



Government of Canada  
Privy Council Office

Gouvernement du Canada  
Bureau du Conseil privé

# 2013–2014

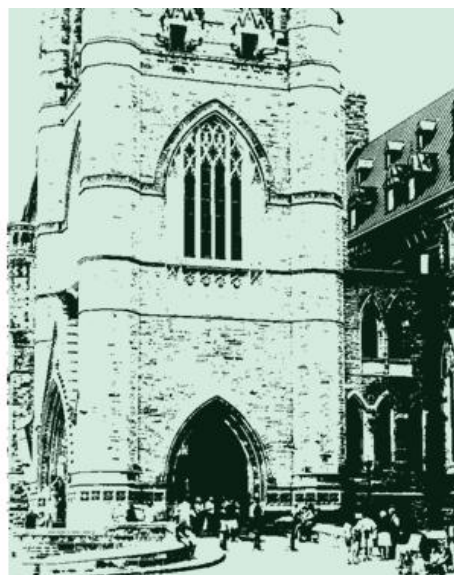
## ANNUAL REPORT TO PARLIAMENT

ON THE ACCESS TO INFORMATION ACT

### PRIVY COUNCIL OFFICE

APRIL 1, 2013 to MARCH 31, 2014

Canada



## Annual Report to Parliament on the *Access to Information Act* 2013-2014 Privy Council Office

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## Annual Report to Parliament on the *Access to Information Act* 2013-2014 Privy Council Office

### Highlights

- a) Despite an increase in request volume of 70% over the last three fiscal years, PCO has maintained a high level of performance in access to information. Between 2011-2012 and 2013-2014, the percentage of public requests responded to on-time has been 97% or better. To support the goal of service excellence, PCO has focused on modernization of its technology and business environment, process improvement, human resources planning, and managing change.
- b) In 2013, the ATIP Division of PCO undertook a Lean government “Kaizen”, a five-day, team-based, problem-solving activity designed to improve service to clients. As a result of the Kaizen, changes were introduced to improve timeliness, reduce errors and paper use, and lessen demands on records-holders. ATIP Division has continued to leverage the principles of Lean to improve its work process during the reporting year.
- c) In compliance with Treasury Board Secretariat requirements, PCO posts monthly summaries of completed access to information requests on PCO’s website. In addition to accepting requests by mail, the Department makes a generic e-mail address available to the public to facilitate submissions. In 2013-2014, PCO released over 650 completed records packages informally to the public.

## Introduction

The Privy Council Office (PCO) reports directly to the Prime Minister and is headed by the Clerk of the Privy Council and the Secretary to the Cabinet. PCO is both the Cabinet secretariat and the Prime Minister's source of public service advice across the entire spectrum of policy questions and operational issues facing the Government. As the hub of non-partisan, public service support to the Prime Minister, Cabinet and its decision-making structures, PCO ensures that the Government and Canadians are served by the highest quality public service.

PCO also provides support to the Minister of Intergovernmental Affairs; the Leader of the Government in the House of Commons; the Minister of State and Chief Government Whip; and the Minister of State (Democratic Reform).

PCO has three main roles:

**Advice to the Prime Minister** - PCO brings together quality, objective policy advice, analysis and information to support the Prime Minister, the ministers within the Prime Minister's portfolio and Cabinet. This includes:

- bringing together non-partisan advice, analysis and information from across the Public Service;
- consulting and collaborating with international and domestic partners inside and outside of government (including provincial and territorial governments);
- gathering information on the priorities of Canadians;
- supporting and advising on the development and implementation of the Government's Parliamentary and legislative programs and democratic reform agenda; and
- advising on Canada's Westminster style of government, on government structure and organization, and on Governor in Council appointments.

**Secretariat to Cabinet** - PCO facilitates the smooth, efficient and effective functioning of Cabinet and the Government of Canada on a day-to-day basis. This includes:

- managing the Cabinet's decision-making system;
- coordinating departments' policy and legislative proposals to Cabinet, with supporting policy analysis;
- scheduling and providing support services for meetings of Cabinet and Cabinet committees;
- advancing the Government's agenda across federal departments and agencies and with external stakeholders;
- advising on Governor in Council appointments, including directing and coordinating selection and recruitment processes for leadership and full-time Governor in Council positions across the public sector and supporting Cabinet in decision-making related to Governor in Council appointments;
- preparing Orders in Council and other statutory instruments to give effect to Government decisions; and
- providing administrative services to the Prime Minister's Office, portfolio ministers and commissions of inquiry.

**Public Service Leadership** - PCO supports the development and maintenance of a high quality public service that meets the highest standards of accountability, transparency and efficiency, one that is able to deliver the best advice to government and excellent services to Canadians. This includes:

- managing the recruitment and appointment process for senior positions in federal departments and agencies;
- guiding policy on people management issues and public service renewal; and
- building the capacity of the public service to meet emerging challenges and the changing responsibilities of government.

This is the 31st *Annual Report to Parliament* on the administration of the *Access to Information Act* (ATIA) by PCO, submitted as required by s. 72(1) of the ATIA. This report covers the reporting period of April 1, 2013 to March 31, 2014.

Additional copies of this report may be obtained from:

Access to Information and Privacy Division  
Privy Council Office  
55 Metcalfe Street, Room 1500  
Ottawa, Ontario K1A 0A3

## Governance and accountability

PCO provides support to the Prime Minister and to the ministers within his portfolio, including: the Minister of Intergovernmental Affairs; the Leader of the Government in the House of Commons; the Minister of State and Chief Government Whip; and the Minister of State (Democratic Reform).

Reporting to the Prime Minister, the Clerk of the Privy Council has three main roles: Deputy Minister to the Prime Minister; Secretary to the Cabinet; and Head of the Federal Public Service. PCO's Corporate Services Branch, which reports directly to the Clerk, has six divisions, including Access to Information and Privacy (ATIP). The ATIP Division has three functional areas of responsibility: ATIP Policy and Processes; Operations; and Client Services.

## Privy Council Office delegation order

The Minister heading each government institution is responsible for the implementation of the ATIA within his/her institution. The Prime Minister, as the Head of the Privy Council Office and pursuant to s. 73 of the ATIA, is responsible for the implementation of the ATIA within PCO. Through the PCO delegation order, the Prime Minister designated the Director, Access to Information and Privacy, as the individual within PCO to perform the powers, duties, functions, or administrative tasks pertaining to the ATIA. PCO Secretariats, or Offices of Primary Interest (OPI), holders of the information identified in an access request, approve the release of information to requesters and application of exemptions or exclusions and supporting rationales. This shared delegation of authority for the disposition of information is exercised diligently within PCO, and recorded formally at appropriate stages in the process. The PCO delegation order is shown at Appendix A.

## Access to Information and Privacy Division

The *Access to Information Act* provides a right of access to information in records under the control of government institutions. The ATIA is not a substitute for other access mechanisms, but is intended to complement other informal procedures that allow public access to government information. The ATIA stipulates that government information should be available to the public, necessary exceptions to the right of access should be limited and specific, and decisions made by government institutions about the disclosure of information should be reviewed by a body independent of government.

The ATIP Division is the focal point for access to information and privacy within PCO. The ATIP Division is responsible for managing requests for departmental or personal information, ensuring corporate understanding and compliance with the ATIA and the *Privacy Act* (PA), and fostering corporate awareness of access and privacy rights and responsibilities. On matters of access and privacy, the ATIP Division also acts as a primary liaison with the Office of the Information Commissioner (OIC), the Office of the Privacy Commissioner (OPC), Treasury Board of Canada Secretariat (TBS), and partner departments.

The ATIP Division has a personnel complement totalling 27 full-time equivalents that are organized into three functional areas of responsibility.

### 1) ATIP Policy and Processes

- provides expertise in access to information and privacy policy;
- optimizes operations performance; and
- researches trends and best practices in access to information and privacy.

### 2) Operations

- processes access to information and privacy requests;
- oversees the collection and release of personal and/or business information; and
- maintains dialogue with PCO secretariats and other federal or provincial institutions.

### 3) Client Services

- produces training and promotional products;
- develops and delivers ATIP training programs;
- develops ATIP awareness messaging;
- coordinates responses to Parliamentary questions and petitions; and
- provides database administration.

