

Impact Assessment  
Agency of Canada  
Fees Report  
Fiscal year 2020–21

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The Honourable Steven Guilbeault, P.C., M.P.  
Minister of Environment and Climate Change and  
Minister responsible for the Impact Assessment  
Agency of Canada

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## Table of contents

Minister's message .....	5
About this report .....	7
Remissions .....	8
Overall totals, by fee-setting mechanism .....	8
Totals, by fee grouping, for fees set by act, regulation or fees notice .....	9
Details on each fee set by act, regulation or fees notice .....	9
Endnotes .....	17

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## Minister's message

On behalf of the Impact Assessment Agency of Canada, I am pleased to present our report on fees for 2020–21.

The *Service Fees Act* provides a modern legislative framework that enables cost-effective delivery of services and, through better reporting to Parliament, improves transparency and oversight.

I will continue to lead my Agency's transition to the reporting regime provided under the *Service Fees Act*.



The Honourable Steven Guilbeault, P.C., M.P.  
Minister of Environment and Climate Change



## About this report

This report, which is tabled under section 20 of the *Service Fees Act*<sup>ii</sup>, including the *Low-Materiality Fees Regulations*<sup>iii</sup> and subsection 4.2.8 of the *Directive on Charging and Special Financial Authorities*<sup>iv</sup>, contains information about the fees that the Agency had the authority to set in 2020–21.<sup>1</sup>

Government of Canada departments may set fees for services, licences, permits, products, the use of facilities, for other authorizations of rights or privileges, or to recover, in whole or in part, costs incurred in relation to a regulatory scheme.

For reporting purposes, fees must be categorized under the following three fee-setting mechanisms:

1. Act, regulation or fees notice
  - An act of Parliament delegates the fee-setting authority to a department, minister or Governor in Council.
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 regulation, and the minister, department or Governor in Council has no control over the fee amount.

This report contains information about all fees that are under Agency's authority.

The information covers fees that are exempted from the *Service Fees Act*.

For fees set by act, regulation or fees notice, the report provides totals for fee groupings, as well as detailed information for each fee.

Although the fees that Agency charges under the *Access to Information Act* were subject to the *Service Fees Act*, they are not included in this report. Information on the Agency's access to information fees for 2020–21 can be found in our access to information report, which is posted on our Web page: [Transparency](#)<sup>v</sup>.

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1. All years presented in this manner refer to fiscal years.

## Remissions

This report does not include remissions issued under the authority of the *Service Fees Act*, since this requirement took effect on April 1, 2021. Remissions issued under the *Service Fees Act* will be reported for the first time, as applicable, in the 2021–22 Fees Report, which will be published in 2022–23.

The *Service Fees Act* requires departments to remit a fee, in part or in full, to a fee payer when a service standard is deemed not met. Under the *Service Fees Act* and the *Directive on Charging and Special Financial Authorities*, departments had to develop policies and procedures for determining:

- whether a service standard has been met
- how much of a fee will be remitted to a fee payer if a service standard is deemed not met

The *Service Fees Act* does not apply to the fees recovered by the Agency. As stipulated in article 76 (3) of the *Impact Assessment Act* the Agency is exempt from the *Service Fees Act*.

## Overall totals, by fee-setting mechanism

The following table presents the total revenue, cost and remissions for all fees that the Agency had the authority to set in 2020–21, by fee-setting mechanism.

### Overall totals for 2020–21, by fee-setting mechanism

Fee-setting mechanism	Revenue (\$)	Cost (\$)	Remissions (\$)
<b>Fees set by contract</b>	0	0	Remissions do not apply to fees set by contract.
<b>Fees set by either market rate or auction</b>	0	0	0
<b>Fees set by act, regulation or fees notice</b>	1,469,348	4,776,232	0
<b>Total</b>	1,469,348	4,776,232	0



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

The following section presents, for each fee grouping, the total revenue, cost and remissions for all fees that the Agency had the authority to set in 2020–21 that are set by any of the following:

- act
- regulation

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.

