

Public Health Agency of Canada

Fees Report

Fiscal year 2018 to 2019

The Honourable Patricia A. Hajdu, P.C., M.P.
Minister of Health

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Minister's message

On behalf of Public Health Agency of Canada, I am pleased to present our report on fees for fiscal year 2018 to 2019, my organization's second annual report under the *Service Fees Act*.

The act provides a modern legislative framework that enables cost-effective delivery of services and, through better reporting to Parliament, improves transparency and oversight.

Last year, a detailed listing of individual fees under the department's authority, along with anticipated increases, was added to the reporting requirements.

This year's report provides more detail on each fee, such as the type and rate of adjustment, the service standard and the performance result. This information provides additional context on each fee, in the spirit of open and transparent fee management.

I welcome the increased transparency and oversight that the Service Fees Act's reporting regime embodies, and I am fully committed to transitioning my department to this modern framework.

The Honourable Patricia A. Hajdu, P.C., M.P.
Minister of Health



About this report

This report, which is tabled under section 20 of the *Service Fees Act*ⁱ and section 4.2.8 of the *Directive on Charging and Special Financial Authorities*ⁱⁱ, contains information about the fees that Public Health Agency of Canada had the authority to charge in the 2018 to 2019 fiscal year.

This report contains information about all fees that are under Public Health Agency of Canada's authority, even if some or all of the fees are collected by another department.

The information reported includes fees that:

- fall under the *Service Fees Act*
- are exempt from the *Service Fees Act*

The information covers fees set by:

- contract
- market-base, auction or both
- act, regulation or fees notice

For fees set by the following mechanisms, the report provides totals only:

- contract
- market-base, auction or both

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

Although the fees charged by Public Health Agency of Canada under the *Access to Information Act* are subject to the *Service Fees Act*, they are not included in this report. Information on Public Health Agency of Canada's access to information fees for fiscal year 2018 to 2019 can be found in our access to information report, which is posted on [Access to Information and Privacy Annual Reports](#)ⁱⁱⁱ

Remissions

A remission is a partial or full return of a fee to a fee payer who paid for a service for which a department deemed that the service standard was not met.

Under the *Service Fees Act*, departments must develop policies for determining whether a service standard has been met and for determining how much of a fee will be remitted to a fee payer. This requirement does not take effect until April 1, 2020. This report therefore includes **only** those remissions issued under Public Health Agency of Canada's enabling legislation. It does not include remissions issued under the *Service Fees Act*.

Overall totals, by fee type

The following table presents the total revenue, cost and remissions for all fees that Public Health Agency of Canada had the authority to charge in fiscal year 2018 to 2019, by fee type.

Overall totals for fiscal year 2018 to 2019, by fee type

Fee type	Revenue (\$)	Cost (\$)	Remissions (\$)
Fees set by contract	278,336	71,287 ¹	Remissions do not apply to fees set by contract.
Fees set by market base, auction or both	0	0	Remissions do not apply to fees set by market base, auction or both.
Fees set by act, regulation or fees notice	788,477	674,768 ²	0
Total	1,066,813	746,055	0

1. Fees are collected for multi-year contracts as well as for licensing of intellectual property. However, costs will be incurred over a number of years resulting in a discrepancy from year to year.
2. On April 1, 2018, the program area responsible for the Ship Sanitation Inspections underwent an internal reorganization which delayed staffing of some positions that support the inspection activities. As a result, a higher than normal number of positions remained vacant for all or part of the 2018-2019 fiscal year which reduced salary spending.

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

The following table presents, for each fee grouping, the total revenue, cost and remissions for all fees that the Public Agency of Canada had the authority to charge in fiscal year 2018 to 2019 that are set by any of the following:

- act
- regulation
- fees notice

A fee grouping is a grouping of all of the fees that a department has the authority to charge for activities relating to a single business line, directorate or program.

Ships Sanitation Certificate Fees^{iv}: totals for fiscal year 2018 to 2019

Fee grouping	Ships Sanitation Certificate Fees	
Revenue (\$)	Cost (\$)	Remissions (\$)
788,477	674,768 ¹	0

^{1.} On April 1, 2018, the program area responsible for the Ship Sanitation Inspections underwent an internal reorganization which delayed staffing of some positions that support the inspection activities. As a result, a higher than normal number of positions remained vacant for all or part of the 2018-2019 fiscal year which reduced salary spending.