The ATIP Division also provides a Reading Room where the public may examine requested departmental records, manuals, and publications related to access to information. This is in compliance with s. 12(1) of the ATIA, which states that “A person who is given access to a record or a part thereof under this Act shall, subject to the regulations, be given an opportunity to examine the record or part thereof or be given a copy thereof.”

## Activities and accomplishments

### *Key Operational Statistics*

ACCESS TO INFORMATION REQUESTS	2013-14	2012-13	2011-12
REQUESTS RECEIVED	907	780	534
REQUESTS COMPLETED	772	725	529
REQUESTS COMPLETED ON-TIME (%)	97.8%	99.7%	99.8%
OIC GRADE	A (projected)	A (projected)	A (projected)
TOTAL PAGES REVIEWED	58,409	36,443	47,615

Since receiving an “F” performance rating by the Office of the Information Commissioner (OIC) for the 2006-2007 fiscal year, the Privy Council Office has steadily improved its performance to the public. For the last three fiscal years (2011-2012 to 2013-2014), the percentage of requests responded to on-time by PCO has been 97% or better, despite an increase in request volume of 70% over the same period. PCO has focused on modernization of its technology and business environment, process improvement, human resources planning, and managing change to reach this goal.



## Education and training activities

PCO promotes ATIP imperatives in face-to-face meetings, presentations, special events, learning products, on the intranet and through its training program. It fosters responsible working relationships with clients, and operates under a clearly elaborated timeline.

In 2013-2014, PCO delivered ATIP training or awareness sessions to 225 employees through a total of 28 training events during the reporting year. Of these training events, 18 were training sessions presented jointly with PCO's Corporate Information Services Division (responsible for PCO's information management). These joint sessions formed an integral part of the orientation program for new employees to PCO.

To promote understanding of access and privacy responsibilities, the PCO Executive Committee was briefed by the ATIP Director on access and privacy statistics, performance and compliance. ATIP senior staff met with senior officials in PCO Secretariats to clarify roles and strengthen the working relationship. Throughout 2013-2014, PCO ATIP analysts liaised with clients to explain the five-stage request timeline, train on processes such as the search for records, assist with records review, and explain their working role. On a quarterly basis during the reporting year, ATIP learning content on the internal PCO website was updated to reflect current business practices and contacts for support.

PCO personnel are provided with multiple channels to information on access and privacy, such as an ATIP instruction booklet, an e-mailbox for questions, takeaway learning tools, and comprehensive electronic content on PCO's intranet.

## Information-related policies, guidelines, and procedures

### a) Posting of completed access to information requests

In compliance with TBS requirements, PCO posts monthly summaries of completed access to information requests on PCO's website. In addition to accepting requests by mail, the Department makes a generic e-mail address available to the public. The lists are provided in chronological order, by month and year. Requests related to the Public Appointments Commission Secretariat are processed by PCO and are included in the lists. Records are provided in the form that they were released under the ATIA including format, language(s) and any exemptions or exclusions that were applied.

As reported in the Supplementary Statistical Reporting Appendix, PCO released a total of 652 previously released ATI packages informally between April 1, 2013 and March 31, 2014.

### b) Lean government initiative

In 2013, the ATIP Division of PCO undertook a Lean government "Kaizen", a five-day, team-based, problem-solving activity designed to improve service to clients. Changes were then introduced across the PCO ATIP work process to improve timeliness, reduce errors and paper use, and lessen demands on records-holders. During the reporting year, the ATIP Division continued to leverage the principles of Lean to improve its work process. For example, PCO revised its request intake process to streamline the tasking for records and strengthen liaison between the ATIP Division and records holders.

## Other activities

### a) User finding aids

User finding aids were made available in the public Reading Room located in PCO's Access to Information and Privacy office. The Reading Room is located at 55 Metcalfe Street, Room 1340, Ottawa, Ontario. In this area, an index of Cabinet agenda title items serves as a guide in identifying subject areas in Cabinet records which, after 20 years, are subject to the ATIA. The federal *Info Source* and the Governor in Council Appointments Guides were also made available to the public. ATIP staff members assisted those who wished to consult these resources.

### b) Proactive disclosure

In compliance with mandatory proactive disclosure requirements for government organizations, the PCO website ([www.pco-bcp.gc.ca](http://www.pco-bcp.gc.ca)) continued to make available information concerning PCO travel and hospitality expenses, reclassification of positions, contracts over \$10,000, and grant and contribution awards. The Proactive Disclosure website is shown below.



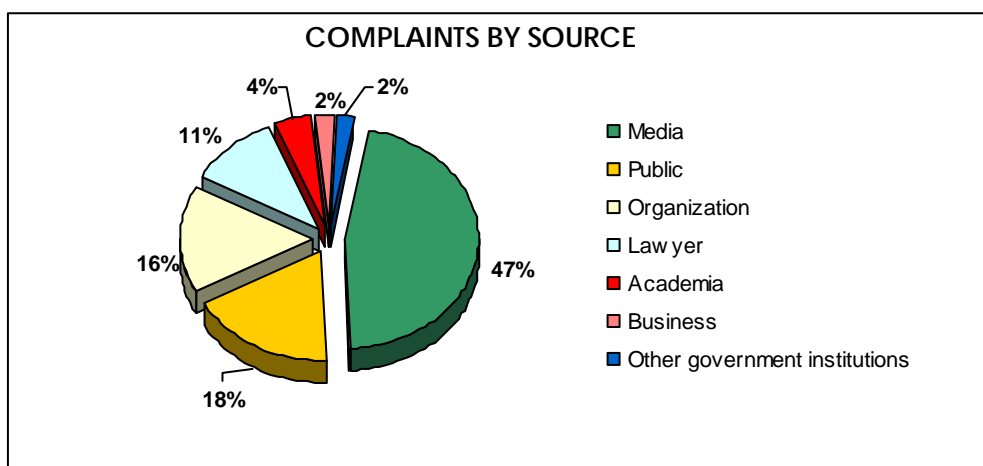
## Complaints and investigations

### a) Complaints received

In 2013-2014, PCO received 45 complaints pursuant to the ATIA versus 52 complaints the previous year, representing a 14% decrease. The total remains the second-lowest volume of complaints in the last five years, and a drop of more than two-thirds in complaints compared to 2009-2010 (164 vs. 45). Similarly, complaints from the media, the largest requester of PCO records, have been reduced by 82% over the same five-year span, from 119 to 21. This was achieved despite a 111% increase in the volume of requests over that time period (429 requests in 2009-2010 vs. 907 requests in 2013-2014). To promote the improved client service that mitigates complaints, PCO continues to optimize its work processes, develop expertise, and staff appropriately. PCO also dedicates discrete resources to the resolution of complaints, and works in close cooperation with the OIC.

The breakdown of complaints received in 2013-2014 is as follows:

- 21 or 47% – media;
- 8 or 18% – public;
- 7 or 16% – organization, including 5 from Parliament (members of the House of Commons or Senate);
- 5 or 11% – lawyer;
- 2 or 4% – academia;
- 1 or 2% – business; and
- 1 or 2% – other government institutions.



## b) Types of complaints

In the 2013-2014 reporting period, complaints related to a range of issues, including the delay resulting from consultations, and the exemptions invoked or exclusions cited on records.

## c) Investigations

In early 2011, the OIC completed its investigation into interference in access to information at PCO. PCO was one of eight government organizations selected for systemic review. During the course of the investigation, departmental staff, including the ATIP Director and Deputy Directors, met with OIC investigators to answer questions, provide records for review, and discuss PCO access to information procedures. The OIC has indicated that the results of its investigation will be reported in the 2014-2015 fiscal year.

In October 2012, the Information Commissioner of Canada initiated a systemic investigation into whether text-based messages containing government information sent from, or received on, government issued wireless devices are properly managed and preserved to ensure the right of access to information. PCO was one of eleven institutions selected for review, based on factors such as the size of the institution, the volume of requests it receives in a year, or its responsibilities in recordkeeping for the Government of Canada. PCO completed an eleven-part written questionnaire on which the investigation was based, and forwarded it to the OIC in late 2012. The OIC published a special report to Parliament on their findings in November 2013.