### Cost Recovery: totals for 2020–21

#### Fee grouping

Cost Recovery

Revenue (\$)	Cost (\$)	Remissions (\$)
1,469,348	4,776,232	0

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

This section provides detailed information on each fee that the Agency had the authority to set in 2020–21 and that was set by any of the following:

- act
- regulation

## **Fee grouping**

### **Cost Recovery**

#### **Fee**

- Third-Party Services: Travel:
  - (a) regular travel services
  - (b) chartered services
- Third-Party Services: Publication and printing (including professional desktop publishing, editing and English/French or French/English translation)
- Third-Party Services: Distribution services:
  - (a) regular mail
  - (b) courier
- Third-Party Services: Telecommunications (including telephone and line installation, Internet, long-distance, teleconference and video conference services)
- Third-Party Services: Advertising and news wire services
- Third-Party Services: Public meeting, panel hearing and panel meeting facilities and equipment, including
  - (a) hospitality
  - (b) simultaneous interpretation
  - (c) audio systems
  - (d) transcription services
  - (e) computer equipment

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

- *Cost Recovery Regulations – SOR/2012-146*<sup>vi</sup>
- *Impact Assessment Act*<sup>vii</sup>

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

2012

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

Not applicable

#### **Service standard**

Exempt

#### **Performance result**

Exempt

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

Not subject to Service Fees Act

Fee	2020–21 fee amount (\$)	2020–21 total fee revenue (\$)²	Fee adjustment date in 2022–23	2022–23 fee amount (\$)
Third-Party Services: Travel: (a) regular travel services (b) chartered services	The fees are based on the rates that are being charged by the service provider.	0	Not applicable	The fees are based on the rates that are being charged by the service provider.
Third-Party Services: Publication and printing (including professional desktop publishing, editing and English/French or French/English translation)	The fees are based on the rates that are being charged by the service provider.	0	Not applicable	The fees are based on the rates that are being charged by the service provider.
Third-Party Services: Distribution services: (a) regular mail (b) courier	The fees are based on the rates that are being charged by the service provider.	0	Not applicable	The fees are based on the rates that are being charged by the service provider.
Third-Party Services: Telecommunications (including telephone and line installation, Internet, long-distance, teleconference and video conference services)	The fees are based on the rates that are being charged by the service provider.	0	Not applicable	The fees are based on the rates that are being charged by the service provider.
Third-Party Services: Advertising and news wire services	The fees are based on the rates that are being charged by the service provider.	17,432	Not applicable	The fees are based on the rates that are being charged by the service provider.
Third-Party Services: Public meeting, panel hearing and panel meeting facilities and equipment, including (a) hospitality (b) simultaneous interpretation (c) audio systems (d) transcription services (e) computer equipment	The fees are based on the rates that are being charged by the service provider.	0	Not applicable	The fees are based on the rates that are being charged by the service provider.

<sup>2</sup> The Agency has the authority to recover up to a maximum \$8 million in costs annually. Under the cost recovery regulations, the Agency has the authority to recover certain costs from proponents directly related to the exercise of the Agency's responsibilities during assessments by review panels.

**Fee grouping**

Cost Recovery

**Fee**

- Amounts Related to the Exercise of the Agency's Responsibilities: Direct and attributable federal government employees' salaries and benefit plans (EBP), including overhead and overtime charges.
- Amounts Related to the Exercise of the Agency's Responsibilities: Direct and attributable federal government employees' travel expenses.

**Fee-setting authority**

- *Cost Recovery Regulations – SOR/2012-146*<sup>viii</sup>
- *Impact Assessment Act*<sup>ix</sup>

**Year fee-setting authority was introduced**

2012

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

Not applicable

**Service standard**

Exempt

**Performance result**

Exempt

**Application of Low-Materiality Fees Regulations**

Not subject to Service Fees Act

Fee	2020–21 fee amount (\$)	2020–21 total fee revenue (\$) <sup>3</sup>	Fee adjustment date in 2022–23	2022–23 fee amount (\$)
Amounts Related to the Exercise of the Agency's Responsibilities: Direct and attributable federal government employees' salaries and benefit plans (EBP), including overhead and overtime charges.	Direct and attributable federal per diem rates based on a productivity rate of 220 days/year and an EBP of 20% of total chargeable salaries using (a) for employees represented by bargaining units, the rates of pay as established in collective agreements between Treasury Board and the bargaining units (the highest increment will be used for all classifications), or (b) for excluded or unrepresented employees, the rates of pay established by Treasury Board under section 11.1 of the Financial Administration Act (the highest increment will be used for all classifications)government employees' salaries and benefit plans (EBP), including overhead and overtime charges.	1,329,396	Not applicable	Direct and attributable federal per diem rates based on a productivity rate of 220 days/year and an EBP of 20% of total chargeable salaries using (a) for employees represented by bargaining units, the rates of pay as established in collective agreements between Treasury Board and the bargaining units (the highest increment will be used for all classifications), or (b) for excluded or unrepresented employees, the rates of pay established by Treasury Board under section 11.1 of the Financial Administration Act (the highest increment will be used for all classifications)government employees' salaries and benefit plans (EBP), including overhead and overtime charges.
Amounts Related to the Exercise of the Agency's Responsibilities: Direct and attributable federal government employees' travel expenses.	Rates as per the Treasury Board Directive on the Management of Expenditures on Travel, Hospitality and Conferences.	5,020	Not applicable	Rates as per the Treasury Board Directive on the Management of Expenditures on Travel, Hospitality and Conferences.

