



Veterans Review and
Appeal Board Canada

Tribunal des anciens combattants
(révision et appel) Canada

Report on the Administration of the *Access to Information Act*



2013-2014

Canada 

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Message from the Chairperson



On behalf of the Veterans Review and Appeal Board, I am pleased to present the 2013-2014 annual report to Parliament on the administration of the *Access to Information Act*.

This legislation gives Canadian citizens the right to access information in records held by the Government of Canada. It exists to protect the rights of individuals and to promote accountability and dialogue between citizens and their government. In 2013-2014, the Board continued to receive and process requests under the *Access to Information Act* for individuals exercising their rights under this legislation.

This year was a busy one for the Board, as our Access to Information and Privacy (ATIP) Unit dealt with an increase in requests under the *Access to Information Act* and the *Privacy Act*. Our goal in processing these requests is to provide accurate, complete and timely responses

to Canadians in accordance with the law. The ATIP Unit also completed a Privacy Impact Assessment (PIA) on the VRAB Scheduling Application (VSA).

We continued to build and promote a privacy culture at the Board through ongoing training and communications. Our ATIP Unit carried out Board-wide training about the appropriate use and protection of Veterans' personal information to reinforce our obligations and best practices. We participated in the Horizontal Internal Audit of the Protection of Personal Information in Small Departments conducted by the Office of the Comptroller General and look forward to feedback for further improvements. We also updated our delegation orders for the *Access to Information Act* and the *Privacy Act* to fully reflect all sections of the Acts and to include both *Access to Information and Privacy Regulations*.

In 2013-2014, the Board continued to provide applicants with an independent avenue of redress for their disability pension, disability award and War Veterans Allowance decisions. In fulfilling this mandate, we are committed to protecting individual rights by upholding the legislation and developing our capacity in matters of access to information and privacy.

A handwritten signature in dark ink, appearing to read 'John D. Larlee', written in a cursive style.

John D. Larlee
Chairperson

The Veterans Review and Appeal Board

Our Objective

The Veterans Review and Appeal Board is an independent, administrative tribunal created in 1995. The Board provides an appeal program for service-related disability decisions made by Veterans Affairs Canada (VAC, the Department). This program gives applicants two levels of redress for disability pension and disability award decisions and the final level of appeal for War Veterans Allowance claims.

The Board's objective is to ensure that Canada's traditional Veterans, Canadian Forces members and Veterans, Royal Canadian Mounted Police applicants, qualified civilians and their families receive the disability pensions, disability awards and other benefits to which they are entitled under the law.

How We Work

The Board operates at arm's-length from the Department to ensure a fair appeal process for applicants. Our work is governed by the *Veterans Review and Appeal Board Act* and delivered by up to 25 permanent Members appointed by the Governor in Council and approximately 80 staff in 2013-2014. Our daily work involves conducting hearings in locations across Canada and issuing written decisions for applicants based on evidence and according to the legislation governing disability benefits.

Our Hearing Program

The Board provides applicants with two levels of redress: a review hearing and a subsequent appeal hearing if they remain dissatisfied. Our hearings are non-adversarial, which means no one argues against the Veteran. Applicants have access to free case preparation and representation at their hearing by the Bureau of Pensions Advocates (a unique organization of lawyers within VAC) or by Service Officers from Veterans organizations. As independent adjudicators, Board Members are not bound by previous decisions and will change them to benefit applicants if there is credible evidence.

The review hearing is the first and only opportunity in the disability adjudication process for applicants to appear before the decision makers and tell their story. We hold review hearings in locations across Canada, and by video conference, where applicants give oral testimony, bring forward witnesses and new information, and present arguments in support of their case. If applicants are not satisfied with their review decision, they can request an appeal hearing. While the legislation does not permit oral testimony at the appeal level, the hearing is a further opportunity for applicants, through their representative, to submit new information and arguments. Appeal hearings are usually held at the Board's Head Office in Charlottetown, Prince Edward Island.

Our Commitment

The Board is committed to upholding the principles of the *Access to Information Act* while providing applicants with a fair and timely appeal process for disability benefits decisions.

1. Introduction

The *Access to Information Act* gives Canadian citizens and individuals present in Canada a broad right of access to information contained in government records under control of the institution, subject to certain specific and limited exceptions. It maintains that government information should be available to the public and should complement and not replace existing procedures for access to government information.

Section 72 of the *Access to Information Act* requires that the head of every government institution prepare an Annual Report, for submission to Parliament, on the administration of the Act within the institution during each fiscal year.

