



Public Health Agency of Canada  
Fees Report  
Fiscal year 2022–23

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The Honourable Mark Holland, MP  
Minister of Health



Public Health  
Agency of Canada

Agence de la santé  
publique du Canada

Canada

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## Minister's message

I am pleased to present the Public Health Agency of Canada's report on fees for 2022–23.

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.

As a signatory to the World Health Organization International Health Regulations (2005), the Agency conducts inspections of international maritime vessels through its Travelling Public Program and issues Ship Sanitation Certificates and Ship Sanitation Exemption Certificates. As per the *Service Fees Act* and the *Directive on Charging and Special Financial Authorities*, effective April 1, 2022, the Agency implemented its remission policy for fees for this program. This report provides details on each fee, such as the type and rate of adjustment, service standards and associated performance results.



I will continue to lead the Public Health Agency of Canada's transition to the reporting regime provided under the *Service Fees Act*.

The Honourable Mark Holland, MP  
Minister of Health



## About this report

This report, which is tabled under section 20 of the *Service Fees Act*<sup>i</sup>, the *Low-Materiality Fees Regulations*<sup>ii</sup>, and subsection 4.2.8 of the Treasury Board *Directive on Charging and Special Financial Authorities*<sup>iii</sup>, contains information about the fees that the Public Health Agency of Canada had the authority to set in fiscal year 2022–23<sup>1</sup>.

The report covers fees that are subject to the *Service Fees Act* and exempted from the *Service Fees Act*.

For reporting purposes, fees are categorized by fee-setting mechanism. There are three mechanisms:

1. Act, regulation or fees notice  
The authority to set these fees is delegated to a department, minister or Governor in Council pursuant to an act of Parliament.
2. Contract  
Ministers have the inherent 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 a regulation, and the minister, department or Governor in Council has no control over the fee amount.

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

Although the fees that the Public Health Agency of Canada charges under the *Access to Information Act* were subject to the *Service Fees Act*, they are not included in this report. Information on the Public Health Agency of Canada's access to information fees for 2022–23 is in our annual report to Parliament on the administration of the *Access to Information Act*<sup>iv</sup>.

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<sup>1</sup> All years presented in this manner refer to fiscal years.

## Remissions

In 2022–23, the Public Health Agency of Canada was subject to the requirements to issue remissions under section 7 of the *Service Fees Act* and subsection 4.2.4 of the Treasury Board *Directive on Charging and Special Financial Authorities* to remit a fee, in whole or in part, to a fee payer when a service standard was not met. The Public Health Agency of Canada’s remission policy and procedures, pursuant to the *Service Fees Act*, are on the following web page: [Ship Sanitation Certificate Remission Policy](#)<sup>y</sup>.

The other sections of this report provide detailed amounts for the Public Health Agency of Canada’s remissions for 2022–23.

## Overall totals, by fee-setting mechanism

The following table presents the total revenue, cost and remissions for all fees that the Public Health Agency of Canada had the authority to set in 2022–23, by fee-setting mechanism.

### Overall totals for 2022–23, by fee-setting mechanism

Fee-setting mechanism	Revenue (\$)	Cost (\$)	Remissions (\$)
<b>Fees set by contract</b>	1,978,209	739,918	Remissions do not apply to fees set by contract.
<b>Fees set by act, regulation or fees notice</b>	1,080,439	1,106,719	0
<b>Total</b>	<b>3,058,648</b>	<b>1,846,637</b>	<b>0</b>



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

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.

This section presents, for each fee grouping, the total revenue, cost and remissions for all fees that the Public Health Agency of Canada had the authority to set in 2022–23 that are set by the following:

- act
- fees notice

### Ship Sanitation Certificate Fees<sup>vi</sup>: totals for 2022–23

Revenue (\$)	Cost (\$)	Remissions (\$)
1,080,439	1,106,719	0*

\*Due to timing differences, remissions for missed service standards will be reported in 2023-24.

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

This section provides detailed information on each fee that the Public Health Agency of Canada had the authority to set in 2022–23 and that was set by the following:

- act
- fees notice

**Fee grouping**

Ship sanitation certificate fees

**Fee**

Standard port

**Fee-setting authority**

- [Department of Health Act<sup>vii</sup>](#), subsection 6(1)
- PHAC fees notice posted on the [Travelling Public Program page<sup>viii</sup>](#)

**Year fee-setting authority was introduced**

2007

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

2008

**Service standard**

Conduct a pre-scheduled inspection during daylight hours at a designated seaport in Canada.

**Performance result**

The service standard was met for 703 of the 751 pre-scheduled inspections.

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

Material (>\$151)

**2022–23 fee amount (\$)**

807.33

**2022–23 total fee revenue (\$)**

631,757.35

**2022–23 total remissions issued for the fee (\$)**

0 (Due to timing differences, remissions for missed service standards will be reported in 2023-24.)