<sup>3</sup> The Agency has the authority to recover up to a maximum \$8 million in costs annually. Under the cost recovery regulations, the Agency has the authority to recover certain costs from proponents directly related to the exercise of the Agency's responsibilities during assessments by review panels.

**Fee grouping**

Cost Recovery

**Fee**

- Amounts Related to the Exercise of the Responsibilities of Members of a Review Panel: Remuneration of review panel members: (a) panel chairperson.
- Amounts Related to the Exercise of the Responsibilities of Members of a Review Panel: Remuneration of review panel members: (b) panel member.
- Amounts Related to the Exercise of the Responsibilities of Members of a Review Panel: Direct and attributable review panel members' travel expenses.

**Fee-setting authority**

- *Cost Recovery Regulations – SOR/2012-146<sup>x</sup>*
- *Impact Assessment Act<sup>xi</sup>*

**Year fee-setting authority was introduced**

2012

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

Not applicable

**Service standard**

Exempt

**Performance result**

Exempt

**Application of Low-Materiality Fees Regulations**

Not subject to Service Fees Act

Fee	2020–21 fee amount (\$)	2020–21 total fee revenue (\$) <sup>4</sup>	Fee adjustment date in 2022–23	2022–23 fee amount (\$)
Amounts Related to the Exercise of the Responsibilities of Members of a Review Panel: Remuneration of review panel members: (a) panel chairperson.	650 per day	0	Not applicable	650 per day
Amounts Related to the Exercise of the Responsibilities of Members of a Review Panel: Remuneration of review panel members: (b) panel member.	500 per day	117,500	Not applicable	500 per day
Amounts Related to the Exercise of the Responsibilities of Members of a Review Panel: Direct and attributable review panel members' travel expenses.	Rates as per the Treasury Board Directive on the Management of Expenditures on Travel, Hospitality and Conferences	0	Not applicable	Rates as per the Treasury Board Directive on the Management of Expenditures on Travel, Hospitality and Conferences

<sup>4</sup> The Agency has the authority to recover up to a maximum \$8 million in costs annually. Under the cost recovery regulations, the Agency has the authority to recover certain costs from proponents directly related to the exercise of the Agency's responsibilities during assessments by review panels.





## Endnotes

- i. Government of Canada website [www.canada.ca](http://www.canada.ca), <https://www.canada.ca/home.html>
- ii. *Service Fees Act*, <https://laws-lois.justice.gc.ca/eng/acts/S-8.4/index.html>
- iii. *Low-Materiality Fees Regulations*, <https://laws-lois.justice.gc.ca/eng/regulations/SOR-2019-109/index.html>
- iv. *Directive on Charging and Special Financial Authorities*, <https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32502>
- v. Government of Canada webpage, Transparency, <https://www.canada.ca/en/impact-assessment-agency/corporate/transparency.html>
- vi. *Cost Recovery Regulations – SOR/2012-146*, <https://laws-lois.justice.gc.ca/eng/regulations/SOR-2012-146/FullText.html>
- vii. *Impact Assessment Act*, <https://laws-lois.justice.gc.ca/eng/acts/I-2.75/>
- viii. *Cost Recovery Regulations – SOR/2012-146*, <https://laws-lois.justice.gc.ca/eng/regulations/SOR-2012-146/FullText.html>
- ix. *Impact Assessment Act*, <https://laws-lois.justice.gc.ca/eng/acts/I-2.75/>
- x. *Cost Recovery Regulations – SOR/2012-146*, <https://laws-lois.justice.gc.ca/eng/regulations/SOR-2012-146/FullText.html>
- xi. *Impact Assessment Act*, <https://laws-lois.justice.gc.ca/eng/acts/I-2.75/>