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**PUBLIC SERVICES AND  
PROCUREMENT CANADA**

Fees Report  
Fiscal year 2020–21

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The Honourable Filomena Tassi, PC, MP  
Minister of Public Services and Procurement



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Catalogue No. P1-39E-PDF

ISSN 2562-1068

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## Minister's message

On behalf of Public Services and Procurement Canada (PSPC), I am pleased to present our report on fees for 2020-21 under the *Service Fees Act*.

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

Over the past year, PSPC has worked closely with stakeholders and central agencies on the ongoing review of its fee activities, including the modernization of its reporting processes.

The report lists fees for services that support the effective operation of government, like essential services in procurement, real property management, and languages. It also details fees related to the operations of the Canada Gazette and the Esquimalt Graving Dock.

I am honoured to present this information on the behalf of my department in accordance with the provisions of the *Service Fees Act*.

The Honourable Filomena Tassi, PC, MP  
Minister of Public Services and Procurement



## About this report

This report, which is tabled under section 20 of the *Service Fees Act*, including the *Low-Materiality Fees Regulations* and subsection 4.2.8 of the *Directive on Charging and Special Financial Authorities*, contains information about the fees that Public Services and Procurement Canada had the authority to set in 2020–21.<sup>1</sup>

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 Public Services and Procurement Canada's authority, including any that are collected by another department.

The information covers fees that are subject to the *Service Fees Act* and fees that are exempted from 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, the report provides totals for fee groupings, as well as detailed information for each fee.

Although the fees that Public Services and Procurement Canada charges under the *Access to Information Act* were subject to the *Service Fees Act*, they are not included in this report. Information on Public Services and Procurement Canada's access to information

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



fees for 2020–21 can be found in our access to information report, which is posted on our Web page: [Understanding your right to obtain information](#).

## 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. 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 Public Services and Procurement Canada remission policy and procedures were made available to the public as of April 1, 2021, and can be found on the following web page: [Public Services and Procurement Canada’s policy on remissions](#)

No other remissions related to fees were issued by Public Services and Procurement Canada 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 Public Services and Procurement Canada 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 (\$)
<b>Fees set by contract</b>	229,550,502.15	230,341,776.51	Remissions do not apply to fees set by contract.
<b>Fees set by either market rate or auction</b>	23,165,831.45	4,816,099.98 <sup>2</sup>	0
<b>Fees set by act, regulation or fees notice</b>	9,125,841.10	13,618,569.63	0
<b>Total</b>	261,842,174.70	248,776,446.12	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 Public Services and Procurement Canada had the authority to set in 2020–21 that are set by any of the following:

- act
- regulation
- 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 set for those activities.

<sup>2</sup> The difference between the revenues and the costs for fees set by market-rate, auction or both is mainly explained by the fact that the department has no mechanism for tracking costs associated with parking fees.

**Canada Gazette Insertion Fees: Totals for 2020–21**

Fee grouping	Canada Gazette Insertion Fees	
Revenue (\$)	Cost (\$)	Remissions (\$)
105,765.60	148,547.17	0

**Canada Gazette (1978) Special Issue Regulations: Totals for 2020–21**

Fee grouping	Canada Gazette (1978) Special Issue Regulations	
Revenue (\$)	Cost (\$)	Remissions (\$)
0	0	0

**Esquimalt Graving Dock: Totals for 2020–21**

Fee grouping	Esquimalt Graving Dock	
Revenue (\$)	Cost (\$)	Remissions (\$)
9,020,075.50	13,470,022.46	0

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

This section provides detailed information on each fee that Public Services and Procurement Canada had the authority to set in 2020–21 and that was set by any of the following:

- act
- regulation
- fees notice

## **Fee grouping**

### Canada Gazette Insertion Fees

#### **Fee**

- Crown Corporations: Part 1
- Crown Corporations: Part 2
- Non-federal clients: Part 1
- Federal Departments and Agencies: Part 1
- Federal Departments and Agencies: Part 2

#### **Fee-setting authority**

- [Department of Public Works and Government Services Act](#)<sup>i</sup>, Section 17
- Publishing rates are available on the [Canada Gazette website](#)<sup>ii</sup>

#### **Year fee-setting authority was introduced**

1996

#### **Last year fee-setting authority was amended**

2017

#### **Service standard**<sup>3</sup>

The Canada Gazette Directorate strives for the highest level of client service by:

1. Maintaining an accuracy rating of over 99% of documents published in Part I and Part II of the Canada Gazette
2. Maintaining a client satisfaction rating of at least 85%
3. Meeting 100% of all legislated deadlines

#### **Performance result**

1. 99.85% achieved to maintain an accuracy rating of documents published in Part 1 and Part 2 of the Canada Gazette
2. Survey performed every 5 years to evaluate client satisfaction: last one in 2017 with 91% satisfaction
3. 100% achieved to meet all legislated deadlines

#### **Application of *Low-Materiality Fees Regulations***

- Material (formula)

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<sup>3</sup> The department is currently reviewing its service standards to meet policy and legal requirements.

