

Impact Assessment
Agency of Canada
Fees Report
Fiscal year 2021–22

The Honourable Steven Guilbeault, P.C., M.P.
Minister of Environment and Climate Change and
Minister responsible for the Impact Assessment
Agency of Canada

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Minister's message

I am pleased to present the Impact Assessment Agency of Canada's report on fees for 2021–22.

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.



The Honourable Steven Guilbeault, P.C., M.P.
Minister of Environment and Climate Change

About this report

This report, which is tabled under section 20 of the *Service Fees Act*ⁱⁱ, the *Low-Materiality Fees Regulations*ⁱⁱⁱ, and subsection 4.2.8 of the *Directive on Charging and Special Financial Authorities*^{iv}, contains information about the fees that the Agency had the authority to set in 2021–22.

The report covers fees that are subject to the *Service Fees Act* and exempted from 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 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 a regulation, and the minister, department or Governor in Council has no control over 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. The Agency did not have fees set by contract, market rate or auction.

Although the fees the Agency charges under the *Access to Information Act* were subject to the *Service Fees Act*, they are not included in this report. Information on the Agency's access to information fees for 2021–22 is in our annual report to Parliament on the administration of the *Access to Information Act*: [Transparency](#)^v.

Remissions

In 2021–22, the Agency was not subject to the requirements in section 7 of the *Service Fees Act* and subsection 4.2.4 of the Treasury Board *Directive on Charging and Special Financial Authorities* and had no authority to remit, so this report does not include remissions.

Overall totals, by fee-setting mechanism

The following table presents the total revenue, cost and remissions for all fees that the Agency had the authority to set in 2021–22, by fee-setting mechanism.

Overall totals for 2021–22, by fee-setting mechanism

Fees set by act, regulation or fees notice

Fee-setting mechanism	Revenue (\$)	Cost (\$)	Remissions (\$)
Fees set by act, regulation or fees notice	2,401,197	4,848,807	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 set for those activities.

This section presents, for each fee grouping, the total revenue, cost and remissions for all fees the Agency had the authority to set in 2021–22 that are set by the following:

- act
- regulation

Cost Recovery: totals for 2021–22

Revenue (\$)	Cost (\$)	Remissions (\$)
2,401,197	4,848,807	0

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

This section provides detailed information on each fee that the Agency had the authority to set in 2021–22 and that was set by any of the following:

- act
- regulation

Fee grouping

Cost Recovery

Fee

- Third-Party Services: Travel:
 - (a) regular travel services
 - (b) chartered services
- Third-Party Services: Publication and printing (including professional desktop publishing, editing and English/French or French/English translation)
- Third-Party Services: Distribution services:
 - (a) regular mail
 - (b) courier
- Third-Party Services: Telecommunications (including telephone and line installation, Internet, long-distance, teleconference and video conference services)
- Third-Party Services: Advertising and news wire services
- Third-Party Services: Public meeting, panel hearing and panel meeting facilities and equipment, including
 - (a) hospitality
 - (b) simultaneous interpretation
 - (c) audio systems
 - (d) transcription services
 - (e) computer equipment

Fee-setting authority

- *Cost Recovery Regulations – SOR/2012-146*^{vi}
- *Impact Assessment Act*^{vii}

Year fee-setting authority was introduced

2012

Last year fee-setting authority was amended

Not applicable

Service standard

Not subject to service standard requirement

Performance result

Not subject to service standard requirement

Application of Low-Materiality Fees Regulations

Not subject to *Service Fees Act*

Fee	2021–22 fee amount (\$)	2021–22 total fee revenue (\$)¹	Fee adjustment date in 2023–24	2023–24 fee amount (\$)
Third-Party Services: Travel: (a) regular travel services (b) chartered services	The fees are based on the rates that are being charged by the service provider.	0	Not applicable	The fees are based on the rates that are being charged by the service provider.
Third-Party Services: Publication and printing (including professional desktop publishing, editing and English/French or French/English translation)	The fees are based on the rates that are being charged by the service provider.	0	Not applicable	The fees are based on the rates that are being charged by the service provider.
Third-Party Services: Distribution services: (a) regular mail (b) courier	The fees are based on the rates that are being charged by the service provider.	0	Not applicable	The fees are based on the rates that are being charged by the service provider.
Third-Party Services: Telecommunications (including telephone and line installation, Internet, long-distance, teleconference and video conference services)	The fees are based on the rates that are being charged by the service provider.	0	Not applicable	The fees are based on the rates that are being charged by the service provider.
Third-Party Services: Advertising and news wire services	The fees are based on the rates that are being charged by the service provider.	31,900	Not applicable	The fees are based on the rates that are being charged by the service provider.
Third-Party Services: Public meeting, panel hearing and panel meeting facilities and equipment, including (a) hospitality (b) simultaneous interpretation (c) audio systems (d) transcription services (e) computer equipment	The fees are based on the rates that are being charged by the service provider.	117,775	Not applicable	The fees are based on the rates that are being charged by the service provider.

¹ The Agency has the authority to recover up to a maximum \$8 million in costs annually. Under the cost recovery regulations, the Agency has the authority to recover certain costs from proponents directly related to the exercise of the Agency's responsibilities during assessments by review panels.

Fee grouping

Cost Recovery

Fee

- Amounts Related to the Exercise of the Agency’s Responsibilities: Direct and attributable federal government employees’ salaries and benefit plans (EBP), including overhead and overtime charges.
- Amounts Related to the Exercise of the Agency’s Responsibilities: Direct and attributable federal government employees’ travel expenses.

