



Library and Archives  
Canada

Bibliothèque et Archives  
Canada

## **Library and Archives Canada**

### Fees Report

### Fiscal Year 2022–23

---

The Honourable Pascale St-Onge, P.C., M.P.  
Minister of Canadian Heritage

© His Majesty the King in Right of Canada,  
represented by the Minister of Canadian Heritage, 2023

Catalogue No.: SB1-13E-PDF

ISSN: 2562-184X

This document is available on the Government of Canada website at [www.canada.ca](http://www.canada.ca).

This document is available in alternative formats upon request.

---

## Table of contents

Minister's message.....	1
About this report.....	3
Remissions.....	4
Overall totals, by fee-setting mechanism.....	4
Totals, by fee grouping, for fees set by act, regulation or fees notice .....	5
Details on each fee set by act, regulation or fees notice .....	10
Endnotes .....	11



## Minister's message

I am pleased to present Library and Archives Canada's (LAC) report on fees for 2022–23.

LAC provides Canadians with copy services for documents from its national collection, such as textual documents, microforms, microfiches of maps and architectural drawings, and documents and archival records created in digital formats.

In 2022–23, LAC began a review of these copy service fees, subject to the *Service Fees Act*, with a view to updating them. This review exercise is part of the transformation of services taking place at LAC in anticipation of the opening of Ādisōke, the building where the public services of both LAC and Ottawa Public Library will be made available, in 2026.

I invite you to read this report prepared by LAC under the *Service Fees Act*. I welcome the spirit of open and transparent fee management reflected in this report.

The Honourable Pascale St-Onge, P.C., M.P.  
Minister of Canadian Heritage





## About this report

This report, which is tabled under section 20 of the [Service Fees Act](#)<sup>i</sup>, the [Low-materiality Fees Regulations](#)<sup>ii</sup>, and subsection 4.2.8 of the Treasury Board [Directive on Charging and Special Financial Authorities](#)<sup>iii</sup>, contains information about the fees that Library and Archives Canada (LAC) had the authority to set in 2022–23.

The report covers fees that are subject to the *Service Fees Act*.

For reporting purposes, fees are categorized by fee-setting mechanism. There are three mechanisms:

1. Act, regulation or fees notice  
The authority to set these fees is delegated to a department, minister or Governor in Council pursuant to an Act of Parliament.
2. Contract  
Ministers have the authority to enter into contracts, which are usually negotiated between the minister and an individual or organization, and which cover fees and other terms and conditions. In some cases, that authority may also be provided by an Act of Parliament.
3. Market rate or auction  
The authority to set these fees is pursuant to an Act of Parliament or a regulation, and the minister, department or Governor in Council has no control over the fee amount.

For fees set by act, regulation or fees notice, the report provides totals for fee groupings, as well as detailed information for each fee. For fees set by contract, the report provides totals only. LAC did not have fees set by market rate or auction.

Although the fees that LAC charges under the *Access to Information Act* were subject to the *Service Fees Act*, they are not included in this report. Information on LAC's access to information fees for 2022–23 is in our [annual report to Parliament on the administration of the Access to Information Act](#)<sup>iv</sup>.

## Remissions

In 2022–23, LAC was not subject to the requirements in section 7 of the *Service Fees Act* and subsection 4.2.4 of the Treasury Board Directive on Charging and Special Financial Authorities and had no authority to remit, so this report does not include remissions.

## Overall totals, by fee-setting mechanism

The following table presents the total revenue, cost and remissions for all fees that LAC had the authority to set in 2022–23, by fee-setting mechanism.

### Overall totals for 2022–23, by fee-setting mechanism

Fee-setting mechanism	Revenue (\$)	Cost (\$)	Remissions (\$)
<b>Fees set by contract</b>	8,011.75	448,723.41	Remissions do not apply to fees set by contract
<b>Fees set by act, regulation or fees notice</b>	383,029.61	1,202,571.18	These fees were not subject to remissions
<b>Total</b>	391,041.36	1,651,294.59	These fees were not subject to remissions



## Totals, by fee grouping, for fees set by act, regulation or fees notice

A fee grouping is a set of fees relating to a single business line, directorate or program that a department had the authority to set for those activities.

