

Office of the Secretary to the
Governor General

Fees Report
Fiscal year 2023–24

The Right Honorable Justin Trudeau
Prime Minister of Canada

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Catalogue No. SO1-3E-PDF

ISSN 2816-2277

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About this report

This report, which is tabled under section 20 of the *Service Fees Act*, the *Low-Materiality Fees Regulations*, and subsection 4.2.9 of the Treasury Board *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 charge in fiscal year 2023–24.

The report covers fees that are subject to 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 inherent 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 comes from an act of Parliament or a regulation, and the minister, department or Governor in Council has no control in determining 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 Office of the Secretary to the Governor General did not have fees set by contract, market rate or auction.

Remissions

In 2023–24, the Office of the Secretary to the Governor General was not subject to the requirements in section 7 of the *Service Fees Act* and had no authority to remit, so this report does not include remission amounts.

Overall totals, by fee-setting mechanism

The following table presents the total revenue, cost and remissions for all fees the Office of the Secretary to the Governor General had the authority to charge in 2023–24, by fee-setting mechanism.

Overall totals for 2023–24, by fee-setting mechanism

Fee setting mechanism	Revenue (\$)	Cost (\$)	Remissions (\$)
Fees set by act, regulation or fees notice	19,575	46,133	These fees were not subject to remissions.

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 charge for those activities.

This section presents, for each fee grouping, the total revenue, cost and remissions for all fees the Office of the Secretary to the Governor General had the authority to charge in 2023–24 that are set by the following:

- *Act*
- *Regulation*

Application processing fees for the Granting of Coats of Arms by the Canadian Heraldic Authority: totals for 2023–24

Revenue (\$)	Cost (\$)	Remissions (\$)
19,575	46,133	These fees were not subject to remissions.

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

This section provides detailed information on each fee the Office of the Secretary to the Governor General had the authority to charge in 2023–24 and that was set by the following:

- *Act*
- *Regulation*

The heraldic prerogative was transferred to Canada by Queen Elizabeth II 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

Not subject to service standard requirement of the *Service Fees Act*

Performance result

Not subject to service standard requirement, pursuant to the *Service Fees Act*

Application of *Low-Materiality Fees Regulations*

Low-materiality (Schedule 1)

2023–24 fee amount (\$)

435

2023–24 total fee revenue (\$)

19,575

2023–24 total remissions issued for the fee (\$)

This fee was not subject to remissions.

Fee adjustment date in 2025–26

Not applicable

2025–26 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*, <https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32502>
- v. www.canada.ca