



National
Defence

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CANADIAN
ARMED FORCES

2017 to 2018 Fees Report



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Minister's message

On behalf of the Department of National Defence and the Canadian Armed Forces, I am pleased to present the *2017 to 2018 Fees Report*.

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 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*.

I welcome the increased transparency and oversight that the *Service Fees Act*'s reporting regime embodies, and I am fully committed to transitioning my department to this modern framework.

Original signed by:

The Honourable Harjit S. Sajjan, PC, OMM, MSM, CD, MP
Minister of National Defence

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
- financial information regarding total costs, total revenues and remissions

General and financial information by fee category

General information

Fee category	Fees for processing requests filed under the <i>Access to Information Act</i>
Fee-setting authority	Access to Information Act ⁱⁱⁱ
Year introduced	1983
Year last amended	2018
Service standard	A response is provided within 30 days following receipt of a request; the response time may be extended under section 9 of the <i>Access to Information Act</i> .
Performance results	The department responded within 30 days for 753* of the 1642 cases. Additionally, 202 requests were completed within 31 to 60 days and 687 requests were completed after 60 days or are still open.
Other information	Under the <i>Access to Information Act</i> , fees under \$25 may be waived when deemed to be in the public interest. Fees waived during 2017 to 2018 totalled \$1,761.40.

* Includes cases where a Notice of Extension is sent to the requester within 30 days of receipt of the request

Financial information (dollars)

2016 to 2017 Revenue	2017 to 2018 Revenue	2017 to 2018 Cost*	2017 to 2018 Remissions†
10,075	8,620	3,536,191	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.

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†
Not applicable	Not applicable	Not applicable	Not applicable

* 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 Fees Act*, <https://laws-lois.justice.gc.ca/eng/acts/S-8.4/index.html>
- ii. *User Fees Act*, <https://laws-lois.justice.gc.ca/eng/acts/U-3.7/20040331/P1TT3xt3.html>
- iii. *Access to Information Act*, <http://laws-lois.justice.gc.ca/eng/acts/A-1/index.html>