This section presents, for each fee grouping, the total revenue, cost and remissions for all fees that LAC had the authority to set in 2022–23 and that are set by the following:

- Act
- Regulation
- Fees notice

### 1. Fees relating to copies by LAC staff of textual documents and microforms, 105-mm microfiches of maps and architectural drawings, and documents and archival records created in digital formats: totals for 2022–23

Revenue (\$)	Cost (\$)	Remissions (\$)
382,263.25	1,074,813.06	These fees were not subject to remissions

### 2. Fees relating to copies of documents on microform by clients themselves: totals for 2022–23

Revenue (\$)	Cost (\$)	Remissions (\$)
147.81	81,985.62	These fees were not subject to remissions

### 3. Fees for postage and handling: totals for 2022–23

Revenue (\$)	Cost (\$)	Remissions (\$)
618.55	45,772.50	These fees were not subject to remissions

## Details on each fee set by act, regulation or fees notice

This section provides detailed information on each fee that LAC had the authority to set in 2022–23 and that was set by the following:

- Act
- Regulation
- Fees notice

### Fee grouping 1

#### **Fees relating to copies by LAC staff of textual documents and microforms, 105-mm microfiches of maps and architectural drawings, and documents and archival records created in digital formats**

##### **Fee**

- Copies by LAC staff of textual documents and microforms – Regular price
- Copies by LAC staff of textual documents and microforms – Students and senior citizens price
- Copies by LAC staff of 105-mm microfiches of maps and architectural drawings

##### **Fee-setting authority**

- [\*Department of Canadian Heritage Act\*](#),<sup>v</sup> sections 8 to 12
- The fee is listed in the [\*Canada Gazette\*](#)<sup>vi</sup>

##### **Year fee-setting authority was introduced** 2005

##### **Last year fee-setting authority was amended** Not applicable

##### **Service standard**

Regular orders are processed within 30 business days of receipt. For rush service, orders are processed within 10 business days of receipt, and only if the following conditions are met:

- Reference number is provided
- Copyright status and access restrictions have been established
- Access and copying restrictions do not apply, or a letter of permission is included with the request
- Requested documents are available
- “Rush service” is indicated on the request
- Consent to pay all additional surcharges is indicated on the request

**Copies of textual documents and microforms:** Please note that written requests cannot be processed in less than 10 business days because time is needed for the registration of requests, delivery of documents from off-site storage (24 hours), identification of requested documents by staff, and special handling of archival documents.

Processing times apply once requests have been received.

- **Number of pages:** Up to 1,000 pages  
**Response time:** Within 10 business days
- **Number of pages:** 1,001–6,000 pages  
**Response time:** Within 30 business days

**Copies of 105-mm microfiches of maps and architectural drawings:**

Processing times apply once requests have been received.

- **Number of copies:** 1–249  
**Response time:**  
In-person request: 1 to 4 business days, maximum of 50 copies per 24 hours  
Written request: 7 business days
- **Number of copies:** 250–499  
**Response time:**  
In-person request: 5 to 10 business days  
Written request: 7 to 10 business days
- **Number of copies:** 500–749  
**Response time:** 10 to 15 business days
- **Number of copies:** 750–999  
**Response time:** 15 to 20 business days
- **Number of copies:** 1,000–1,249  
**Response time:** 20 to 25 business days
- **Number of copies:** 1,250–1,500  
**Response time:** 25 to 30 business days

**Performance result**

For requests to copy textual documents and microforms, LAC received 6,271 regular orders, and processed 2,986 (47.6%) within 30 days. LAC received 48 rush orders and processed 16 (33.3%) within 10 days.

For requests to copy maps and architectural drawings on 105-mm microfiche, LAC received 208 regular requests and processed 43 (20.7%) within 30 days. LAC did not receive any requests for rush service.

NOTE: Service standards were suspended throughout 2022–23 due to events beyond LAC's control. Clients were notified of the situation.

