

Appendix 1

Changes to:

Toronto Municipal Code Fees and Charges Appendix C, Schedule 12, City Clerk

The proposed changes to the existing Schedule 12 are as follows:

As set out in Column V, all the listed fees will be subject to an annual adjustment based on the consumer price index as permitted by § 441-4.

Repeal Existing Code #36: Replace with #13 in table below
(no change in fee other than annual adjustment)

Repeal Existing Code #37: Replace with #10 in table below
(no change in fee other than annual adjustment)

Repeal Existing Code #49: Replace with #1 in table below
(increase in fee from \$10 to \$25 for an 8x10 print)

Repeal Existing Code #50: Replace with #2 in table below
(increase in fee from \$15 to \$25)

Repeal Existing Code #51: Delete this item re digital image charge

Repeal Existing Code #53: Replace with #14 from table below
(no change in fee for whiteprint -addition of a one-per-order administration fee)

New activities to be added to Schedule 12 are: numbers 3, 4, 5, 6, 7, 8, 9, 11 and 12 from table below.

	I Category	II Activity	III Fee Basis	IV Fee	V Annual Adjustment
1	Records and Information Management	Print on high quality paper from a digital image of an archival record			Yes
		Single print	8" x 10"	\$25.00	Yes
		Single print	11" x 14"	\$40.00	Yes
2	Records and Information Management	Copy on a digital storage medium of an existing digital image of an archival record	Per image	\$25.00	Yes
3	Records and Information Management	Creation and provision of a new digital image on a digital storage medium, of a flat archival record, whose dimensions are not greater than 11" x 17", and where the long side of the scanned image contains up to 6,000 pixels	Per image	\$25.00	Yes

4	Records and Information Management	Creation and provision of a new digital image on a digital storage medium, of a flat archival record whose dimensions are greater than 11" x 17", but not greater than 40" x 60"			Yes
		Single digital image	Per image	\$50.00	Yes
		Set up fee	Per order	\$50.00	Yes
5	Records and Information Management	Creation and provision of a new digital image on a digital storage medium, of an archival record whose dimensions are not greater than 40" x 60", and which is bound or three-dimensional			Yes
		Single digital image	Per image	\$50.00	Yes
		Set up fee	Per order	\$50.00	Yes
6	Records and Information Management	Creation and provision of a new digital image on a digital storage medium, of an archival record, where the record's dimensions are not larger than 11" x 17", and where the long side of the scanned image contains more than 6,000 pixels, and the file does not exceed 240 MB for colour or 80 MB for B&W	Per image	\$50.00	Yes
7	Records and Information Management	Creation and provision of a new digital image on a digital storage medium, of an archival record, where the record's dimensions are not larger than 11" x 17", and where the file size exceeds 240 MB for colour or 80 MB for B&W	Per image	\$50.00 plus \$0.40 per MB beyond the 240 or 80 MB limit	Yes
8	Records and Information Management	Creation and provision of a new digital image on a digital storage medium, of an archival record, where the record's dimensions are larger than 11" x 17", and where the file size exceeds 240 MB for colour or 80 MB for B&W			Yes
		Set up fee	Per order	\$75.00	Yes
		Single internegative (retained by the Archives)	Per image	\$30.00	Yes
		Single digital image	Per image	\$50.00 plus \$0.40 per MB beyond the 240 or 80 MB limit	Yes

9	Records and Information Management	Creation and provision of a new digital image on a digital storage medium, of an archival record, where the record's dimensions are larger than 40" x 60", and where the long side of the image contains up to 6,000 pixels			
		Set up fee	Per order	\$75.00	Yes
		Single internegative (retained by the Archives)	Per image	\$30.00	Yes
		Single digital image	Per image	\$25.00	Yes
10	Records and Information Management	Photocopies – letter, legal or ledger size materials	Per impression	\$0.50	Yes
11	Records and Information Management	Print-outs from laser printers – letter size materials (B&W and greyscale)	Per impression	\$0.50	Yes
12	Records and Information Management	Print-outs from laser printers – letter size materials (Colour)	Per impression	\$1.00	Yes
13	Records and Information Management	Copy of an audio or video recording (no editing)			Yes
		Copy from a video or audio tape to a video or audio tape	Per storage unit (eg. Cassette tape)	\$30	Yes
		Copy from a video or audio tape to a digital storage medium	Per storage unit (eg. DVD)	\$30	Yes
		Copy from a digital storage medium to a digital storage medium	Per storage unit (eg. DVD)	\$30	Yes
		Copy from a digital storage medium to a video or audio tape	Per storage unit (eg. Cassette tape)	\$30	Yes
14	Records and Information Management	Creation and provision of a large format reproduction (whiteprint) of an archival record			Yes
		Administration charge	Per order	\$20	Yes
		Single whiteprint	Per impression	\$5.00	Yes