. *(Omitted).*

O.C. 1856-87, s. 12.

13. *(Omitted).*

O.C. 1856-87, s. 13.

SCHEDULE I

(s. 1)

FEES BY MEDIUM OF REPRODUCTION

	Prescribed fees
1. Sheets of paper page	<ul style="list-style-type: none">• \$0.37 per photocopied
from a microfilm	<ul style="list-style-type: none">• \$0.37 per printed page• \$0.37 per page derived
from a microfiche	<ul style="list-style-type: none">• \$0.37 per page derived
2. Photographs negative	<ul style="list-style-type: none">• \$7.30 to produce a
8" X 10" format	<ul style="list-style-type: none">• \$5.80 per photograph
5" X 7" format	<ul style="list-style-type: none">• \$4.50 per photograph
3. Slides	<ul style="list-style-type: none">• \$1.55 per slide
4. Plans	<ul style="list-style-type: none">• \$1.65/m²
5. Videocassettes 3/4"	<ul style="list-style-type: none">• \$57.75 per cassette• plus \$64.50/hour of
recording	(for a cassette running
no more than 1 hour)	
1/2"	<ul style="list-style-type: none">• \$22.50 per cassette• plus \$52/hour of
recording (this kind of	
hours of recording)	cassette may have 6 to 8
1/4" cassette	<ul style="list-style-type: none">• \$15.75 per 60-minute
(or 8 mm) cassette	<ul style="list-style-type: none">• \$29 per 120-minute
recording	<ul style="list-style-type: none">• plus \$40.75/hour of
6. Audiocassettes	<ul style="list-style-type: none">• \$14.50

recording • plus \$40.50/hour of

7. Diskettes • \$14.75
(all formats)

8. Computer tapes • \$58
6250 BPI
1600 BPI
(up to 2,400 ft)

9. Microfilm

16 mm spool • \$37

35 mm spool • \$58

10. Self-adhesive sticker • \$0.10 per sticker

O.C. 1856-87, Sch. I; O.C. 1844-92, s. 5.

SCHEDULE II

(s. 1)

FEES FOR TRANSCRIPTION

Hourly rate when transcription of computerized documents must be done manually: \$25.50/hour.

O.C. 1856-87, Sch. II.

SCHEDULE III

(s. 11)

REGULATORY PROVISIONS REVOKED BY SECTION 11

Title

Provisions

Regulation respecting the application
of the Act respecting insurance
(R.R.Q., 1981, c. A-32, r. 1)

section 320

Regulation respecting the duties

payable to obtain information or
documents in the keeping of the
Régie de l'assurance automobile
du Québec (O.C. 1214-82, 82-05-19)
3

sections 1 to

Tariff of commissions under the
Great Seal of Queen's Counsel
learned in the law and other
documents (R.R.Q., 1981, c. M-19, r. 1)

section 2

O.C. 1856-87, Sch. III.

REFERENCES

O.C. 1856-87, 1987 G.O. 2, 4236

S.Q. 1990, c. 19, s. 11

S.Q. 1991, c. 42, s. 620

O.C. 1844-92, 1993 G.O. 2, 21

S.Q. 1992, c. 21, s. 375

S.Q. 2006, c. 22, s. 177