Fee	2020–21 fee amount (\$) <sup>4</sup>	2020–21 total fee revenue (\$)	Fee adjustment date in 2022–23	2022–23 fee amount (\$)
Crown Corporations: Part 1	402.00, per page	43,215.00	April 1, 2022	432.44, per page
Crown Corporations: Part 2	122.00, per page	11,784.00	April 1, 2022	131.23, per page
Non-federal clients: Part 1	402.00, per page	43,191.00	April 1, 2022	432.44, per page
Federal Departments and Agencies: Part 1	354.00, per page	7,575.60	April 1, 2022	380.80, per page
Federal Departments and Agencies: Part 2	139.00, per page	0.00	April 1, 2022	149.52, per page

<sup>4</sup> As at April 1, 2021, PSPC adjusted these fees cumulatively to reflect CPI adjustments from 2019-20, 2020-21, and 2021-22, as required under the *Service Fees Act*.

**Fee grouping**

Canada Gazette (1978) Special Issue Regulations

**Fee**

- Sale of volume of Special Issue – Part 2

**Fee-setting authority**

- [\*Canada Gazette \(1978\) Special Issue Regulations \(SOR/79-613\), Section 4<sup>iii</sup>\*](#)

**Year fee-setting authority was introduced**

1979

**Last year fee-setting authority was amended**

Not applicable

**Service standard**

Exempt

**Performance result**

Exempt

**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 (\$)
Sale of volume of Special Issue – Part 2	34.50	0.00	Not applicable	34.50

**Fee grouping**

## Esquimalt Graving Dock

**Fee**

- Booking
- Draining
- Berthage
- Rail mounted crane with light hook
- Rail mounted crane with main hook, up to 50-tonne lift
- Rail mounted crane with main hook, over 50-tonne lift
- Mobile crane 9-tonne crane
- Mobile crane 20-tonne crane
- Mobile crane 30-tonne crane
- Mobile crane forklift
- Mobile crane tower crane
- Air compressor (first)
- Air compressor (second)
- Air compressor (wheeled)
- Motorized vessel
- Fresh water
- Electric power
- Tie-up or letting go
- Overtime labour services, dry dock employee
- Security services
- Dockage, 1 section
- Dockage, 2 sections
- Dockage, 3 sections
- Dockage: under 5 000 gross tonnage
- Dockage: 5 000 to 34 999 gross tonnage
- Dockage: 35 000 to 69 999 gross tonnage
- Dockage: 70 000 to 89 999 gross tonnage
- Dockage: over 89 999 gross tonnage
- Sewer discharge
- Vacuum loader

**Fee-setting authority**

- *Department of Public Works and Government Services Act*<sup>iv</sup>, Section 23
- *Esquimalt Graving Dock Regulations*<sup>v</sup> (SOR/89-332, SOR/95-642, and SOR/2009-324)

**Year fee-setting authority was introduced**

2009

## **Last year fee-setting authority was amended**

2018

### **Service standard**<sup>5</sup>

The department will provide, in a reasonable manner:

1. administration services, to reserve services or space for vessels
2. notification to users, within 48 hours of changes to service or space that may affect the safe and efficient operations of the facility
3. an emergency response plan for the dock
4. an approved Marine Facility Security Plan and a qualified Marine Facility Security Officer

### **Performance result**

The department reports annually on the measurement of the following performance standards:

1. reservations and confirmed bookings were provided in a reasonable manner when requested
2. notifications of changes to service and/or capacity of the facility have been provided within 48 hours after first noting the change in condition of the service or capacity at least 90% of the time
3. the dock's emergency response plan has been reviewed and updated, when required, every two years
4. the dock continued to have a valid Statement of Compliance to the International Ship and Port Facility Security Code as issued by Transport Canada and all regulated security audits have been completed:
  - disputes related to service and/or capacity of the dock would be handled in the following manner:
    - first level of referral: Director, Esquimalt Graving Dock
    - second level of referral: Senior Director, Engineering Assets
    - third level of referral: Director General, Infrastructure Assets Management
    - fourth level of referral: Associate Assistant Deputy Minister, Public Services and Procurement Canada

### **Application of *Low-Materiality Fees Regulations***

- Material (>\$151): Booking
- Material (formula): Draining
- Material (formula): Berthage
- Material (formula): Rail mounted crane with light hook
- Material (formula): Rail mounted crane with main hook, up to 50-tonne lift
- Material (formula): Rail mounted crane with main hook, over 50-tonne lift
- Material (formula): Mobile crane 9-tonne crane
- Material (formula): Mobile crane 20-tonne crane
- Material (formula): Mobile crane 30-tonne crane
- Material (formula): Mobile crane forklift

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<sup>5</sup> The department is currently reviewing its service standards to meet policy and legal requirements.



