

Office of the Secretary to the  
Governor General

**Fees Report**

Fiscal year 2020–21

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The Right Honourable Justin Trudeau  
Prime Minister of Canada

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## About this report

This report, which is tabled under section 20 of the *Service Fees Act*, including the *Low-Materiality Fees Regulations* and subsection 4.2.8 of the *Directive on Charging and Special Financial Authorities*, contains information about the fees that the Office of the Secretary to the Governor General 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 the Office of the Secretary to the Governor General's authority.

The information covers fees subject to the *Service Fees Act*.

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

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

## Remissions

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

At the time of this report being tabled, the Office of the Secretary to the Governor General is not subject to the requirements pursuant to section 7 of the *Service Fees Act* and its related instrument, therefore it does not have a remission policy.

No other remissions related to fees were issued by the Office of the Secretary to the Governor General since it did not have or seek other authorities to remit.

## Overall totals, by fee-setting mechanism

The following table presents the total revenue, cost and remissions for the fee that the Office of the Secretary to the Governor General 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>	10,875	23,050	0
<b>Total</b>	10,875	23,050	0

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

The following section presents the single fee grouping, its total revenue, cost and remissions for the fee that the Office of the Secretary to the Governor General had the authority to set in 2020–21 which is set by 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.

### **Application processing fees for the Granting of Coats of Arms by the Canadian Heraldic Authority: totals for 2020–21**

#### **Fee grouping**

Application processing fees for the Granting of Coats of Arms by the Canadian Heraldic Authority

Revenue (\$)	Cost (\$)	Remissions (\$)
10,875	23,050	0



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

This section provides detailed information on the single fee that the Office of the Secretary to the Governor General had the authority to set in 2020–21 and that was set by the following:

- *Act*
- *Regulation*

The heraldic prerogative was transferred to Canada by Her Majesty The Queen in 1988.

Upon the adoption of the *Canadian Heraldic Authority Fee Order* in 1991, Parliament provided the authority to the Canadian Heraldic Authority, under the Office of the Secretary to the Governor General, to collect processing fees from petitioners wishing to obtain a coat of arms. A grant of arms involves negotiations with the client, biographical research, the preparation and approval of designs, the preparation of warrants and Letters Patent, and the services of calligraphers and artists.

The established pricing policy states that the client pays calligraphers and artists directly through standing offer agreements negotiated by the Canadian Heraldic Authority.

**Fee grouping**

Application processing fees for the Granting of Coats of Arms by the Canadian Heraldic Authority

**Fee**

Processing fee

**Fee-setting authority**

- *Financial Administration Act, subsection 19(1);*
- *Canadian Heraldic Authority Fee Order, (SOR/91-168)*

**Year fee-setting authority was introduced**

1991

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

Not applicable

**Service standard**

Exempt

**Performance result**

Exempt

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

Low-materiality (Schedule 1)

**2020–21 fee amount (\$)**

435

**2020–21 total fee revenue (\$)**

10,875

**Fee adjustment date in 2022–23**

Not applicable

**2022–23 fee amount (\$)**

435

## Endnotes

- i. *Service Fees Act*, <https://laws-lois.justice.gc.ca/eng/acts/S-8.4/FullText.html>
- ii. *Canadian Heraldic Authority Fee*, <https://laws.justice.gc.ca/eng/regulations/SOR-91-168/FullText.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. [www.canada.ca](http://www.canada.ca)