

Privy Council Office

Fees Report
Fiscal year 2020–21

The Right Honourable Justin Trudeau
Prime Minister of Canada

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Table of contents

About this report	5
Remissions	6
Overall totals, by fee-setting mechanism	6
Totals, by fee grouping, for fees set by act, regulation or fees notice	6
Details on each fee set by act, regulation or fees notice	7
Endnotes	10

About this report

This report, which is tabled under section 20 of the *Service Fees Act*ⁱ, including the *Low-Materiality Fees Regulations*ⁱⁱ and subsection 4.2.8 of the *Directive on Charging and Special Financial Authorities*ⁱⁱⁱ, contains information about the fees that the Privy Council Office (PCO) had the authority to set in 2020–21.¹

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 PCO's authority.

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

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

Although the fees that PCO charges under the *Access to Information Act* were subject to the *Service Fees Act*, they are not included in this report. Information on PCO's access to information fees for 2020–21 can be found in our access to information report, which is posted on [PCO's website](#).^{iv}

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

Remissions

This report does not include remissions issued under the authority of the *Service Fees Act*, since this requirement took effect on April 1, 2021. However, the report does include remissions issued under PCO’s enabling legislation. Remissions issued under the *Service Fees Act* will be reported for the first time, as applicable, in the 2021–22 Fees Report, which will be published in 2022–23.

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

The “Overall totals for 2020-21, by fee-setting mechanism” presents the total remissions by fee-setting mechanism. The “Totals, by fee grouping, for fees set by act, regulation or fees notice” provides further details related to remissions that were issued under PCO’s enabling legislation and issued under the authority of the *Financial Administration Act* in 2020–21.

Overall totals, by fee-setting mechanism

The following table presents the total revenue, cost and remissions for all fees that PCO 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 (\$)
Fees set by contract	0	0	Remissions do not apply to fees set by contract.
Fees set by either market rate or auction	0	0	0
Fees set by act, regulation or fees notice	0	0	0
Total	0	0	0

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

The following section presents, for each fee grouping, the total revenue, cost and remissions for all fees that PCO had the authority to set in 2020–21 that are set by any of 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.

Inspection of Statutory Instruments: totals for 2020–21

Fee grouping

Inspection of Statutory Instruments

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

Obtaining Copies of Statutory Instruments: totals for 2020–21

Fee grouping

Obtaining Copies of Statutory Instruments

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 that PCO had the authority to set in 2020–21 and that was set by any of 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	2020–21 fee amount (\$)	2020–21 total fee revenue (\$)	Fee adjustment date in 2022–23	2022–23 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	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	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^x, 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

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Performance result

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Application of *Low-Materiality Fees Regulations*

Low-materiality (photocopy)

Fee	2020–21 fee amount (\$)	2020–21 total fee revenue (\$)	Fee adjustment date in 2022–23	2022–23 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	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	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	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.gc.ca/pol/doc-eng.aspx?id=32502>
- iv Access to Information and Privacy on PCO’s website: <https://www.canada.ca/en/privy-council/corporate/transparency/access-information-privacy.html>
- v Orders In Council Canada: <https://orders-in-council.canada.ca/>
- vi Statutory Instruments Regulations: https://laws-lois.justice.gc.ca/eng/regulations/C.R.C.,_c._1509/FullText.html
- vii Statutory Instruments Act: <https://laws-lois.justice.gc.ca/eng/acts/s-22/page-3.html#h-442267>
- viii Regulations: https://laws-lois.justice.gc.ca/eng/regulations/C.R.C.,_c._1509/FullText.html
- ix Statutory Instruments Act: <https://laws-lois.justice.gc.ca/eng/acts/s-22/page-3.html#h-442267>
- x Regulations: https://laws-lois.justice.gc.ca/eng/regulations/C.R.C.,_c._1509/FullText.html