In December 2013, the OIC initiated an investigation related to PCO's information management practices. PCO has cooperated fully with this investigation. No date has been confirmed for the release of the investigative report.

## Court cases

No court cases involving PCO were initiated, in progress or completed during the reporting period.

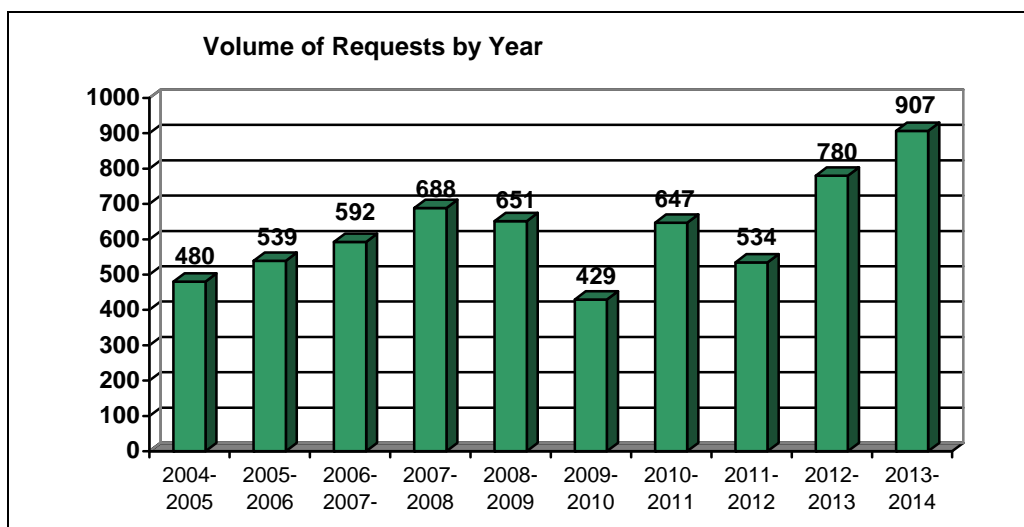
## Interpretation of the Statistical Report

The 2013-2014 Statistical Report on the ATIA is shown at Appendix B.

### PART 1 – Requests under the *Access to Information Act*

#### 1.1 Requests

Between April 1, 2013 and March 31, 2014, PCO received 907 requests for information under the ATIA. While generally trending upwards over the last 10 years, request totals have been variable since 2007-08. The volume of access requests rose over 50% between 2009-10 and 2010-11, then dropped the following year by 18% to 534. In 2012-2013 the number of requests reached 780, an increase of 46%. The 907 requests in 2013-14 equate to a further 16% increase, and the highest request volume on record. The 10-year volume of requests is shown below.



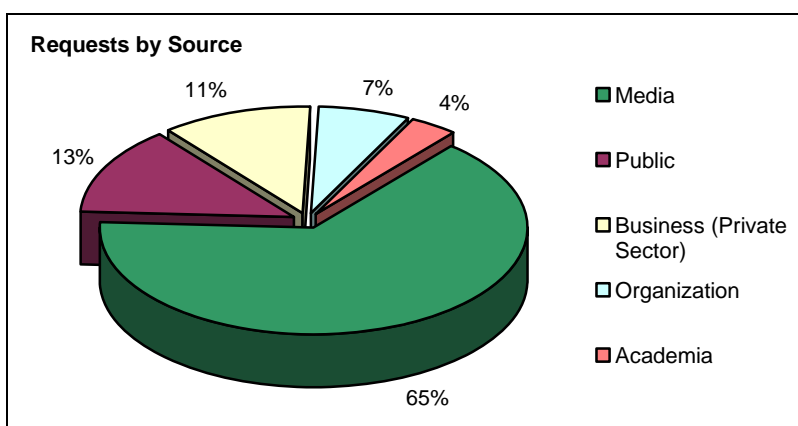
A total of 146 active requests were carried into 2013-2014 from the previous fiscal year, and 281 were carried forward into 2014-2015.

## 1.2 Sources of requests

The sources of access to information requests, in descending order by volume, were: media; public; business; organization; and academia. At 588, requests from the media were at their highest level in the last 10 years, rising by 33% compared to 2012-2013 and accounting for 65% of total request volume. Requests from the public were second in volume at 120, down from 136 the previous year. Business requests totalled 103, down from 134 the previous year. Remaining requests came from organizations, including 41 members of the House of Commons or Senate, at 63 or 7%, and academic requests doubled to 4%, up from 2% the previous year.

As shown in the chart below, the breakdown of the requests received during 2013-2014 is as follows:

- 588 or 65% – media;
- 120 or 13% – public;
- 103 or 11% – business (private sector);
- 63 or 7% – organization, including 41 from Parliament (members of the House of Commons or Senate); and
- 33 or 4% – academia.



## 1.3 Types of information requested

Just as the source of requests varied, so did the subject of requests received. Subjects included:

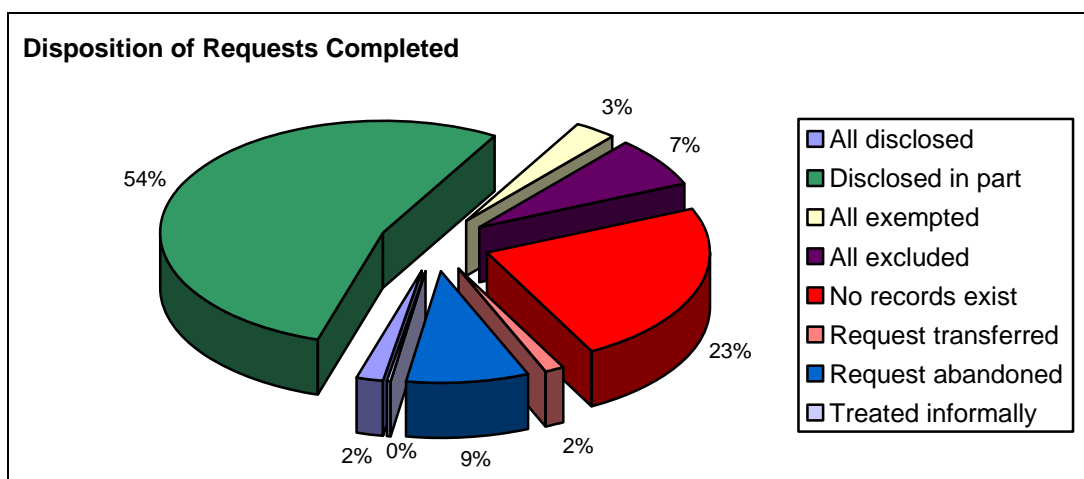
- patriation of the Constitution;
- briefing notes to the Prime Minister for various time periods;
- Senate reform; and
- public opinion polling.

## PART 2 – Requests closed during the reporting period

### 2.1 Disposition and completion time

In 2013-2014, PCO completed 772 requests. As shown in the chart below, the breakdown of the disposition of records is as follows:

- 16 were all disclosed;
- 412 were disclosed in part;
- 25 were all exempted;
- 56 were all excluded;
- 181 where no records exist;
- 12 were transferred;
- 68 were abandoned; and
- 2 were treated informally (a marginal number represented as 0% below).



As these figures indicate, 428 or 56% of all requests were fully or partially disclosed, up from 46% in 2012-2013. This increase may be attributed to the approximately one-third decrease in requests for which no records existed (253 to 181). The total of requests where no records were disclosed (either exempted or excluded) was consistent at 10% in 2012-2013 and 11% for this reporting year. The largest single source of requests for which no records existed was the media at 120, followed by the public at 29.

In terms of completion times, 390 or 51% of requests sent to PCO were completed within 30 days. The all-of-government average is 64.8% completed within 30 days (*latest figures available: 2012-2013, Info Source bulletin 36B*). The second-largest volume of requests was those completed in 61 to 120 days - 184 or 24%. Eleven requests or 1.4% were completed in more than 365 days. The complex, sensitive and multi-jurisdictional nature of PCO records is a factor in the time required to complete requests.

