

Public Health Agency of Canada
Fees Report
Fiscal year 2023–24

The Honourable Mark Holland, MP
Minister of Health



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Minister's message

I am pleased to present the Public Health Agency of Canada report on fees for 2023–24.

The *Service Fees Act* establishes a modern legislative framework that supports the cost-effective delivery of services while enhancing transparency and oversight through improved reporting to Parliament.

As a signatory to the World Health Organization's International Health Regulations (2005), the Agency performs inspections of international maritime vessels through its Travelling Public Program, issuing Ship Sanitation Certificates and Ship Sanitation Exemption Certificates. The Agency's fee structure has remained consistent with previous fiscal years, and remissions were granted and issued where required in accordance with the *Service Fees Act*. This report provides detailed information on each fee, including the type and rate of adjustment, service standards, and associated performance results.

I fully support the Agency's continued application of the *Service Fees Act* within its operational and administrative context, and I welcome the enhanced oversight that this reporting regime provides.

The Honourable Mark Holland, MP
Minister of Health



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 that the Public Health Agency of Canada had the authority to charge in fiscal year 2023–24¹.

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. For fees set by contract, the report provides totals only.

Fees charged by the Public Health 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 Public Health 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*

Remissions

In 2023–24, 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: [Public Health Agency of Canada ship sanitation inspection remission policy](#).

The other sections of this report provide detailed amounts for the Public Health Agency of Canada’s remissions for 2023–24.

Overall totals, by fee-setting mechanism

The following table presents the total revenue, cost and remissions for all fees the Public Health 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 (\$)
Fees set by contract	1,272,633	522,182	Remissions do not apply to fees set by contract.
Fees set by act, regulation or fees notice	1,074,475	1,067,912	8,531
Total	2,347,108	1,590,094	8,531

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 Public Health Agency of Canada had the authority to charge in 2023–24 that are set by the following:

- act
- fees notice

Ship Sanitation Certificate Fees: totals for 2023–24

Revenue (\$)	Cost (\$)	Remissions (\$)
1,074,475	1,067,912	8,531

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

This section provides detailed information on each fee the Public Health Agency of Canada had the authority to charge in 2023–24 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^{vii}](#), subsection 6(1)
- PHAC fees notice posted on the [Travelling Public Program page^{viii}](#)

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 699 of the 709 pre-scheduled inspections.

Application of *Low-Materiality Fees Regulations*

Material (>\$151)

2023–24 fee amount (\$)

\$900.17

2023–24 total fee revenue (\$)

\$531,134.00

2023–24 total remissions issued for the fee (\$)

\$5,315.00

Fee adjustment date in 2025–26

April 1, 2025

2025–26 fee amount (\$)

\$924.47

Fee grouping

Ship sanitation certificate fees

Fee

Non-standard port

Fee-setting authority

- [Department of Health Act^{vii}](#), subsection 6(1)
- PHAC fees notice posted on the [Travelling Public Program page^{viii}](#)

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 217 of the 220 pre-scheduled inspections.

Application of *Low-Materiality Fees Regulations*

Material (formula)

2023–24 fee amount (\$)

\$900.17 plus overtime and travel

2023–24 total fee revenue (\$)

\$517,940.00

2023–24 total remissions issued for the fee (\$)

\$3,216.00

Fee adjustment date in 2025–26

April 1, 2025

2025–26 fee amount (\$)

\$924.47 plus overtime and travel

Fee grouping

Ship sanitation certificate fees

Fee

Standard port: short-notice

Fee-setting authority

- [Department of Health Act^{vii}](#), subsection 6(1)
- PHAC fees notice posted on the [Travelling Public Program page^{viii}](#)

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 all 10 of the non-scheduled inspections at a designated seaport in Canada.

Application of *Low-Materiality Fees Regulations*

Material (>\$151)

2023–24 fee amount (\$)

\$1,124.32

2023–24 total fee revenue (\$)

\$10,769.00

2023–24 total remissions issued for the fee (\$)

\$0

Fee adjustment date in 2025–26

April 1, 2025

2025–26 fee amount (\$)

\$1,154.68

Fee grouping

Ship sanitation certificate fees

Fee

Non-standard port: short-notice

Fee-setting authority

- [Department of Health Act^{vii}](#), subsection 6(1)
- PHAC fees notice posted on the [Travelling Public Program page^{viii}](#)

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 6 non-scheduled inspections at a designated seaport in Canada.

Application of *Low-Materiality Fees Regulations*

Material (formula)

2023–24 fee amount (\$)

\$1,124.32 plus overtime and travel

2023–24 total fee revenue (\$)

\$7,219.00

2023–24 total remissions issued for the fee (\$)

\$0

Fee adjustment date in 2025–26

April 1, 2025

2025–26 fee amount (\$)

\$1,154.68 plus overtime and travel

Fee grouping

Ship sanitation certificate fees

Fee

Extension of existing certificate

Fee-setting authority

- [Department of Health Act^{vii}](#), subsection 6(1)
- PHAC fees notice posted on the [Travelling Public Program page^{viii}](#)

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 42 requests for extension certificates received.

Application of *Low-Materiality Fees Regulations*

Material (>\$151)

2023–24 fee amount (\$)

\$184.25

2023–24 total fee revenue (\$)

\$7,413.00

2023–24 total remissions issued for the fee (\$)

0

Fee adjustment date in 2025–26

April 1, 2025

2025–26 fee amount (\$)

\$189.22

Endnotes

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

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

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

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

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

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

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

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