

Impact Assessment Agency of  
Canada  
Fees Report  
Fiscal year 2023–24

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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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## Minister's message

I am pleased to present the Impact Assessment Agency of Canada's report on fees for 2023–24.

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. These fees enable us to deliver quality impact assessments in the pursuit of sustainable development in Canada.

This year's report includes details on each fee set by act, regulation or fees notice.

I welcome the spirit of open and transparent fee management reflected in this report prepared by the Impact Assessment Agency of Canada and invite you to read it.



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*, the *Low-Materiality Fees Regulations*, and subsection 4.2.9 of the Treasury Board *Directive on Charging and Special Financial Authorities*, contains information about the fees the Impact Assessment Agency of Canada had the authority to charge in fiscal year 2023–24.

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 comes from an act of Parliament or a regulation, and the minister, department or Governor in Council has no control in determining 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. The Impact Assessment Agency of Canada did not have fees set by contract, market rate or auction.

Fees charged by the Impact Assessment Agency of Canada under the *Access to Information Act* are not subject to the *Service Fees Act* and are not included in this report. Information on the Impact Assessment Agency of Canada's access to information fees can be found in our annual report to Parliament on the administration of the *Access to Information Act* [Transparency](#).

## Remissions

In 2023–24, the Impact Assessment Agency of Canada was not subject to the requirements in section 7 of the *Service Fees Act* and had no authority to remit, so this report does not include remission amounts.

## Overall totals, by fee-setting mechanism

The following table presents the total revenue, cost and remissions for all fees the Impact Assessment Agency of Canada had the authority to charge in 2023–24, by fee-setting mechanism.

### Overall totals for 2023–24, by fee-setting mechanism

| Fee-setting mechanism                             | Revenue (\$)   | Cost (\$)        | Remissions (\$)                            |
|---|----------------|------------------|--|
| <b>Fees set by act, regulation or fees notice</b> | <b>687,230</b> | <b>4,548,828</b> | These fees were not subject to remissions. |

## 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 charge for those activities.

This section presents, for each fee grouping, the total revenue, cost and remissions for all fees the Impact Assessment Agency of Canada had the authority to charge in 2023–24 that are set by the following:

- act
- regulation

### Cost Recovery: totals for 2023–24

| Revenue (\$)   | Cost (\$)        | Remissions (\$)                            |
|----------------|------------------|--|
| <b>687,230</b> | <b>4,548,828</b> | These fees were not subject to remissions. |



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

This section provides detailed information on each fee the Impact Assessment Agency of Canada had the authority to charge in 2023–24 and that was set by 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*
- *Impact Assessment Act*

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

2012

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

Not applicable

#### **Service standard**

Not subject to service standard requirement of the *Service Fees Act*.

#### **Performance result**

Not subject to service standard requirement, pursuant to the *Service Fees Act*.

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

Not subject to *Service Fees Act*

| Fee  | 2023–24 fee amount (\$)   | 2023–24 total fee revenue (\$) <sup>1</sup> | 2023–24 total remissions issued for the fee (\$) | Fee adjustment date in 2025–26 | 2025–26 fee amount (\$)   |
|--|---|---|--|--------------------------------|---|
| Third-Party Services: Travel:<br>(a) regular travel services<br>(b) chartered services   | The fees are based on the rates that are being charged by the service provider. | 0   | This fee was not subject to remissions           | Not applicable                 | The fees are based on the rates that are being charged by the service provider. |
| Third-Party Services:<br>Publication and printing<br>(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   | This fee was not subject to remissions           | Not applicable                 | The fees are based on the rates that are being charged by the service provider. |
| Third-Party Services:<br>Distribution services:<br>(a) regular mail<br>(b) courier   | The fees are based on the rates that are being charged by the service provider. | 0   | This fee was not subject to remissions           | Not applicable                 | The fees are based on the rates that are being charged by the service provider. |
| Third-Party Services:<br>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. | 3,893                                       | This fee was not subject to remissions           | Not applicable                 | The fees are based on the rates that are being charged by the service provider. |
| Third-Party Services:<br>Advertising and news wire services  | The fees are based on the rates that are being charged by the service provider. | 9,797                                       | This fee was not subject to remissions           | 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<br>(a) hospitality<br>(b) simultaneous interpretation<br>(c) audio systems<br>(d) transcription services<br>(e) computer equipment | The fees are based on the rates that are being charged by the service provider. | 90,354                                      | This fee was not subject to remissions           | Not applicable                 | The fees are based on the rates that are being charged by the service provider. |

<sup>1</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*
- *Impact Assessment Act*

**Year fee-setting authority was introduced**

2012

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

Not applicable

**Service standard**

Not subject to service standard requirement of the *Service Fees Act*.

**Performance result**

Not subject to service standard requirement, pursuant to the *Service Fees Act*.

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

Not subject to *Service Fees Act*

| Fee  | 2023–24 fee amount (\$)  | 2023–24 total fee revenue (\$) <sup>2</sup> | 2023–24 total remissions issued for the fee (\$) | Fee adjustment date in 2025–26 | 2025–26 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 <i>Financial Administration Act</i> (the highest increment will be used for all classifications) government employees' salaries and benefit plans (EBP), including overhead and overtime charges. | 530,068                                     | This fee was not subject to remissions.          | 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 <i>Financial Administration Act</i> (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.  | 14,118                                      | This fee was not subject to remissions.          | Not applicable                 | Rates as per the Treasury Board Directive on the Management of Expenditures on Travel, Hospitality and Conferences.  |

**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\*](#)
- [\*Impact Assessment Act\*](#)

**Year fee-setting authority was introduced**

2012

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

Not applicable

**Service standard**

Not subject to service standard requirement of the *Service Fees Act*.

**Performance result**

Not subject to service standard requirement, pursuant to the *Service Fees Act*.

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

Not subject to *Service Fees Act*

| Fee  | 2023–24 fee amount (\$)  | 2023–24 total fee revenue (\$) <sup>3</sup> | 2023–24 total remissions issued for the fee (\$) | Fee adjustment date in 2025–26 | 2025–26 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  | 13,000                                      | This fee was not subject to remissions.          | 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  | 26,000                                      | This fee was not subject to remissions.          | 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   | This fee was not subject to remissions.          | Not applicable                 | Rates as per the Treasury Board Directive on the Management of Expenditures on Travel, Hospitality and Conferences |

Note: Totals may not add due to rounding

<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.