

Office of the Secretary to the Governor General

Fees Report

Fiscal year 2019–20

The Right Honourable Justin Trudeau
Prime Minister of Canada

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About this report

This report, which is tabled under section 20 of the *Service Fees Act* and subsection 4.2.8 of the *Directive on Charging and Special Financial Authorities*, contains information about the fees that The Office of the Secretary to the Governor General had the authority to set in 2019–20.

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 or both
 - 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 the Office of the Secretary to the Governor General's authority.

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

For fees set by contract, fees set by market-rate, auction or both, the report provides totals only. For fees set by act, regulation or fees notice, it provides totals for the fee grouping, as well as detailed information for the fee.

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 if a service standard is not met.

At the time of this report being tabled, the Office of the Secretary to the Governor General is not subject to the requirements pursuant to section 7 of the *Service Fees Act* and its related instrument, therefore it does not have a remission policy.

No other remissions related to fees were issued by the Office of the Secretary to the Governor General since it did not have or seek other authorities to remit.

Overall totals, by fee-setting mechanism

The following table presents the total revenue, cost and remissions for all fees that the Office of the Secretary to the Governor General had the authority to set in 2019–20, by fee-setting mechanism.

Overall totals for 2019–20, 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 market-rate, auction or both	0	0	Remissions do not apply to fees set by market-rate, auction or both.
Fees set by act, regulation or fees notice	19,140	40,345	0
Total	19,140	40,345	0

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

The following table presents the single fee grouping, the total revenue, cost and remissions for all fees that the Office of the Secretary to the Governor General had the authority to set in 2019–20 that are set by any of the following:

- *Act*
- *Regulation*

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

Application processing fees for the Granting of Coats of Arms by the Canadian Heraldic Authority: totals for 2019–20

Fee grouping	Application processing fees for the Granting of Coats of Arms by the Canadian Heraldic Authority	
Revenue (\$)	Cost (\$)	Remissions (\$)
19,140	40,345	0

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

This section provides detailed information on each fee that the Office of the Secretary to the Governor General had the authority to set in 2019–20 and that was set by any of the following:

- *Act*
- *Regulation*

The heraldic prerogative was transferred to Canada by Her Majesty The Queen in 1988.

Upon the adoption of the *Canadian Heraldic Authority Fee Order* in 1991, Parliament provided the authority to the Canadian Heraldic Authority, under the Office of the Secretary to the Governor General, to collect processing fees from petitioners wishing to obtain a coat of arms. A grant of arms involves negotiations with the client, biographical research, the preparation and approval of designs, the preparation of warrants and Letters Patent, and the services of calligraphers and artists.

The established pricing policy states that the client pays calligraphers and artists directly through standing offer agreements negotiated by the Canadian Heraldic Authority.

Fee grouping

Application processing fees for the Granting of Coats of Arms by the Canadian Heraldic Authority

Fee

Processing fee

Fee-setting authority

- *Financial Administration Act, subsection 19(1);*
- *Canadian Heraldic Authority Fee Order, (SOR/91-168).*

Year fee-setting authority was introduced

1991

Last year fee-setting authority was amended

Not applicable

Service standard

Exempt

Performance result

Exempt

Application of *Low-Materiality Fees Regulations*

Low-materiality (Schedule 1)

2019–20 fee amount (\$)

435

2019–20 total fee revenue (\$)

19,140

Fee adjustment date in 2021–22

Not applicable

2021–22 fee amount (\$)

435

Endnotes

- i. *Service Fees Act*, <https://laws-lois.justice.gc.ca/eng/acts/S-8.4/FullText.html>
- ii. *Canadian Heraldic Authority Fee*, <https://laws.justice.gc.ca/eng/regulations/SOR-91-168/FullText.html>
- iii. *Low Materiality Fees Regulations*, <https://laws-lois.justice.gc.ca/eng/regulations/SOR-2019-109/index.html>
- iv. *Directive on Charging and Special Financial Authorities*
- v. www.canada.ca