**Application of *Low-materiality Fees Regulations***

Low materiality (photocopies)

Fee	2022–23 fee amount (\$)	2022–23 total fee revenue (\$)	2022–23 total remissions issued for the fee (\$)	Fee adjustment date in 2024–25	2024–25 fee amount (\$)

Copies by LAC staff of textual documents and microforms – Regular price	0.40	363,795.95	This fee was not subject to remissions	Not applicable	0.40
Copies by LAC staff of textual documents and microforms – Students and senior citizens price	0.30	17,367.30	This fee was not subject to remissions	Not applicable	0.30
Copies by LAC staff of 105-mm microfiches of maps and architectural drawings	4.00	1,100.00	This fee was not subject to remissions	Not applicable	4.00

## Fee grouping 2

### Fees relating to copies of documents on microform by clients themselves

#### Fee

Copies of documents on microform by clients themselves

#### Fee-setting authority

- [Department of Canadian Heritage Act](#),<sup>vii</sup> sections 8 to 12
- The fee is listed in the [Canada Gazette](#)<sup>viii</sup>

#### Year fee-setting authority was introduced

2005

#### Last year fee-setting authority was amended

Not applicable

#### Service standard

Not subject to a service standard requirement under the *Service Fees Act*

#### Performance result

Not subject to a service standard requirement under the *Service Fees Act*

#### Application of *Low-materiality Fees Regulations*

Low materiality (photocopies)

Fee	2022–23 fee amount (\$)	2022–23 total fee revenue (\$)	2022–23 total remissions issued for the fee (\$)	Fee adjustment date in 2024–25	2024–25 fee amount (\$)
Copies of documents on microform by clients themselves	0.20	147.81	This fee was not subject to remissions	Not applicable	0.20

**Fee grouping 3****Fees for postage and handling****Fee**

- Postage
- Handling

**Fee-setting authority**

- *Department of Canadian Heritage Act*,<sup>ix</sup> sections 8 to 12
- The fee is listed in the *Canada Gazette*<sup>x</sup>

**Year fee-setting authority was introduced**

2005

**Last year fee-setting authority was amended**

Not applicable

**Service standard**Not subject to a service standard requirement under the *Service Fees Act***Performance result**Not subject to a service standard requirement under the *Service Fees Act***Application of *Low-materiality Fees Regulations***

Low materiality (&lt;51)

Fee	2022–23 fee amount (\$)	2022–23 total fee revenue (\$)	2022–23 total remissions issued for the fee (\$)	Fee adjustment date in 2024–25	2024–25 fee amount (\$)
Postage	Prices are subject to annual postage or mail service rate increases.	558.05	This fee was not subject to remissions	Not applicable	Prices are subject to annual postage or mail service rate increases.
Handling	0.35	60.50	This fee was not subject to remissions	Not applicable	0.35



## Endnotes

<sup>i</sup> *Service Fees Act*, <https://laws-lois.justice.gc.ca/eng/acts/S-8.4/index.html>

<sup>ii</sup> *Low-materiality Fees Regulations*, <https://laws-lois.justice.gc.ca/eng/regulations/SOR-2019-109/index.html>

<sup>iii</sup> Directive on Charging and Special Financial Authorities, <https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32502>

<sup>iv</sup> Annual report to Parliament on the administration of the *Access to Information Act*, <https://library-archives.canada.ca/eng/corporate/transparency/reports-publications/atip-reports/Pages/atip-reports.aspx>

<sup>v</sup> *Department of Canadian Heritage Act*, <https://laws-lois.justice.gc.ca/eng/acts/C-17.3/>

<sup>vi</sup> *Canada Gazette*, <https://canadagazette.gc.ca/accueil-home-eng.html>

<sup>vii</sup> *Department of Canadian Heritage Act*, <https://laws-lois.justice.gc.ca/eng/acts/C-17.3/>

<sup>viii</sup> *Canada Gazette*, <https://canadagazette.gc.ca/accueil-home-eng.html>

<sup>ix</sup> *Department of Canadian Heritage Act*, <https://laws-lois.justice.gc.ca/eng/acts/C-17.3/>

<sup>x</sup> *Canada Gazette*, <https://canadagazette.gc.ca/accueil-home-eng.html>