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

This section provides detailed information on each fee that Public Health Agency of Canada had the authority to charge in fiscal year 2018 to 2019 and that was set by any of the following:

- act
- regulation
- fees notice

Fee grouping	Ship Sanitation Certificate Fees
Fee	Standard Port
Fee-setting authority	Department of Health Act^v , paragraph 6(1)
Year introduced	2007
Last year fee-setting authority was amended	2008
Fee type	Service
Fee amount (\$)	750
Total fee revenue (\$)	462,000
Adjustment type	Section 17 of the Service Fees Act (Consumer Price Index)
Adjustment rate (% or formula)	2
2020 to 2021 fee amount (\$)	782.34
Future fee-adjusted amount (\$)	Not applicable
Adjustment date	April 1, 2020
Fee-adjustment authority	Service Fees Act
Service standard	<p>Provide a cost estimate within 24 hours of receiving a weekday request and 48 hours of receiving a weekend request for inspection services.</p> <p>Conduct inspections during daylight hours at the following standard sea ports in Canada (Halifax, Saint John, Montreal, Quebec City, Toronto and Vancouver) subject to availability of resources.</p>
Performance result	Service standard met for all 637 cost estimate requests and inspections

Fee grouping	Ship Sanitation Certificate Fees
Fee	Non-Standard Port
Fee-setting authority	Department of Health Act, paragraph 6(1)
Year introduced	2007
Last year fee-setting authority was amended	2008
Fee type	Service
Fee amount (\$)	750 plus overtime and travel
Total fee revenue (\$)	291,196
Adjustment type	Section 17 of the Service Fees Act (Consumer Price Index)
Adjustment rate (% or formula)	formula based
2020 to 2021 fee amount (\$)	782.34 plus overtime and travel
Future fee-adjusted amount (\$)	Not applicable
Adjustment date	April 1, 2020
Fee-adjustment authority	Service Fees Act
Service standard	Provide a cost estimate within 24 hours of receiving a weekday request and 48 hours of receiving a weekend request for inspection services. Conduct inspections during daylight hours at non-standard sea ports subject to availability of resources
Performance result	Service standard met for all 191 cost estimate requests and 189 of 191 inspections

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Fee grouping	Ship Sanitation Certificate Fees
Fee	Standard Port - Short-Notice
Fee-setting authority	Department of Health Act, paragraph 6(1)
Year introduced	2007
Last year fee-setting authority was amended	2008
Fee type	Service
Fee amount (\$)	937.50
Total fee revenue (\$)	8,438
Adjustment type	Section 17 of the Service Fees Act (Consumer Price Index)
Adjustment rate (% or formula)	2
2020 to 2021 fee amount (\$)	977.16
Future fee-adjusted amount (\$)	Not applicable
Adjustment date	April 1, 2020
Fee-adjustment authority	Service Fees Act
Service standard	<p>Provide a cost estimate within 24 hours of receiving a weekday request and 48 hours of receiving a weekend request for inspection services.</p> <p>Conduct inspections on short-notice during daylight hours at the following standard sea ports in Canada (Halifax, Saint John, Montreal, Quebec City, Toronto and Vancouver) subject to availability of resources.</p>
Performance result	Service standard met for all 9 cost estimate requests and inspections

Fee grouping	Ship Sanitation Certificate Fees
Fee	Non-Standard Port - Short-Notice
Fee-setting authority	Department of Health Act, paragraph 6(1)
Year introduced	2007
Last year fee-setting authority was amended	2008
Fee type	Service
Fee amount (\$)	937.50 plus overtime and travel
Total fee revenue (\$)	2,843
Adjustment type	Section 17 of the Service Fees Act (Consumer Price Index)
Adjustment rate (% or formula)	formula based
2020 to 2021 fee amount (\$)	977.16 plus overtime and travel
Future fee-adjusted amount (\$)	Not applicable
Adjustment date	April 1, 2020
Fee-adjustment authority	Service Fees Act
Service standard	Provide a cost estimate within 24 hours of receiving a weekday request and 48 hours of receiving a weekend request for inspection services. Conduct inspections on short-notice during daylight hours at non-standard sea ports subject to availability of resources
Performance result	Service standard met for all 3 cost estimate requests and inspections

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Fee grouping	Ship Sanitation Certificate Fees
Fee	Extension of Existing Certificate
Fee-setting authority	Department of Health Act, paragraph 6(1)
Year introduced	2007
Last year fee-setting authority was amended	2019
Fee type	Service
Fee amount (\$)	300
Total fee revenue (\$)	24,000
Adjustment type	Section 17 of the Service Fees Act (Consumer Price Index)
Adjustment rate (% or formula)	2
2020 to 2021 fee amount (\$)	160.14
Future fee-adjusted amount (\$)	Not applicable
Adjustment date	April 1, 2020
Fee-adjustment authority	Service Fees Act
Service standard	Issue a 30 day extension to an existing ship sanitation control certificate, if the inspection or control measures can not be accomplished at the port requested. If the extension certificate can be issued, it will be issued within 1 business day of the request.
Performance result	Service standard met for all 80 extension certificates

Endnotes

- i. Service Fees Act, <https://laws-lois.justice.gc.ca/eng/acts/S-8.4/index.html>
- ii. Directive on Charging and Special Financial Authorities, <https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32502>
- iii. Access to Information and Privacy Annual Reports, <https://www.canada.ca/en/public-health/corporate/mandate/about-agency/access-information-privacy/access-information-privacy-annual-reports.html>
- iv. Ships Sanitation Certificate Fees, <https://www.canada.ca/en/public-health/services/emergency-preparedness-response/centre-emergency-preparedness-response/travelling-public-program.html>
- v. Department of Health Act, <https://lois-laws.justice.gc.ca/eng/acts/H-3.2/>