

Privy Council Office

2017–18

Departmental Fees Report

The Right Honourable Justin Trudeau
Prime Minister of Canada

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Clerk of the Privy Council and
Secretary to the Cabinet

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Cette publication est également disponible en français :

Rapport sur les frais ministériels 2017-2018

CP1-26E-PDF

ISSN 2562-1580

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Prime Minister's message

On behalf of the Privy Council Office (PCO), I present the 2017 to 2018 Report on Fees.

On June 22, 2017, the *Service Fees Act*ⁱ received royal assent, thereby repealing the *User Fees Act*.ⁱⁱ

The *Service Fees Act* introduces a modern legislative framework that enables cost-effective delivery of services and, through enhanced reporting to Parliament, improved transparency and oversight. The *Act* provides for:

- a streamlined approach to consultation and the approval of new or modified fees
- a requirement for services to have service standards and reporting against these standards, along with a policy to remit fees to fee payers when standards are not met
- an automatic annual fee adjustment by the Consumer Price Index (CPI) to ensure that fees keep pace with inflation
- annual detailed reporting to Parliament in order to increase transparency



This 2017 to 2018 Fees Report is the first report to be prepared under the *Service Fees Act*. The report includes new information such as a detailed listing of all fees along with future year fee amounts. Additional fee information will be included starting next fiscal year, once PCO fully transitions to the *Service Fees Act* regime.

Canada's public servants work hard every day to turn government priorities into real results for Canadians. The Government of Canada is committed to delivering information and essential services efficiently and transparently. We will continue to take steps to be a more open and accessible government for all Canadians.

The Right Honourable Justin Trudeau
Prime Minister of Canada

General fees information

The tables that follow provide information on each category of fees, including:

- the name of the fee category;
- the date that the fee (or fee category) was introduced and last amended (if applicable);
- service standards;
- performance results against these standards; and
- financial information regarding total costs, total revenues and remissions.

In addition to the information presented by fee category, there is a summary of the financial information for all fees as well as a listing of fees under the department's authority. This listing includes the existing fee dollar amounts and the adjusted dollar fee amount for a future year.

General and financial information by fee category

Inspection and Obtaining Copies of Statutory Instruments

Fee category	Fees charged for inspection and obtaining of copies of statutory instruments in accordance with the <i>Statutory Instruments Act</i> and <i>Regulations</i> .
Fee-setting authority	<i>Statutory Instruments Act</i>
Year introduced	1972
Year last amended	1993
Service standard	90% of requests will be completed within 5 business days. This standard became effective as of September 2005 and is still in use.
Performance results	100% of requests received were completed within 5 business days, with most requests completed within 1 day of receipt.
Other information	Upon the adoption of the <i>Statutory Instrument Act</i> in 1972, Parliament provided the right to any person, upon paying the prescribed fee, to inspect and obtain copies of any statutory instrument that has been registered by the Clerk of the Privy Council. For many decades and until the late 1990's, people used to physically go to PCO to review approved Orders in Council (OICs) and request copies. A paper version certified to be a true copy of the original OIC was provided to them upon the payment of the prescribed fee. However, with technological developments and the arrival of the Internet, approved OICs are systematically posted on PCO's OIC website on the third working day following their approval and they can be accessed free of charge at http://orders-in-council.canada.ca . ⁱⁱⁱ As a result, collected user fees for paper versions have consistently declined over the years; in fact, no user fees have been collected since 2013–14.

Financial Information (dollars)

2016 to 2017 Revenue	2017 to 2018 Revenue	2017 to 2018 Cost*	2017 to 2018 Remission [¥]
0	0	0	Not applicable.

* The amount includes direct and indirect costs, where such costs are identifiable and material.

¥ A remission is a partial or full return of a fee paid. Under the *Service Fees Act*, departments are required to develop policies that determine when fees will be remitted to fee payers should service standards not be met. The requirement for departments to remit is anticipated to come into effect on March 31, 2020. This effective date allows departments time to develop remissions policies and adjust service standard tracking and remittance systems. During fiscal year 2017 to 2018, some departments may have issued remissions, in accordance with the authority of their enabling legislation or regulation, as opposed to the authority given by the *Service Fees Act*. It is remissions issued under enabling legislations or regulations that are shown above.

General Information for Processing of Access Requests

Fee category	Fees charged for the processing of access requests filed under the <i>Access to Information Act</i> .
Fee-setting authority	<i>Access to Information Act</i>
Year introduced	1983
Year last amended	1992
Service standard	A response is provided within 30 days following receipt of request; the response time may be extended pursuant to section 9 of the <i>Access to Information Act</i> . Notice of extension to be sent within 30 days after receipt of request.
Performance results	99.6% of access requests completed on time.
Other information	A new practice for releasing records was implemented near the close of 2014–15. Response packages are now routinely provided on a CD when packages are more than 125 pages, or when requesters ask for an electronic version. The PDF documents are released in a secure format. This electronic practice eliminates fees to requesters for the cost of reproducing records of more than 125 pages at no additional expense to PCO. Electronic release packages constituted approximately one-third of responses. In December 2015, PCO took an administrative decision to cease charging any fees above the \$5 application fee per request.

Financial Information (dollars)

2016 to 2017 Revenue	2017 to 2018 Revenue	2017 to 2018 Cost*	2017 to 2018 Remission [¥]
4,120	3,880	3,700,853	0

*The full cost for the processing of access to information requests filed under the *Access to Information Act* includes the direct cost to operate the Access to Information and Privacy Division, including Employee Benefit Plans. It also includes indirect costs related to the initial search for relevant records, review and sign-off, services received without charge from other departments and corporate services to support the division.

¥ A remission is a partial or full return of a fee paid. Under the *Service Fees Act*, departments are required to develop policies that determine when fees will be remitted to fee payers should service standards not be met. The

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Financial totals for all fee categories

Total revenues, cost and remissions (dollars)

2016 to 2017 Total revenue	2017 to 2018 Total revenue	2017 to 2018 Total cost	2017 to 2018 Total remissions
4,120	3,880	3,700,853	0

Note: the totals are the sums of the revenues, costs and remissions reported for all fee categories in the "Financial information" tables.

Fees under the department's authority

Fee amounts for 2017 to 2018, 2019 to 2020, and a future fiscal year, as applicable (dollars)

Name of fee	2017 to 2018 Fee amount	2019 to 2020 Adjusted fee amount*	Future fee amount and fiscal year†
Inspection and Obtaining of Copies of Statutory Instruments	0	0	0

* Fees are adjusted annually in one of two ways: (1) Under the *Service Fees Act*, fees are adjusted in each fiscal year by the percentage change over 12 months in the April All-Items Consumer Price Index for Canada, as published by Statistics Canada for the previous fiscal year. The Consumer Price Index rate for this report is 2.2%. (2) The fee is subject to a periodic adjustment at a predetermined rate, in accordance with another authority in legislation or regulation.

† The "Future fee amount and fiscal year" is the new amount of the fee, in a future fiscal year other than 2019 to 2020, adjusted by a predetermined rate, in accordance with the authority in legislation or regulation.

Endnotes

ⁱ *Service Fee Act*: <http://laws-lois.justice.gc.ca/eng/acts/S-8.4/index.html>

ⁱⁱ *User Fee Act*: <http://laws-lois.justice.gc.ca/eng/acts/U-3.7/20040331/P1TT3xt3.html>

ⁱⁱⁱ Orders In Council Canada: <http://orders-in-council.canada.ca>