**Fee adjustment date in 2024–25**

April 1, 2024

**2024–25 fee amount (\$)**

886.37

**Fee grouping**

Ship sanitation certificate fees

**Fee**

Non-standard port

**Fee-setting authority**

- [Department of Health Act<sup>vii</sup>](#), subsection 6(1)
- PHAC fees notice posted on the [Travelling Public Program page<sup>viii</sup>](#)

**Year fee-setting authority was introduced**

2007

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

2008

**Service standard**

Conduct a pre-scheduled inspection during daylight hours at a designated non standard seaport in Canada.

**Performance result**

The service standard was met for 204 of the 224 pre-scheduled inspections.

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

Material (formula)

**2022–23 fee amount (\$)**

807.33 plus overtime and travel

**2022–23 total fee revenue (\$)**

412,368.89

**2022–23 total remissions issued for the fee (\$)**

0 (Due to timing differences, remissions for missed service standards will be reported in 2023-24.)

**Fee adjustment date in 2024–25**

April 1, 2024

**2024–25 fee amount (\$)**

886.37 plus overtime and travel

**Fee grouping**

Ship sanitation certificate fees

**Fee**

Standard port: short-notice

**Fee-setting authority**

- [Department of Health Act<sup>vii</sup>](#), subsection 6(1)
- PHAC fees notice posted on the [Travelling Public Program page<sup>viii</sup>](#)

**Year fee-setting authority was introduced**

2007

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

2008

**Service standard**

Conduct a non-scheduled inspection during daylight hours at a designated seaport in Canada.

**Performance result**

The service standard was met for 22 of the 23 non-scheduled inspections at a designated seaport in Canada.

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

Material (>\$151)

**2022–23 fee amount (\$)**

1,008.37

**2022–23 total fee revenue (\$)**

22,018.34

**2022–23 total remissions issued for the fee (\$)**

0 (Due to timing differences, remissions for missed service standards will be reported in 2023-24.)

**Fee adjustment date in 2024–25**

April 1, 2024

**2024–25 fee amount (\$)**

1,107.09

**Fee grouping**

Ship sanitation certificate fees

**Fee**

Non-standard port: short-notice

**Fee-setting authority**

- [Department of Health Act<sup>vii</sup>](#), subsection 6(1)
- PHAC fees notice posted on the [Travelling Public Program page<sup>viii</sup>](#)

**Year fee-setting authority was introduced**

2007

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

2008

**Service standard**

Conduct a non-scheduled inspection during daylight hours at a designated non standard seaport in Canada.

**Performance result**

The service standard was met for all of the 2 non-scheduled inspections at a designated seaport in Canada.

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

Material (formula)

**2022–23 fee amount (\$)**

1,008.37 plus overtime and travel

**2022–23 total fee revenue (\$)**

1,800.45

**2022–23 total remissions issued for the fee (\$)**

0

**Fee adjustment date in 2024–25**

April 1, 2024

**2024–25 fee amount (\$)**

1,107.09 plus overtime and travel

**Fee grouping**

Ship sanitation certificate fees

**Fee**

Extension of existing certificate

**Fee-setting authority**

- [Department of Health Act<sup>vii</sup>](#), subsection 6(1)
- PHAC fees notice posted on the [Travelling Public Program page<sup>viii</sup>](#)

**Year fee-setting authority was introduced**

2007

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

2019

**Service standard**

Issue a 30-day extension to an existing ship sanitation certificate, if the inspection cannot be accomplished at the port requested.

**Performance result**

The service standard was met for all of the 66 requests for extension certificates received.

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

Material (>\$151)

**2022–23 fee amount (\$)**

165.25

**2022–23 total fee revenue (\$)**

12,493.84

**2022–23 total remissions issued for the fee (\$)**

0

**Fee adjustment date in 2024–25**

April 1, 2024

**2024–25 fee amount (\$)**

181.43

## Endnotes

<sup>i</sup> Service Fees Act, <https://laws-lois.justice.gc.ca/eng/acts/S-8.4/index.html>

<sup>ii</sup> Low Materiality Fees Regulations, <https://laws-lois.justice.gc.ca/eng/regulations/SOR-2019-109/index.html>

<sup>iii</sup> Directive on Charging and Special Financial Authorities, <https://www.tbs-sct.canada.ca/pol/doc-eng.aspx?id=32502>

<sup>iv</sup> Access to Information Act, <https://www.canada.ca/en/public-health/corporate/mandate/about-agency/access-information-privacy/access-information-privacy-annual-reports.html>

<sup>v</sup> Ship Sanitation Certificate Remission Policy, <https://www.canada.ca/en/public-health/services/emergency-preparedness-response/centre-emergency-preparedness-response/travelling-public-program.html>

<sup>vi</sup> Ship Sanitation Certificate Fees, <https://www.canada.ca/en/public-health/services/emergency-preparedness-response/centre-emergency-preparedness-response/travelling-public-program.html>

<sup>vii</sup> Department of Health Act, <https://lois-laws.justice.gc.ca/eng/acts/h-3.2/>

<sup>viii</sup> Travelling Public Program page, <https://www.canada.ca/en/public-health/services/emergency-preparedness-response/centre-emergency-preparedness-response/travelling-public-program.html>