Fee-setting authority

- *Cost Recovery Regulations – SOR/2012-146*^{viii}
- *Impact Assessment Act*^{ix}

Year fee-setting authority was introduced

2012

Last year fee-setting authority was amended

Not applicable

Service standard

Not subject to service standard requirement **Performance result**

Not subject to service standard requirement

Application of Low-Materiality Fees Regulations

Not subject to *Service Fees Act*

Fee	2021–22 fee amount (\$)	2021–22 total fee revenue (\$) ²	Fee adjustment date in 2023–24	2023–24 fee amount (\$)
Amounts Related to the Exercise of the Agency's Responsibilities: Direct and attributable federal government employees' salaries and benefit plans (EBP), including overhead and overtime charges.	Direct and attributable federal per diem rates based on a productivity rate of 220 days/year and an EBP of 20% of total chargeable salaries using (a) for employees represented by bargaining units, the rates of pay as established in collective agreements between Treasury Board and the bargaining units (the highest increment will be used for all classifications), or (b) for excluded or unrepresented employees, the rates of pay established by Treasury Board under section 11.1 of the <i>Financial Administration Act</i> (the highest increment will be used for all classifications)government employees' salaries and benefit plans (EBP), including overhead and overtime charges.	1,869,000	Not applicable	Direct and attributable federal per diem rates based on a productivity rate of 220 days/year and an EBP of 20% of total chargeable salaries using (a) for employees represented by bargaining units, the rates of pay as established in collective agreements between Treasury Board and the bargaining units (the highest increment will be used for all classifications), or (b) for excluded or unrepresented employees, the rates of pay established by Treasury Board under section 11.1 of the <i>Financial Administration Act</i> (the highest increment will be used for all classifications)government employees' salaries and benefit plans (EBP), including overhead and overtime charges.
Amounts Related to the Exercise of the Agency's Responsibilities: Direct and attributable federal government employees' travel expenses.	Rates as per the Treasury Board Directive on the Management of Expenditures on Travel, Hospitality and Conferences.	12,422	Not applicable	Rates as per the Treasury Board Directive on the Management of Expenditures on Travel, Hospitality and Conferences.

² The Agency has the authority to recover up to a maximum \$8 million in costs annually. Under the cost recovery regulations, the Agency has the authority to recover certain costs from proponents directly related to the exercise of the Agency's responsibilities during assessments by review panels.

Fee grouping

Cost Recovery

Fee

- Amounts Related to the Exercise of the Responsibilities of Members of a Review Panel: Remuneration of review panel members: (a) panel chairperson.
- Amounts Related to the Exercise of the Responsibilities of Members of a Review Panel: Remuneration of review panel members: (b) panel member.
- Amounts Related to the Exercise of the Responsibilities of Members of a Review Panel: Direct and attributable review panel members' travel expenses.

Fee-setting authority

- *Cost Recovery Regulations – SOR/2012-146*^x
- *Impact Assessment Act*^{xi}

Year fee-setting authority was introduced

2012

Last year fee-setting authority was amended

Not applicable

Service standard

Not subject to service standard requirement

Performance result

Not subject to service standard requirement

Application of Low-Materiality Fees Regulations

Not subject to *Service Fees Act*

Fee	2021–22 fee amount (\$)	2021–22 total fee revenue (\$) ³	Fee adjustment date in 2023–24	2023–24 fee amount (\$)
Amounts Related to the Exercise of the Responsibilities of Members of a Review Panel: Remuneration of review panel members: (a) panel chairperson.	650 per day	0	Not applicable	650 per day
Amounts Related to the Exercise of the Responsibilities of Members of a Review Panel: Remuneration of review panel members: (b) panel member.	500 per day	370,100	Not applicable	500 per day
Amounts Related to the Exercise of the Responsibilities of Members of a Review Panel: Direct and attributable review panel members' travel expenses.	Rates as per the Treasury Board Directive on the Management of Expenditures on Travel, Hospitality and Conferences	0	Not applicable	Rates as per the Treasury Board Directive on the Management of Expenditures on Travel, Hospitality and Conferences

³ The Agency has the authority to recover up to a maximum \$8 million in costs annually. Under the cost recovery regulations, the Agency has the authority to recover certain costs from proponents directly related to the exercise of the Agency's responsibilities during assessments by review panels.

Endnotes

- i. Government of Canada website www.canada.ca, <https://www.canada.ca/home.html>
- ii. *Service Fees Act*, <https://laws-lois.justice.gc.ca/eng/acts/S-8.4/index.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*, <https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32502>
- v. Government of Canada webpage, Transparency, <https://www.canada.ca/en/impact-assessment-agency/corporate/transparency.html>
- vi. *Cost Recovery Regulations – SOR/2012-146*, <https://laws-lois.justice.gc.ca/eng/regulations/SOR-2012-146/FullText.html>
- vii. *Impact Assessment Act*, <https://laws-lois.justice.gc.ca/eng/acts/I-2.75/>
- viii. *Cost Recovery Regulations – SOR/2012-146*, <https://laws-lois.justice.gc.ca/eng/regulations/SOR-2012-146/FullText.html>
- ix. *Impact Assessment Act*, <https://laws-lois.justice.gc.ca/eng/acts/I-2.75/>
- x. *Cost Recovery Regulations – SOR/2012-146*, <https://laws-lois.justice.gc.ca/eng/regulations/SOR-2012-146/FullText.html>
- xi. *Impact Assessment Act*, <https://laws-lois.justice.gc.ca/eng/acts/I-2.75/>