### 2.2 Exemptions

Although the ATIA promotes disclosure, there are instances where information qualifies for necessary protection under the ATIA.

Totals for the 6 most commonly used exemptions during 2013-2014 were, in order:

- 293 under s. 21(1)(b) – consultations or deliberations related to operations of government;
- 267 under s. 19(1) – personal information;
- 208 under s. 21(1)(a) – advice or recommendations developed by or for a government institution or minister;
- 166 under s. 15(1) – information related to international affairs and defence of Canada;
- 99 under s. 23 – information subject to solicitor-client privilege; and
- 32 under s. 21(1)(c) – positions or plans developed for negotiations by the Government of Canada.

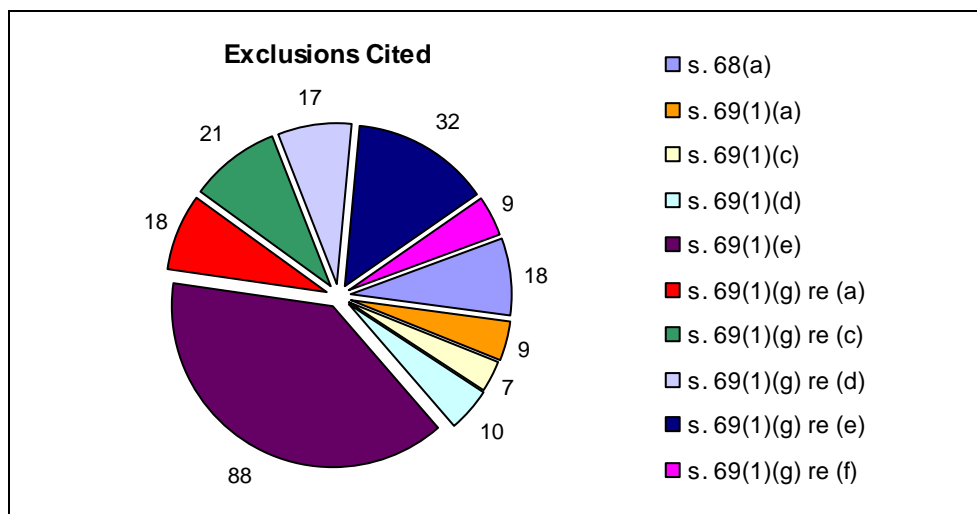
The use of these exemptions is consistent with the role of PCO and the content of the records it controls, both of which involve confidential consultations, deliberations and advice provided to Government on issues of national and international scope. Nonetheless, excluding requests transferred, abandoned or for which no records existed, fully 84% of requesters received records from PCO, in whole or in part, in response to their requests.

Appendix D contains a description of the total exemptions invoked during the 2013-2014 reporting period, as well as those that were not invoked.

## 2.3 Exclusions

The ATIA does not apply to certain information described by s. 68 of the ATIA or to confidences of the Queen's Privy Council pursuant to s. 69. Overall in 2013-2014, s. 68 was cited on 18 occasions, and s. 69 was cited on 211 occasions.

A graphic of the relative use of exclusions in 2013-2014 is shown below. The central use of exclusion under s. 69(1)(e), for records used to brief ministers of the Crown, reflects the role of PCO in providing advice and information to the Prime Minister and to Cabinet and its decision-making structures.



Appendix D contains a description of the total exclusions cited during the 2013-2014 reporting period, as well as those that were not cited.

## **2.4 Format of information released**

Currently, PCO provides records in hard copy only, though it is exploring technology options to release records in a digital format. A total of 428 requests were released on paper. Applicants have the option of receiving the response by mail or by picking it up in person. Nearly all replies were sent to the applicant by mail.

## **2.5 Complexity**

### **2.5.1 Relevant pages processed and disclosed**

A total of 58,409 pages were processed by PCO in 2013-2014, an increase of over 20,000 pages from 2012-2013. For ATI requests which were “all disclosed” or “disclosed in part”, 51,897 pages were processed and 30,354 pages were disclosed. This equates to 59% of these pages having been released, in whole or in part. The pages processed for requests entirely withheld or abandoned amounted to 12% of the total pages processed in 2013-2014, down 5% the previous fiscal year.

### **2.5.2 Relevant pages processed and disclosed by size of request**

Where records were disclosed in whole or in part, 73% of requests, or 312 out of 428, required the processing of less than 100 pages. A total of 91 requests involved the processing of 101-500 pages, and between 501-1000 pages were processed for 16 requests. Requests of between 1001-5000 pages in size, which require significant time and resources to process, totalled 9 and saw over 10,000 pages disclosed.

Note that the number of pages processed is not an accurate gauge of the time required to process an access file. A request of many pages may involve basic records that require relatively little time to review, while small requests of a few pages could contain a complex amalgam of high-level content from several departments, requiring in-depth analysis and consultation.

### **2.5.3 Other complexities**

Consultations were undertaken for 200 (26 %) of the 772 requests completed in 2013-2014. A total of 72 requests required the assessment of fees. Note that, as a single request may accrue more than one complexity, the totals in row 6 of section 2.5.3 will not necessarily be equal to the totals in section 2.1.

## **2.6 Deemed refusals**

In 2013-2014, 17 access to information requests were completed past deadline, or in “deemed refusal”. As shown at section 2.6.1 of the Statistical Report, 15 requests were affected by the unprecedented level of workload in 2013-2014, and 2 requests were delayed by external consultations. The number of days past the deadline for each request is shown at section 2.6.2.

## **2.7 Requests for translation**

The ATIA states at s. 12(2) that “where access to a record or a part thereof is to be given under this Act and the person...requests that access be given in a particular official language, a copy of the record or part thereof shall be given to the person in that language”, (a) if the record already exists in that



language, or (b) if the head of the government institution considers its translation in the public interest. There were no translations requested during the reporting period.

## **PART 3 – Extensions**

### **3.1 Reasons for extensions and disposition of requests**

Subsection 9(1) of the ATIA sets out circumstances under which the initial 30-day time limit for response may be extended. Extensions may be taken for the following reasons:

- if the request is for a large number of records or requires a search through a large number of records, and meeting the original time limit would unreasonably interfere with the operations of the institution;
- if consultation is necessary with other government institutions, other governments or informally with third parties, and it cannot be completed within 30 days; or
- if notice is to be given to a third party (pursuant to s. 27(1)) of the pending release of information or trade secrets of that third party.

During 2013-2014, PCO took 242 extensions under s. 9(1)(a) for interference with operations due to the volume of records, versus 131 the previous year. Third party notification required 29 extensions under s. 9(1)(c), up from 23.

Consultations were a significant driver of extensions during the reporting year. A total of 84 extensions for consultations on Confidences of the Queen's Privy Council and 77 extensions for other types of consultations (161 extensions combined) were taken under s. 9(1)(b). Extensions for consultations were down slightly from the 173 extensions taken in 2012-2013, despite a 16% increase in request volume.

Consultations remain inherent to processing the often complex, interdepartmental records under the control of PCO. When PCO sends a consultation request to another federal institution, it first contacts the department to obtain an estimated response time. For consultations with institutions with large workloads, such as the Department of Foreign Affairs, Trade and Development Canada or the Department of National Defence, PCO verifies whether a previously recommended consultation period is still accurate. These efforts improve the working relationship and provide requesters with a more accurate estimate of when they will receive a response. Contacting the institution being consulted to mutually determine how long the consultation will take is considered a best practice by the OIC.

Note that the extensions above were taken for all dispositions, not solely for records fully disclosed or disclosed in part.

### **3.2 Length of extensions**

During the 2013-2014 reporting period, 15% (63) of the total 432 extensions taken were for 30 days or less, down from 24% of total extensions in 2012-2013. Of the 6 timeframes shown at section 3.2 of the Statistical Report, 61 to 120 days was the most common extension, accounting for 40% of all extensions in both 2012-2013 and 2013-2014. Extensions of 121 days and above rose 4% year-over-year, to 9% of total extensions. These statistics can be considered representative of PCO's consultative requirements

and its 16% increase in workload. PCO remains committed to the responsible use of extensions under the ATIA, consistent with operational demands.