Mandate

The Veterans Review and Appeal Board has full and exclusive jurisdiction to hear, determine and deal with all applications for review and appeal that may be made to the Board under the *Pension Act*, the *Canadian Forces Members and Veterans Re-establishment and Compensation Act* - Part 3, the *War Veterans Allowance Act* and other Acts of Parliament. All matters related to appeals under this legislation are authorized under the *Veterans Review and Appeal Board Act*.

This Board also adjudicates duty related pension applications under the authority of the *Royal Canadian Mounted Police Pension Continuation Act* and the *Royal Canadian Mounted Police Superannuation Act*.

2. How VRAB fulfills its responsibilities under the *Access to Information Act*

The Access to Information and Privacy (ATIP) Office is under the Director, Strategic and Corporate Services who acts on behalf of the Chairperson of the Board to oversee the administration of the *Access to Information Act*.

The ATIP Office consists of a Coordinator, a Deputy Coordinator, an ATIP Officer and a Project (Privacy) Officer.

The Board has full responsibility for the administration of the *Access to Information Act*.

Duties of the ATIP Coordinator's Office include:

- Process requests for information submitted under the *Access to Information Act* in accordance with the legislation, regulations and Treasury Board of Canada Secretariat (TBS) policies and guidelines;
- Provide VRAB managers and staff with advice and guidance regarding the interpretation and application of the *Access to Information Act* and related TBS policies and guidelines;
- Develop policies, procedures and guidelines for the administration of the Act and related TBS policies and guidelines;
- Coordinate the resolution of any complaints against VRAB made to the Information Commissioner under the *Access to Information Act*;
- Promote awareness to ensure employees understand their roles and responsibilities and the Board fulfills its obligations under the Act;
- Respond to Parliamentary written questions on access;
- Support VRAB's commitment to openness and transparency through proactive disclosures and informal releases of information;
- Post on VRAB's web site summaries of completed ATI requests in accordance with TBS directive;
- Review contracts with third parties using TBS guidance documents;
- Prepare and post VRAB chapter of Info Source on the VRAB web site in accordance with TBS directive on decentralization; and
- Prepare annual report to the TBS and Parliament on the *Access to Information Act*.

3. Delegation Order

Delegation Order – Access to Information Act and Access to Information Regulations

The Chairperson, Veterans Review and Appeal Board, pursuant to section 73 of the *Access to Information Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the Chairperson as the head of the Veterans Review and Appeal Board, under the provisions of the Act and related regulations set out in the schedule opposite each position. This designation replaces all previous delegation orders.

Delegation of authority under the Access to Information Act

Provision	Description	Title of Position(s)
4(2.1)	Responsibility of government institutions	ATIP Coordinator Deputy Coordinator ATIP Officer
7(a)	Notice when access requested	ATIP Coordinator Deputy Coordinator ATIP Officer
7(b)	Giving access to the record	ATIP Coordinator Deputy Coordinator
8(1)	Transfer of request	ATIP Coordinator Deputy Coordinator ATIP Officer
9	Extension of time limits	ATIP Coordinator Deputy Coordinator ATIP Officer
11(2)(3)(4)(5)(6)	Additional fees	ATIP Coordinator Deputy Coordinator ATIP Officer
12(2)(b)	Language of access	ATIP Coordinator Deputy Coordinator ATIP Officer
12(3)(b)	Access in an alternative format	ATIP Coordinator Deputy Coordinator ATIP Officer
13	Exemption - Information obtained in confidence	ATIP Coordinator Deputy Coordinator
14	Exemption - Federal-provincial affairs	Director General
15	Exemption – International affairs and defence	Director General
16	Exemption – Law enforcement and investigations	ATIP Coordinator Deputy Coordinator