- Material (formula): Mobile crane tower crane
- Material (formula): Air compressor (first)
- Material (formula): Air compressor (second)
- Material (formula): Air compressor (wheeled)
- Material (formula): Motorized vessel
- Material (formula): Fresh water
- Material (formula): Electric power
- Material (>\$151): Tie-up or letting go
- Material (formula): Overtime labour services, dry dock employee
- Material (formula): Security services
- Material (formula): Dockage, 1 section
- Material (formula): Dockage, 2 sections
- Material (formula): Dockage, 3 sections
- Material (formula): Dockage – under 5 000 gross tonnage
- Material (formula): Dockage – 5 000 to 34 999 gross tonnage
- Material (formula): Dockage – 35 000 to 69 999 gross tonnage
- Material (formula): Dockage – 70 000 to 89 999 gross tonnage
- Material (formula): Dockage – over 89 999 gross tonnage
- Material (formula): Sewer discharge
- Material (\$51–\$151): Vacuum loader

Fee	2020–21 fee amount (\$)	2020–21 total fee revenue (\$)	Fee adjustment date in 2022-23	2022–23 fee amount (\$)
Booking	5,903.59	76,746.67	April 1, 2022	6,152.90
Draining	5,903.59, per section	94,148.14	April 1, 2022	6,152.90, per section
Berthage	6.90, per metre, per day	857,836.98	April 1, 2022	7.19, per metre, per day
Rail mounted crane with light hook	542.03, per hour	1,338,326.65	April 1, 2022	564.92, per hour
Rail mounted crane with main hook, up to 50-tonne lift	782.93, per hour	34,428.41	April 1, 2022	816.00, per hour
Rail mounted crane with main hook, over 50-tonne lift	1,204.53, per hour	3,518.94	April 1, 2022	1,255.40, per hour
Mobile crane 9-tonne crane	150.57, per hour	21,531.51	April 1, 2022	156.93, per hour
Mobile crane 20-tonne crane	192.73, per hour	0.00	April 1, 2022	200.87, per hour
Mobile crane 30-tonne crane	234.88, per hour	138,436.10	April 1, 2022	244.80, per hour
Mobile crane forklift	114.43, per hour	0.00	April 1, 2022	119.26, per hour

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Mobile crane tower crane	192.72, per hour	0.00	April 1, 2022	200.86, per hour
Air compressor (first)	132.50, per manifold hour	1,723,037.90	April 1, 2022	138.09, per manifold hour
Air compressor (second)	126.48, per manifold hour	16,948.32	April 1, 2022	131.82, per manifold hour
Air compressor (wheeled)	66.25, per manifold hour	4,930.47	April 1, 2022	69.05, per manifold hour
Motorized vessel	218.99, per hour	1,970.10	April 1, 2022	228.24, per hour
Fresh water	1.51, per cubic metre	41,714.76	April 1, 2022	1.58, per cubic metre
Electric power	0.18, per kilowatt hour	1,081,753.86	April 1, 2022	0.19, per kilowatt hour
Tie-up or letting go	958.15	0.00	April 1, 2022	998.61
Overtime labour services, dry dock employee	117.18, per hour	253,409.52	April 1, 2022	122.13, per hour
Security services	542.03, per vessel, per day	229,737.95	April 1, 2022	564.92, per vessel, per day
Dockage, 1 section	3,542.15, per day	549,033.25	April 1, 2022	3,691.74, per day
Dockage, 2 sections	11,807.18, per day	2,248,367.00	April 1, 2022	12,305.81, per day
Dockage, 3 sections	16,530.04, per day	132,240.32	April 1, 2022	17,228.11, per day
Dockage: under 5 000 gross tonnage	0.00, per day	0.00	April 1, 2022	0.00, per day
Dockage: 5 000 - 34 999 gross tonnage	0.14, per day x the vessel's gross tonnage	48,794.00	April 1, 2022	0.14, per day x the vessel's gross tonnage
Dockage: 35 000 - 69 999 gross tonnage	0.13, per day x the vessel's gross tonnage	67,926.56	April 1, 2022	0.13, per day x the vessel's gross tonnage
Dockage: 70 000 - 89 999 gross tonnage	0.11, per day x the vessel's gross tonnage	0.00	April 1, 2022	0.11, per day x the vessel's gross tonnage
Dockage: over 89 999 gross tonnage	0.10, per day x the vessel's gross tonnage	0.00	April 1, 2022	0.10, per day x the vessel's gross tonnage
Sewer discharge	0.01, per litre	55,238.09	April 1, 2022	0.01, per litre
Vacuum loader	78.29	0.00	April 1, 2022	81.60

## Endnotes

<sup>i</sup> *Department of Public Works and Government Services Act*, <https://laws-lois.justice.gc.ca/eng/acts/P-38.2/page-1.html>

<sup>ii</sup> Latest publishing rates for the Canada Gazette, <http://canadagazette.gc.ca/pi-ip/insrate-tarins-eng.html>

<sup>iii</sup> Canada Gazette (1978) Special Issue Regulations (SOR/79-613), Section 4, <https://laws-lois.justice.gc.ca/eng/regulations/SOR-79-613/page-1.html>

<sup>iv</sup> *Department of Public Works and Government Services Act*, <https://laws-lois.justice.gc.ca/eng/acts/P-38.2/page-1.html>

<sup>v</sup> *Esquimalt Graving Dock Regulations*, <https://laws-lois.justice.gc.ca/eng/regulations/sor-89-332/page-1.html>