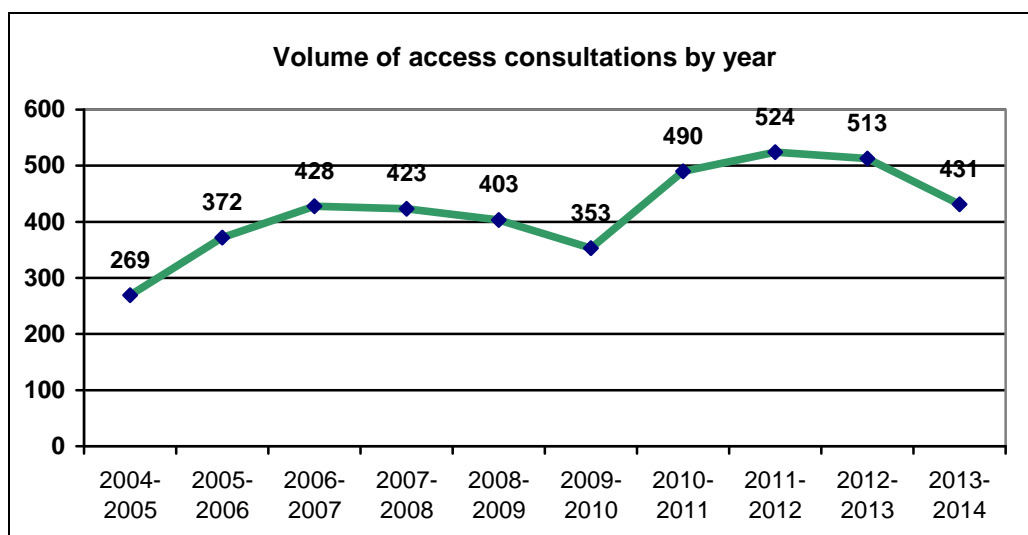
## PART 4 – Fees

The fees collected during the reporting period totalled \$5,054.00, up from \$3,733.00 in 2012-2013. PCO collected \$3,717.00 in application fees on 744 requests, in comparison to \$2,620.00 collected the previous year. In 2013-2014, PCO waived fees totalling \$1,010.00 for 16 requests, principally for search fees and reproduction costs.

## PART 5 – Consultations received from other institutions and organizations

### 5.1 Consultations received from other government institutions and organizations

PCO received 431 consultations from other government institutions and organizations during the reporting year, a decrease of 19%, as shown below.



In parallel with the decrease in total consultations received, the number of pages sent for review decreased by 20%, to approximately 16,000 pages. The institutions which sought the views of PCO included the Department of National Defence; the Department of Foreign Affairs, Trade and Development Canada; the Canadian Security Intelligence Service; the Department of Finance; the Royal Canadian Mounted Police; and Public Safety Canada.

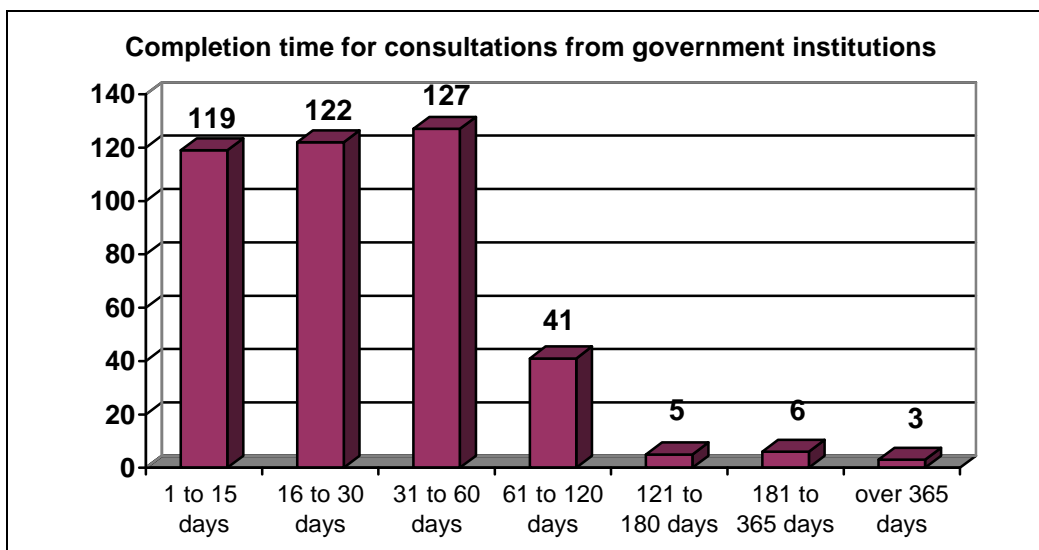
### 5.2 Recommendations and completion time for consultations received from other government institutions

A total of 423 consultation requests from other government institutions were completed by PCO during 2013-2014.

Between 2011-2012 and 2012-2013, the number of consultations among government institutions rose 7.7% (*latest figures available: 2012-2013, Info Source Bulletin 36B*). Over the last ten years, the volume of consultations sent to PCO has risen approximately 80%. Consultations now account for a significant

portion of the workload and make demands on both PCO ATIP resources and on the PCO records authorities who provide consultative guidance. Nonetheless, in 2013-2014, the Department responded to 57% of consultations (241) from other government institutions in 30 days or less. Almost 28% of consultations (119) were responded to in 15 days or less. PCO recognizes that a prompt rate of response to consulting institutions contributes to more timely service to the public at the broader government level. The recommendations given in response to these consultations were predominantly to disclose the records, either entirely or in part.

The total files relative to response times are shown in the chart below.



### 5.3 Recommendations and completion time for consultations received from other organizations

A total of 7 consultation requests from other organizations were completed by PCO during 2013-2014. Two consultations were responded to within 15 days, and the remainder were responded to within 16 to 60 days. The majority of the consultations were disclosed entirely or in part, and consultation with another institution was recommended in one instance.

## PART 6 – Completion time of consultations on Cabinet confidences

In accordance with Treasury Board guidelines in force in 2013-2014, PCO ATIP consulted with PCO Cabinet Confidences Counsel (CCC) for the review and certification of Cabinet confidences contained in government records. PCO ATIP sent 94 consultations to PCO CCC in the reporting period, up from 52 in 2012-2013. Expressed as a percentage of total consultations sent, the total number of responses received past deadline declined substantially year-over-year, from 77% (40 of 52) in 2012-2013 to 12% (11 of 94) in this reporting year.

Regarding the 2 columns at part 6 of the Statistical Report, note that column 1 lists the number of responses received by the time taken to respond. Column 2 lists the number of responses received past deadline by the number of days past that deadline (in cases where the response was received past the deadline). Therefore, the 2 columns do not correlate horizontally. For example, if a consultation was

given a deadline to respond of 30 days, but was returned in 35 days (5 days past that deadline), one request would be entered at row 3, column 1, and one request would be entered in row 1, column 2.

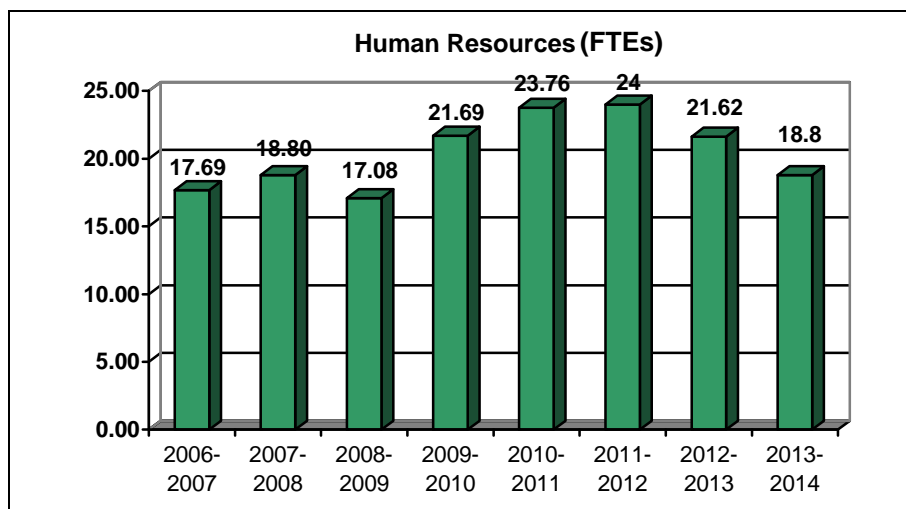
## **PART 7 – Resources related to the *Access to Information Act***

### **7.1 Costs**

Salary costs associated with administration of the ATIA were \$1,653,526.00 for 2013-2014, up from \$1,578,793.00 in 2012-2013. Overtime costs totalled \$35,252.00, up from \$11,068.00. Goods and services amounted to \$342,284.00, up from \$110,760.00. The sum of professional services contracts amounted to \$318,506.00 and other services \$23,778.00. Total costs were \$2,031,062.00, up from \$1,700,621.00 in 2012-2013. These costs do not include the resources expended by policy areas of PCO to meet the requirements of the ATIA.