16.5	Exemption – <i>Public Servants Disclosure Protection Act</i>	Director General
17	Exemption – Safety of Individuals	ATIP Coordinator Deputy Coordinator
18	Exemption – Economic interests of Canada	Director General
18.1	Exemption – Economic interest of certain government institutions	Director General
19	Exemption – Personal Information	ATIP Coordinator Deputy Coordinator
20	Exemption – Third party information	ATIP Coordinator Deputy Coordinator
21	Exemption – Operations of government	ATIP Coordinator Deputy Coordinator
22	Exemption – Testing procedures, tests and audits	ATIP Coordinator Deputy Coordinator
22.1	Exemption - Internal audits	ATIP Coordinator Deputy Coordinator
23	Exemption – Solicitor-client privilege	ATIP Coordinator Deputy Coordinator
24	Exemption – Statutory prohibitions	ATIP Coordinator Deputy Coordinator
25	Severability	ATIP Coordinator Deputy Coordinator
26	Refusal of access where information is to be published	ATIP Coordinator Deputy Coordinator
27(1),(4)	Third party notification	ATIP Coordinator Deputy Coordinator
28(1)(b),(2),(4)	Third party notification	ATIP Coordinator Deputy Coordinator
29(1)	Where the Information Commissioner recommends disclosure	ATIP Coordinator Deputy Coordinator
33	Notice to Information Commissioner of third party notification	ATIP Coordinator Deputy Coordinator
35(2)(b)	Right to make representations	ATIP Coordinator Deputy Coordinator
37(1)	Notice of actions to implement recommendations of Commissioner	ATIP Coordinator Deputy Coordinator
37(4)	Access to be given to complainant	ATIP Coordinator Deputy Coordinator

43(1)	Notice to third party of application to Federal Court for review	ATIP Coordinator Deputy Coordinator
44(2)	Notice to requester of application for review by third party	ATIP Coordinator Deputy Coordinator
52(2)(b)	Special rules for hearings	ATIP Coordinator Deputy Coordinator
52(3)	<i>Ex parte</i> representations	ATIP Coordinator Deputy Coordinator
71(1)	Facilities for inspection of manuals	ATIP Coordinator Deputy Coordinator
72(1)	Report to Parliament	ATIP Coordinator Deputy Coordinator

Delegation of authority under the *Access to Information Regulations*

Provision	Description	Title of Position(s)
6(1)	Transfer of request	ATIP Coordinator Deputy Coordinator ATIP Officer
7(2)	Search and preparation fees	ATIP Coordinator Deputy Coordinator ATIP Officer
7(3)	Production and programming fees	ATIP Coordinator Deputy Coordinator ATIP Officer
8	Method of access	ATIP Coordinator Deputy Coordinator
8.1	Limitations in respect of format	ATIP Coordinator Deputy Coordinator

Dated, at the city of Charlottetown, this thirty-first day of March, 2014



John Larlee

Chairperson, Veterans Review and Appeal Board

4. Statistical Report - Interpretation

The Statistical Report, included in Annex 1, provides a summary of the formal *Access to Information Act* requests processed between the reporting period of April 1, 2013, and March 31, 2014.

PART 1 Requests under the *Access to Information Act*

1.1 Number of Requests

During the reporting period, VRAB received fourteen (14) requests under the *Access to Information Act*. Fifteen (15) requests were completed within the reporting period which included one (1) request that was outstanding from the previous fiscal year.

1.2 Sources of request

Of the fourteen (14) requests received three (3) were from organizations and eleven (11) were from the public.

PART 2 Requests closed during the reporting period

2.1 Disposition and completion time

During the reporting period, fifteen (15) requests were completed. In two (2) of the requests, the information was partially disclosed; in one (1) request, no records existed; and one (1) request was abandoned. In eleven (11) requests, after consulting with the applicants, the information was treated and released informally.

Three (3) of the requests were completed within the 1 to 15 day time limit, six (6) within the 16-30 day time limit, four (4) within the 31 to 60 day time limit and two (2) within 61-120 day time limit.

***Note:** Part 2.2 to 6 inclusive are statistical data on the four (4) requests processed formally under the *Access to Information Act* only and do not include data from the eleven (11) requests processed informally.

2.2 Exemptions

This section of the statistical interpretation identifies the number of requests where specific types of exemptions have been invoked to deny access to government records. During the reporting period, VRAB invoked subsection 19(1) two (2) times.

2.3 Exclusions

Pursuant to sections 68 and 69, the *Access to Information Act* does not apply to published material, material available for purchase by the public, material placed in the Library and Archives of Canada or confidences of the Queen's Privy Council. During the reporting period, there was one (1) occasion in which subsection 68(a) was cited.

2.4 Format of information released

In the two (2) requests that were disclosed in part, one (1) was provided electronically on CD and one (1) was provided on paper.

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

In the two (2) requests where documents were disclosed, there were 889 pages processed and disclosed in whole or in part. In the one (1) request that was abandoned no documents were processed before the request was abandoned.

2.5.2 Relevant pages processed and disclosed by size of requests

Of the two (2) requests closed during the reporting period that had pages disclosed, one release was 30 pages disclosed in part that was less than 100 pages processed. The second release was 859 pages disclosed in part that had between 501-1000 pages processed.

