

Organizational Costing of Fee-Based Goods and Services (Summary Report – Results of Completed Projects)

As at: August 8, 2012

Released: 2 December 2011

Self-assessment conducted by Treasury Board Staff

Comments:

Treasury Board Staff at the Ministry of Finance are in the final stages of developing a new fee review process, complete with details on procedures, timing, and costing direction, to be communicated to ministries in August 2012. This follows up on recent direction from the Chair of Treasury Board that ministries must review their fee structures.

Recommendations

RECOMMENDATION AND SUMMARY OF PROGRESS	SELF-ASSESSED STATUS
<p>Recommendation 1: Treasury Board improve its guidance to include detailed instructions for government organizations on the appropriate costs to consider when determining the actual cost underlying a fee request, including how to allocate an appropriate portion of any common or overhead costs.</p>	<p>Partially implemented</p>
<p>Actions taken, results and/or actions planned</p>	
<p>Draft instructions to ministries on appropriate costing to justify fee rates have been completed by TBS. The intent is to forward these instructions to ministries in August 2012, along with direction on a regular review of fees by ministries and clarification on costing methodology. TBS is currently seeking comments from ministries on costing issues to ensure that the direction provided is workable.</p>	
<p>Recommendation 2: Treasury Board improve its guidance to specify how frequently fees should be reviewed, and what the review procedures should entail.</p>	<p>Partially implemented</p>
<p>Actions taken, results and/or actions planned</p>	
<p>Ministries have recently been informed in writing by the Chair of Treasury Board that they are to review their fee structures. TBS currently has draft detailed direction to ministries to operationalize that review, which will include the review procedures/timing and the frequency of future reviews. The direction will be sent to ministries in August 2012, as noted above.</p>	
<p>Recommendation 3: Government assign responsibility for regularly reviewing fees to ensure that fees remain appropriate and consistent with all relevant government policies and regulations.</p>	<p>Partially implemented</p>
<p>Actions taken, results and/or actions planned</p>	
<p>The direction to ministries will be that they are responsible for reviewing their fees on a regular basis, with the procedures to be communicated by TBS in August 2012.</p>	

Recommendations (Cont.)

Recommendation 4: Government assign oversight responsibility for the fee-review process to ensure that those organizations assigned responsibility for regular review of fees are completing these reviews on a timely basis. **Partially implemented**

Actions taken, results and/or actions planned

While ministries will be responsible for ongoing fee review, TBS will have general oversight responsibility to ensure ministry accountability on a regular basis.

Recommendation 5: Government develop a plan to review its fee amounts and types to ensure they are appropriate and relevant. **Partially implemented**

Actions taken, results and/or actions planned

A draft plan has been developed and the finalized version will be communicated to ministries in August 2012, a part of the aforementioned direction on fee review procedures.

Recommendation 6: Government ensure that the fee-setting process and the detailed rationale for the fees charged be transparent and readily available to the public. **Partially implemented**

Actions taken, results and/or actions planned

Ministries will be informed that they must be prepared to respond to enquiries from the public regarding process used to determine and rationale employed in setting their fee rates. Government may consider posting its fee inventory on its website once ministries have reviewed for completeness and accuracy.