### **7.2 Human resources**

It remains a challenge to attract and retain ATIP personnel, given the shortage of qualified analysts across the federal government. PCO human resources capacity for the 2013-2014 reporting period was 18.80 employees out of 27 approved full time equivalents (FTEs), as shown in the chart below. This is a decrease in resources over the 21.62 FTEs of the previous year, and reflects the employment opportunities available to ATIP professionals across government and the current climate of restraint. During 2014-2015, PCO will ensure its ATI resources are at levels appropriate to meet demand.



Note that the 2011-2012 Statistical Report on the ATIA did not permit the reporting of person-year utilization in fractions.

## Supplementary Statistical Reporting Appendix

The Supplementary Statistical Reporting Appendix is shown at Appendix C. As indicated, there were 652 informal releases of previously released access to information packages in 2013-2014. PCO completed no Privacy Impact Assessments (PIAs). In regard to completion times of consultations on Cabinet confidences under the ATIA - requests with the Privy Council Office, and as reported at Part 6 of the Statistical Report, PCO ATIP submitted 94 consultations to PCO-CCC in the reporting period. More than half of consultations were completed in 15 days or less, and 87% of consultations within 30 days. Twelve consultations were completed in 31-120 days, and one consultation of 101-500 pages was completed in 181-365 days. The majority, 70 consultations, involved fewer than 100 pages, while 2 consultations were between 1001-5000 pages in volume.

Note that in regard to ATIP, PCO consults only with PCO Legal representatives. Therefore, no data appears in the table entitled "Completion Time of Consultations on Cabinet Confidences under the ATIA - Requests with Legal Services" and the table entitled "Completion Time of Consultations on Cabinet Confidences under the PA - Requests with Legal Services".

Completion times of consultations on Cabinet confidences under the PA, requests with the Privy Council Office, are reported in the PCO 2013-2014 Annual Report to Parliament on the *Privacy Act*.

## Appendices

**Appendix A: Delegation order**

**Appendix B: 2013-2014 Statistical Report on the *Access to Information Act***

**Appendix C: Supplementary Statistical Reporting Appendix**

**Appendix D: Exemptions and exclusions**

## Appendix A: Delegation order

### *Access to Information Act*

#### DELEGATION ORDER

The Prime Minister, as head of the Privy Council Office and pursuant to section 73 of the *Access to Information Act*<sup>a</sup>, hereby designates the officers or employees holding the positions set out in the schedule hereto, and any persons acting in those positions, to exercise or perform the powers, duties and functions of the Prime Minister as the head of a government institution under the sections of the *Act* and the regulations opposite each position in the schedule.

This delegation order supercedes all previous delegation orders.

### *Loi sur l'accès à l'information*

#### ARRÊTÉ DE DÉLÉGATION

Le Premier ministre, en sa qualité de responsable du Bureau du Conseil privé et conformément à l'article 73 de la *Loi sur l'accès à l'information*<sup>a</sup>, délègue aux titulaires des postes énumérés en annexe, et à toutes autres personnes agissant dans ces postes de façon intérimaire, ses attributions à titre de responsable d'une institution fédérale aux termes des articles de la *Loi* et du règlement figurant en regard de chaque poste à l'annexe.

Le présent arrêté de délégation remplace et annule tout arrêté qui le précède.



Prime Minister / Premier ministre

June 13, 2008  
Date

<sup>a</sup> R.S. 1985, c. A-1 / L.R. 1985, ch. A-1

## **SCHEDULE / ANNEXE**

<b>Position / Poste</b>	<b>Sections of the Access to Information Act<sup>a</sup> / Articles de la Loi sur l'accès à l'information<sup>a</sup></b>	<b>Sections of the Access to Information Regulations<sup>b</sup> / Articles du Règlement sur l'accès à l'information<sup>b</sup></b>
1. Clerk of the Privy Council and Secretary to the Cabinet. / <i>Greffier du Conseil privé et Secrétaire du Cabinet.</i>	Full delegation. / <i>Délégation entière.</i>	Full delegation. / <i>Délégation entière.</i>
2. Any senior management position within the Privy Council Office that reports directly to the position set out in paragraph 1 above. / <i>Tout poste de la haute gestion au sein du Bureau du Conseil privé, qui se rapporte directement au poste indiqué au paragraphe 1 ci-dessus.</i>	Full delegation. / <i>Délégation entière.</i>	Full delegation. / <i>Délégation entière.</i>
3. All Assistant Secretaries and Assistant Deputy Ministers within the Privy Council Office. / <i>Tous les Secrétaires adjoints et les Sous-ministres adjoints au sein du Bureau du Conseil privé.</i>	Full delegation. / <i>Délégation entière.</i>	Full delegation. / <i>Délégation entière.</i>
4. Any management position that is responsible for a unit within the Privy Council Office and that reports directly to a position covered by paragraph 2 above other than the Assistant Deputy Minister of Corporate Services Branch. / <i>Tout poste de gestionnaire qui est responsable pour une unité au sein du Bureau du Conseil privé et qui se rapporte directement à un poste envisagé au paragraphe 2 ci-dessus autre que le Sous-ministre adjoint de la Direction générale des services ministériels.</i>	Full delegation. / <i>Délégation entière.</i>	Full delegation. / <i>Délégation entière.</i>
5. Coordinator of Access to Information within the Privy Council Office. / <i>Coordonateur/trice de l'accès à l'information au sein du Bureau du Conseil privé.</i>	7; 8(1); 9; 10; 11(2); 11(3); 11(4); 11(5); 11(6); 12(2)(b); 12(3)(b); 13; 19; 20; 27(1); 27(4); 28(1)(b); 28(2); 28(4); 29(1); 33; 37(4); 43(1); 44(2).	6(1); 8.

<sup>a</sup> R.S. 1985, c. A-1 / L.R. 1985, ch. A-1

<sup>b</sup> SOR/83-507 / DORS/83-508



## Appendix B: 2013-2014 Statistical Report on the *Access to Information Act*



### Statistical Report on the *Access to Information Act*

Name of institution: Privy Council Office

Reporting period: 2013-04-01 to 2014-03-31

#### **PART 1 – Requests under the *Access to Information Act***

##### 1.1 Number of Requests

	Number of Requests
Received during reporting period	907
Outstanding from previous reporting period	146
<b>Total</b>	<b>1053</b>
Closed during reporting period	772
Carried over to next reporting period	281

##### 1.2 Sources of requests

Source	Number of Requests
Media	588
Academia	33
Business (Private Sector)	103
Organization	63
Public	120
<b>Total</b>	<b>907</b>

#### **PART 2 – Requests closed during the reporting period**

##### 2.1 Disposition and completion time

Disposition of requests	Completion Time							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	
All disclosed	3	1	6	5	0	1	0	16
Disclosed in part	26	94	47	152	40	43	10	412
All exempted	3	9	3	10	0	0	0	25
All excluded	3	12	14	12	12	2	1	56
No records exist	34	135	9	3	0	0	0	181
Request transferred	12	0	0	0	0	0	0	12
Request abandoned	40	17	5	2	2	2	0	68
Treated informally	1	0	0	0	0	1	0	2
<b>Total</b>	<b>122</b>	<b>268</b>	<b>84</b>	<b>184</b>	<b>54</b>	<b>49</b>	<b>11</b>	<b>772</b>

