Privy Council Office

Fees Report
Fiscal year 2024-25

The Right Honourable Mark Carney, P.C., M.P.
Prime Minister of Canada

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About this report

This report, which is tabled under section 20 of the *Service Fees Act*,[i] the *Low-Materiality Fees Regulations*,[ii] and subsection 4.2.9 of the Treasury Board *Directive on Charging and Special Financial Authorities*,[iii] contains information about the fees which the Privy Council Office (PCO) had the authority to charge in fiscal year 2024–25.

The report covers fees that are subject to 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. PCO did not have fees set by contract, market rate, or auction.

Fees charged by PCO under the *Access to Information Act* are not subject to the *Service Fees Act* and are not included in this report. Information on PCO's access to information fees for 2024–25 will be made available in our annual report [iv] to Parliament on the administration of the *Access to Information Act*, once the report is published.

Remissions

In 2024–25, PCO was not subject to the requirements in section 7 of the *Service Fees Act* to issue remissions. 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 PCO had the authority to charge in 2024–25, by fee-setting mechanism.

Overall totals for 2024–25, by fee-setting mechanism

Fee-setting mechanism	Revenue ($)	Cost ($)	Remissions ($)
Fees set by act, regulation or fees notice	0	0	0

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 PCO had the authority to charge in 2024–25 that are set by the following:

- act
- regulation

Inspection of Statutory Instruments: totals for 2024–25

Revenue ($)	Cost ($)	Remissions ($)
0	0	0

Obtaining Copies of Statutory Instruments: totals for 2024–25

Revenue ($)	Cost ($)	Remissions ($)
0	0	0

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

This section provides detailed information on each fee PCO had the authority to charge in 2024–25 and that was set by the following:

- act
- regulation

Upon the adoption of the *Statutory Instrument Act* in 1972, Parliament provided the right to any person, upon paying the prescribed fee, to inspect and obtain copies of any statutory instrument that had been registered by the Clerk of the Privy Council.

With technological developments and the arrival of the Internet, approved Orders-In-Councils (OIC) are systematically posted on PCO's OIC website[v] on the third working day following their approval and they can be accessed free of charge. As a result, no user fees have been collected since 2013–14.

Under the *Statutory Instruments Regulations*,[vi] PCO has the authority to set five (5) fees listed under Schedule III (1a, 1b, 2a (i), 2a (ii) and 2b).

Fee grouping

Fees for inspection of statutory instruments.

Fee

- For inspection of any statutory instruments issued, made or established more than five years before the request for inspection is made.
- For inspection of any statutory instruments not described in paragraph (a).

Fee-setting authority

Statutory Instruments Act,[vii] 17(a)(b) and 18(a)(b), *Regulations*[viii] (R.S.C, c.S-22)

Year fee-setting authority was introduced

1972

Last year fee-setting authority was amended

1993

Service standard

90% of requests will be completed within 5 business days. This standard became effective as of September 2005 and is still in use.

Performance result

All requests were systematically referred to the OIC website, where the information can be accessed free of charge.

Application of *Low-Materiality Fees Regulations*

- Low materiality (<$51)

Fee	2024–25 fee amount ($)	2024–25 total fee revenue ($)	2024–25 total remissions issued for the fee ($)	Fee adjustment date in 2026–27	2026–27 fee amount ($)
For inspection of any statutory instruments issued, made, or established more than five years before the request for inspection is made.	1.00, subject to a minimum charge of 1.00	0	0	Not applicable	1.00, subject to a minimum charge of 1.00
For inspection of any statutory instruments not described in paragraph (a).	0.50, subject to a minimum charge of 1.00	0	0	Not applicable	0.50, subject to a minimum charge of 1.00

Fee grouping

Fees for obtaining copies of statutory instruments.

Fee

- For obtaining the first copy of a statutory instrument, for each of the first 10 pages.
- For obtaining the first copy of a statutory instrument, for each additional page.
- For obtaining each additional copy of a statutory instrument.

Fee-setting authority

Statutory Instruments Act,[ix] 17(a)(b) and 18(a)(b), *Regulations*[x] (R.S.C, c.S-22)

Year fee-setting authority was introduced

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Last year fee-setting authority was amended

1993

Service standard

90% of requests will be completed within 5 business days. This standard became effective as of September 2005 and is still in use.

Performance result

All requests were systematically referred to the OIC website, where the information can be accessed free of charge.

Application of *Low-Materiality Fees Regulations*

- Low-materiality (photocopy)

Fee	2024–25 fee amount ($)	2024–25 total fee revenue ($)	2024–25 total remissions issued for the fee ($)	Fee adjustment date in 2026–27	2026–27 fee amount ($)
For obtaining the first copy of a statutory instrument, for each of the first 10 pages.	0.25, subject to a minimum charge of 1.00	0	0	Not applicable	0.25, subject to a minimum charge of 1.00
For obtaining the first copy of a statutory instrument, for each additional page.	0.15 for each additional page, subject to a minimum charge of 1.00	0	0	Not applicable	0.15 for each additional page, subject to a minimum charge of 1.00
For obtaining each additional copy of a statutory instrument.	0.10 per page, subject to a minimum charge of 1.00	0	0	Not applicable	0.10 per page, subject to a minimum charge of 1.00

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. PCO's Annual Report to Parliament on the *Access to Information Act*: https://www.canada.ca/en/privy-council/corporate/transparency/access-information-privacy.html

v. Orders In Council Canada: http://orders-in-council.canada.ca

vi. *Statutory Instruments Regulations:* https://laws-lois.justice.gc.ca/eng/Regulations/C.R.C.,_c._1509/index.html

vii. *Statutory Instruments Act*: https://laws-lois.justice.gc.ca/eng/acts/s-22/FullText.html

viii. *Regulations*: https://laws-lois.justice.gc.ca/eng/Regulations/C.R.C.,_c._1509/index.html

ix. *Statutory Instruments Act:* https://laws-lois.justice.gc.ca/eng/acts/s-22/FullText.html

x. *Regulations:* https://laws-lois.justice.gc.ca/eng/Regulations/C.R.C.,_c._1509/index.html