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Library and Archives Canada
Fees Report
Fiscal year 2023–24

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

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Minister’s message

I am pleased to present Library and Archives Canada’s (LAC) report on fees for 2023–24.

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 2023–24, LAC continued with the 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 am pleased that this organization is supporting open and transparent fee management, as 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*, the *Low-Materiality Fees Regulations*, and subsection 4.2.9 of the Treasury Board *Directive on Charging and Special Financial Authorities*, contains information about the fees LAC had the authority to charge in fiscal year 2023–24.

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 inherent 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 comes from an act of Parliament or a regulation, and the minister, department or Governor in Council has no control in determining 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.

Fees charged by LAC under the *Access to Information Act* are not subject to the *Service Fees Act* and are not included in this report. Information on LAC's access to information fees can be found annual report to Parliament on the administration of the *Access to Information Act*.

Remissions

In 2023–24, LAC was not subject to the requirements in section 7 of the *Service Fees Act* and had no authority to remit, so this report does not include remission amounts.

Overall totals, by fee-setting mechanism

The following table presents the total revenue, cost and remissions for all fees LAC had the authority to charge in 2023–24, by fee-setting mechanism.

Overall totals for 2023–24, by fee-setting mechanism

Fee-setting mechanism	Revenue ($)	Cost ($)	Remissions ($)
Fees set by contract	67,658.20	0	Remissions do not apply to fees set by contract.
Fees set by act, regulation or fees notice	114,462.63	1,752,516.99	These fees were not subject to remissions.
Total	**182,120.83**	**1,752,516.99**	**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 charge for those activities.

This section presents, for each fee grouping, the total revenue, cost and remissions for all fees LAC had the authority to charge in 2023–24 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 2023–24**

Revenue ($)	Cost ($)	Remissions ($)
94,979.70	1,215,995.22	These fees were not subject to remissions

2. **Fees relating to copies of documents on microform by clients themselves: totals for 2023–24**

Revenue ($)	Cost ($)	Remissions ($)
0	0	These fees were not subject to remissions

3. **Fees for postage and handling: totals for 2023–24**

Revenue ($)	Cost ($)	Remissions ($)
995.16	41,305.83	These fees were not subject to remissions

4. **Service fee for reproduction of documents by private sector suppliers: totals for 2023–24**

Revenue ($)	Cost ($)	Remissions ($)
18,487.77	495,215.94	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 LAC had the authority to charge in 2023–24 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*, sections 8 to 12
- The fee is listed in the *Canada Gazette*

Year fee setting authority was introduced

2005

Last year fee-setting authority was amended

Not applicable

Service standard

Not subject to service standard requirement of the *Service Fees Act*

Performance result

Not subject to service standard requirement, pursuant to the *Service Fees Act*

Application of *Low-materiality Fees Regulations*

Low materiality (photocopies)

Fee	2023–24 fee amount ($)	2023–24 total fee revenue ($)	2023–24 total remissions issued for the fee ($)	Fee adjustment date in 2025–26	2025–26 fee amount ($)
Copies by LAC staff of textual documents and microforms – Regular price	0.40	71,996.00	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	19,427.70	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	3,556.00	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*, sections 8 to 12
- The fee is listed in the *Canada Gazette*

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 service standard requirement, pursuant to the *Service Fees Act*

Application of *Low-materiality Fees Regulations*

Low materiality (photocopies)

Fee	2023–24 fee amount ($)	2023–24 total fee revenue ($)	2023–24 total remissions issued for the fee ($)	Fee adjustment date in 2025–26	2025–26 fee amount ($)
Copies of documents on microform by clients themselves	0.20	0	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*, sections 8 to 12
- The fee is listed in the *Canada Gazette*

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 service standard requirement, pursuant to the *Service Fees Act*

Application of *Low-materiality Fees Regulations*

Low materiality (<51)

Fee	2023–24 fee amount ($)	2023–24 total fee revenue ($)	2023–24 total remissions issued for the fee ($)	Fee adjustment date in 2025–26	2025–26 fee amount ($)
Postage	Prices are subject to annual postage or mail service rate increases.	927.96	This fee was not subject to remissions	Not applicable	Prices are subject to annual postage or mail service rate increases.
Handling	0.35	67.20	This fee was not subject to remissions	Not applicable	0.35

Fee grouping 4

Service fee for reproduction of documents by private sector suppliers

Fee

Service fee for reproduction of documents by private sector suppliers

Fee-setting authority

- *Department of Canadian Heritage Act*, sections 8 to 12
- The fee is listed in the *Canada Gazette*.

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 service standard requirement, pursuant to the *Service Fees Act*

Application of *Low-materiality Fees Regulations*

Not subject to section 17 of the *Service Fees Act*

Fee	2023–24 fee amount ($)	2023–24 total fee revenue ($)	2023–24 total remissions issued for the fee ($)	Fee adjustment date in 2025–26	2025–26 fee amount ($)
Service fee for reproduction of documents by private sector suppliers	A service fee of 20% based on the rate charged by private sector suppliers.	18,487.77	This fee was not subject to remissions.	Not applicable	A service fee of 20% based on the rate charged by private sector suppliers.