## 2.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests	Section	Number of requests
13(1)(a)	4	16(2)(a)	1	18(a)	3	20.1	1
13(1)(b)	0	16(2)(b)	3	18(b)	4	20.2	0
13(1)(c)	6	16(2)(c)	3	18(c)	0	20.4	0
13(1)(d)	3	16(3)	0	18(d)	3	21(1)(a)	208
13(1)(e)	1	16.1(1)(a)	1	18.1(1)(a)	0	21(1)(b)	293
14(a)	3	16.1(1)(b)	0	18.1(1)(b)	0	21(1)(c)	32
14(b)	1	16.1(1)(c)	3	18.1(1)(c)	0	21(1)(d)	25
15(1) - I.A.*	166	16.1(1)(d)	0	18.1(1)(d)	0	22	6
15(1) - Def.*	0	16.2(1)	0	19(1)	267	22.1(1)	2
15(1) - S.A.*	0	16.3	0	20(1)(a)	1	23	99
16(1)(a)(i)	1	16.4(1)(a)	0	20(1)(b)	23	24(1)	16
16(1)(a)(ii)	2	16.4(1)(b)	0	20(1)(b.1)	0	26	2
16(1)(a)(iii)	1	16.5	0	20(1)(c)	18		
16(1)(b)	2	17	4	20(1)(d)	12		
16(1)(c)	6						
16(1)(d)	0						

\* I.A.: International Affairs    Def.: Defence of Canada    S.A.: Subversive Activities

## 2.3 Exclusions

Section	Number of requests	Section	Number of requests	Section	Number of requests
68(a)	18	69(1)(a)	9	69(1)(g) re (a)	18
68(b)	0	69(1)(b)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(c)	7	69(1)(g) re (c)	21
68.1	0	69(1)(d)	10	69(1)(g) re (d)	17
68.2(a)	0	69(1)(e)	88	69(1)(g) re (e)	32
68.2(b)	0	69(1)(f)	0	69(1)(g) re (f)	9
				69.1(1)	0

## 2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	16	0	0
Disclosed in part	412	0	0
Total	428	0	0

## 2.5 Complexity

### 2.5.1 Relevant pages processed and disclosed

Disposition of requests	Number of pages processed	Number of pages disclosed	Number of requests
All disclosed	6806	6806	16
Disclosed in part	45091	23548	412
All exempted	1117	0	25
All excluded	1415	0	56
Request abandoned	3980	3299	68

## 2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less than 100 pages processed		101-500 pages processed		501-1000 pages processed		1001-5000 pages processed		More than 5000 pages processed	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed
All disclosed	13	260	0	0	0	0	3	6546	0	0
Disclosed in part	299	4607	91	8759	16	6084	6	4098	0	0
All exempted	24	0	0	0	1	0	0	0	0	0
All excluded	53	0	3	0	0	0	0	0	0	0
Abandoned	59	138	7	1780	2	1381	0	0	0	0
<b>Total</b>	<b>448</b>	<b>5005</b>	<b>101</b>	<b>10539</b>	<b>19</b>	<b>7465</b>	<b>9</b>	<b>10644</b>	<b>0</b>	<b>0</b>

## 2.5.3 Other complexities

Disposition	Consultation required	Assessment of fees	Legal advice sought	Other	Total
All disclosed	2	1	0	0	3
Disclosed in part	149	46	0	0	195
All exempted	5	2	0	0	7
All excluded	40	4	0	0	44
Abandoned	4	19	0	0	23
<b>Total</b>	<b>200</b>	<b>72</b>	<b>0</b>	<b>0</b>	<b>272</b>

## 2.6 Deemed refusals

### 2.6.1 Reasons for not meeting statutory deadline

Number of requests closed past the statutory deadline	Principal Reason			
	Workload	External consultation	Internal consultation	Other
17	15	2	0	0

### 2.6.2 Number of days past deadline

Number of days past deadline	Number of requests past deadline where no extension was taken	Number of requests past deadline where an extension was taken	Total
1 to 15 days	2	6	8
16 to 30 days	0	3	3
31 to 60 days	0	1	1
61 to 120 days	0	1	1
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	4	0	4
<b>Total</b>	<b>6</b>	<b>11</b>	<b>17</b>

## 2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

## PART 3 – Extensions

### 3.1 Reasons for extensions and disposition of requests

Disposition of requests where an extension was taken	9(1)(a) Interference with operations	9(1)(b) Consultation		9(1)(c) Third party notice
		Section 69	Other	
All disclosed	11	0	1	1
Disclosed in part	190	51	65	25
All exempted	10	0	2	1
All excluded	9	28	5	0
No records exist	15	2	0	0
Request abandoned	7	3	4	2
<b>Total</b>	<b>242</b>	<b>84</b>	<b>77</b>	<b>29</b>

### 3.2 Length of extensions

Length of extensions	9(1)(a) Interference with operations	9(1)(b) Consultation		9(1)(c) Third party notice
		Section 69	Other	
30 days or less	53	4	4	2
31 to 60 days	103	6	22	4
61 to 120 days	83	46	35	7
121 to 180 days	3	28	16	3
181 to 365 days	0	0	0	11
365 days or more	0	0	0	2
<b>Total</b>	<b>242</b>	<b>84</b>	<b>77</b>	<b>29</b>



#### **PART 4 – Fees**

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of requests	Amount	Number of requests	Amount
Application	744	\$3,717	9	\$45
Search	10	\$557	4	\$325
Production	0	\$0	0	\$0
Programming	0	\$0	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	8	\$780	3	\$640
<b>Total</b>	<b>762</b>	<b>\$5,054</b>	<b>16</b>	<b>\$1,010</b>

#### **PART 5 – Consultations received from other institutions and organizations**

##### **5.1 Consultations received from other government institutions and organizations**

Consultations	Other government institutions	Number of pages to review	Other organizations	Number of pages to review
Received during reporting period	422	15935	9	148
Outstanding from the previous reporting period	69	2014	1	153
<b>Total</b>	<b>491</b>	<b>17949</b>	<b>10</b>	<b>301</b>
Closed during the reporting period	423	14577	7	105
Pending at the end of the reporting period	68	3372	3	196

##### **5.2 Recommendations and completion time for consultations received from other government institutions**

Recommendation	Number of days required to complete consultation requests							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	
Disclose entirely	52	37	28	6	1	1	2	127
Disclose in part	53	74	92	32	4	5	1	261
Exempt entirely	0	7	4	2	0	0	0	13
Exclude entirely	1	1	0	1	0	0	0	3
Consult other institution	12	2	2	0	0	0	0	16
Other	1	1	1	0	0	0	0	3
<b>Total</b>	<b>119</b>	<b>122</b>	<b>127</b>	<b>41</b>	<b>5</b>	<b>6</b>	<b>3</b>	<b>423</b>

### 5.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	
Disclose entirely	1	0	1	0	0	0	0	2
Disclose in part	0	1	3	0	0	0	0	4
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	1	0	0	0	0	0	0	1
Other	0	0	0	0	0	0	0	0
Total	2	1	4	0	0	0	0	7

### PART 6 – Completion time of consultations on Cabinet confidences

Number of days	Number of responses received	Number of responses received past deadline
1 to 15	62	3
16 to 30	19	1
31 to 60	6	4
61 to 120	6	2
121 to 180	0	1
181 to 365	1	0
More than 365	0	0
Total	94	11

### PART 7 – Resources related to the Access to Information Act

#### 7.1 Costs

Expenditures		Amount
Salaries		\$1,653,526
Overtime		\$35,252
Goods and Services		\$342,284
• Professional services contracts	\$318,506	
• Other	\$23,778	
Total		\$2,031,062

## 7.2 Human Resources

Resources	Dedicated full-time to ATI activities	Dedicated part-time to ATI activities	Total
Full-time employees	9.40	0.00	9.40
Part-time and casual employees	4.70	0.00	4.70
Regional staff	0.00	0.00	0.00
Consultants and agency personnel	1.88	0.00	1.88
Students	2.82	0.00	2.82
Total	18.80	0.00	18.80

## Appendix C: Supplementary Statistical Reporting Appendix

### Appendix A

#### Previously released ATI package released informally

Institution	Number of informal releases of previously released ATI packages
Privy Council Office	652

#### Completed Privacy Impact Assessments (PIAs)

Institution	Number of Completed PIAs
Privy Council Office	Nil

#### Completion Time of Consultations on Cabinet Confidences under the ATIA - Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More Than 5,000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

#### Completion Time of Consultations on Cabinet Confidences under the ATIA - Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More Than 5,000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	48	280	11	413	2	119	1	595	0	0
16 to 30	16	105	2	16	1	639	0	0	0	0
31 to 60	4	71	1	5	1	639	0	0	0	0
61 to 120	2	15	1	0	2	555	1	595	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	1	13	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	70	0	16	0	6	0	2	0	0	0



**Completion Time of Consultations on Cabinet Confidences under the PA - Requests with Legal Services**

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More Than 5,000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

**Completion Time of Consultations on Cabinet Confidences under the PA - Requests with Privy Council Office**

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1,000 Pages Processed		1,001-5,000 Pages Processed		More Than 5,000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	1	33	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	1	33	0	0	0	0	0	0	0	0

## Appendix D: Exemptions and exclusions

### Exemptions invoked

The total numbers of requests for which specific exemptions were invoked during the 2013-2014 reporting period are as follows:

4 under s. 13(1)(a) – information obtained in confidence from the government of a foreign state or institution  
6 under s. 13(1)(c) – information obtained in confidence from the government of a province or institution  
3 under s. 13(1)(d) – information obtained in confidence from a municipal or regional government  
1 under s. 13(1)(e) – information obtained in confidence from an aboriginal government  
3 under s. 14(a) – information expected to be injurious to the government’s federal-provincial affairs, specifically, federal-provincial consultations or deliberations  
1 under s. 14(b) – information expected to be injurious to the government’s federal-provincial affairs, specifically, strategies or tactics adopted or to be adopted by the government relating to the conduct of federal-provincial affairs  
166 under s. 15(1) I.A. – information related to international affairs  
1 under s. 16(1)(a)(i) – government records related to the detection, prevention or suppression of crime  
2 under s. 16(1)(a)(ii) – government records related to the enforcement of any law of Canada or a province  
1 under s. 16(1)(a)(iii) – government records related to activities suspected of constituting threats to the security of Canada  
2 under s. 16(1)(b) – information relating to investigative techniques or plans for specific lawful investigations  
6 under s. 16(1)(c) – information related to law enforcement and investigations, including civil investigations and administrative investigations  
1 under s. 16(2)(a) – information which could facilitate the commission of a crime such as crime methods or techniques  
3 under s. 16(2)(b) – information which could facilitate the commission of a crime such as technical information relating to weapons or potential weapons  
3 under s. 16(2)(c) – information which could facilitate the commission of a crime such as the vulnerability or methods employed to protect particular buildings, structures, or systems  
1 under s. 16.1(1)(a) – records related to investigations by the Auditor General of Canada  
3 under s. 16.1(1)(c) – records related to investigations by the Information Commissioner  
4 under s. 17 – safety of individuals, including the identity of police informants and the victims of violence or acts of threats or intimidation  
3 under s. 18(a) – trade secrets or financial, commercial, scientific or technical information that belongs to the Government of Canada  
4 under s. 18(b) – information which could prejudice the competitive position of a government institution  
3 under s. 18(d) – information materially injurious to the financial interests of a government institution or to the economic interests of Canada  
267 under s. 19(1) – personal information  
1 under s. 20(1)(a) – trade secrets of a third party  
23 under s. 20(1)(b) – financial, commercial, scientific or technical information supplied to a government institution in confidence by a third party

18 under s. 20(1)(c) – information that could result in material financial loss or gain to a third party  
12 under s. 20(1)(d) – information which could interfere with the negotiations of a third party  
1 under s. 20.1 – third party investment information obtained by the Public Sector Pension Investment Board  
208 under s. 21(1)(a) – advice or recommendations developed by or for a government institution or minister  
293 under s. 21(1)(b) – consultations or deliberations related to operations of government  
32 under s. 21(1)(c) – positions or plans developed for negotiations by the Government of Canada  
25 under s. 21(1)(d) – plans for the management of a government institution that have not yet been put into operation  
6 under s. 22 – information relating to testing or auditing procedures or techniques  
2 under s. 22.1(1) – draft internal audits less than 15 years old  
99 under s. 23 – information subject to solicitor-client privilege  
16 under s. 24(1) – information restricted by or pursuant to any provision set out in Schedule II of the ATIA  
2 under s. 26 – records which will be published by a government institution within ninety days after the request is made

### **Exemptions not invoked**

The following exemptions were not invoked by PCO during the 2013-2014 reporting period:

s. 13(1)(b) – information obtained in confidence from an international organization of states or an institution  
s. 15(1) Def. – information related to the defence of Canada  
s. 15(1) S.A. – information which could compromise the prevention of subversive activities  
s. 16(1)(d) – information the disclosure of which could compromise the security of penal institutions  
s. 16(3) – policing services of the RCMP for the provinces and the municipalities  
s. 16.1(1)(b) – records related to investigations by the Commissioner of Official Languages for Canada  
s. 16.1(1)(d) – records related to investigations by the Privacy Commissioner  
s. 16.2(1) – records related to investigations by the Commissioner of Lobbying  
s. 16.3 – records related to investigations under the *Canada Elections Act*  
s. 16.4(1)(a) – records related to investigations under the *Public Servants Disclosure Protection Act* for the Public Sector Integrity Commissioner  
s. 16.4(1)(b) – records from a conciliator related to investigations under the *Public Servants Disclosure Protection Act* for the Public Sector Integrity Commissioner  
s. 16.5 – records related to a disclosure under the *Public Servants Disclosure Protection Act*  
s. 18(c) – scientific or technical information obtained through research by an officer or employee of a government institution  
s. 18.1(1)(a) – records related to the economic interests of the Canada Post Corporation  
s. 18.1(1)(b) – records related to the economic interests of Export Development Canada  
s. 18.1(1)(c) – records related to the economic interests of the Public Sector Pension Investment Board  
s. 18.1(1)(d) – records related to the economic interests of VIA Rail Canada Inc.  
s. 20(1)(b.1) – third party information related to emergency management plans  
s. 20.2 – third party investment information obtained by the Canada Pension Plan Investment Board  
s. 20.4 – performance contracts with the National Arts Centre Corporation

## Exclusions cited

The total numbers of requests for which specific exclusions were cited during the 2013-2014 reporting period are as follows:

18 under s. 68(a) – published material  
9 under s. 69(1)(a) – memoranda to Cabinet  
7 under s. 69(1)(c) – agenda and records of Cabinet deliberations  
10 under s. 69(1)(d) – records of communication between Ministers  
88 under s. 69(1)(e) – records used to brief ministers of the Crown  
18 under s. 69(1)(g) re (a) – records that contain information about records referred to in s. 69(1)(a)  
21 under s. 69(1)(g) re (c) – records that contain information about records referred to in s. 69(1)(c)  
17 under s. 69(1)(g) re (d) – records that contain information about records referred to in s. 69(1)(d)  
32 under s. 69(1)(g) re (e) – records that contain information about records referred to in s. 69(1)(e)  
9 under s. 69(1)(g) re (f) – records that contain information about records referred to in s. 69(1)(f)

## Exclusions not cited

The following exclusions were not cited by PCO during the 2013-2014 reporting period:

s. 68(b) – museum or library material  
s. 68(c) – material donated to Canadian museums or archives  
s. 68.1 – journalistic, creative or programming records of the Canadian Broadcasting Corporation  
s. 68.2(a) – administrative records of Atomic Energy of Canada Limited  
s. 68.2(b) – operational records of Atomic Energy of Canada Limited  
s. 69(1)(b) – discussion papers  
s. 69(1)(f) – draft legislation  
s. 69(1)(g) re (b) – records that contain information about records referred to in s. 69(1)(b)  
s. 69.1(1) – disclosure prohibited by a certificate under the *Canada Evidence Act*