2.5.3 Other complexities

A fee assessment was provided in one (1) case and legal advice was sought in one (1) case.

2.6 Deemed refusals

During the reporting period, VRAB met all statutory deadlines on requests and, therefore, does not have any deemed refusals to report.

2.6.1 Reasons for not meeting statutory deadline

Not applicable.

2.6.2 Number of days past deadline

Not applicable.

2.7 Requests for translation

There was one (1) request for translation accepted during the reporting period.

PART 3 Extensions

During the reporting period, VRAB made no requests for extensions.

3.1 Reasons for extensions and disposition of requests

Not applicable.

3.2 Length of extensions

Not applicable.

PART 4 Fees

In accordance with section 11 of the *Access to Information Act*, the fees collected during the reporting period totalled \$15.00. The fees collected were all application fees. After careful consideration, VRAB made the decision to waive the fees associated with the search and preparation of one (1) request. This waiver amounted to \$610.

PART 5 Consultations received from other institutions and organizations

5.1 Consultations received from other government institutions and organizations

There were four (4) consultations received during the reporting period with a total of twenty-four (24) pages reviewed.

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

The recommendation for the four (4) consultations received was to disclose entirely. Three (3) were processed in less than 15 days and one (1) within 16-30 days.

5.3 Recommendations and completion time for consultations received from other organizations

There were no consultations received from other organizations.

PART 6 Completion time of consultations on Cabinet confidences

There were no consultations on Cabinet confidences.

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

7.1 Costs

During the reporting period, VRAB spent a total of \$37,378.00 administering the *Access to Information Act*. Staff salaries accounted for \$35,907.00, and goods and services, amounted to \$1,471.00.

7.2 Human Resources

Four (4) full-time employees were dedicated to Access to Information activities on a part-time basis.

5. Training

During the reporting period, ATIP training sessions were held for both staff and Board Members. The training sessions dealt with the appropriate use and protection of personal information, what to do if a privacy breach occurs as well as reinforced employees' obligations under the *Access to Information Act* and the *Privacy Act*. These sessions were interactive and employees were engaged in seeking additional information by posing questions pertinent to their own area of work. Nine (9) sessions were held with ninety-nine (99) participants.

Forty-one (41) staff also participated in security briefing sessions that included an overview of both access to information and privacy legislation.

6. Policies, Guidelines and Procedures

The following memoranda are revised and distributed annually to remind all VRAB employees of best practices when handling information:

- Privacy and Protection of Client Information
- Clean Desk Policy
- Need to Know Principle
- Safe Disposal of Protected and Classified Information

These memos and posters ensure continual awareness of employees' roles and responsibilities when handling information and include procedures on the protection and disposal of information.

The Board revised its contract with the Corps of Commissionaires to include a more detailed privacy statement, emphasise the importance of information management, and clarify the role and responsibilities of Commissionaires at VRAB hearings.

Staff access to electronic client files is based on job functions and continues to be reviewed and modified as position duties and roles change.

The VRAB ATIP office also completed a plain language review of all letters sent to requesters. This initiative was launched by the Chair to improve all communications with applicants and their families.

7. Complaints and/or Investigations

The VRAB ATIP Coordinator's Office is pleased to note there were no complaints and/or investigations received during the reporting period

8. Monitoring of process time

The VRAB ATIP office monitors all requests for information in Access Pro Case Management. This software allows for inputting and tracking of requests. The ATIP Officer monitors all requests received in the ATIP office and provides the Deputy Coordinator with a weekly status/progress report.

Annex 1

Statistical Report on the *Access to Information Act*

Name of institution: Veterans Review and Appeal Board

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	14
Outstanding from previous reporting period	1
Total	15
Closed during reporting period	15
Carried over to next reporting period	0

1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	0
Business (Private Sector)	0
Organization	3
Public	11
Total	14

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	0	0	0	0	0	0	0	0
Disclosed in part	0	2	0	0	0	0	0	2
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	1	0	0	0	0	0	1
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	1	0	0	0	0	0	0	1
Treated informally	2	3	4	2	0	0	0	11
Total	3	6	4	2	0	0	0	15

2.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests	Section	Number of requests
13(1)(a)	0	16(2)(a)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(b)	0	18(b)	0	20.2	0
13(1)(c)	0	16(2)(c)	0	18(c)	0	20.4	0
13(1)(d)	0	16(3)	0	18(d)	0	21(1)(a)	0
13(1)(e)	0	16.1(1)(a)	0	18.1(1)(a)	0	21(1)(b)	0
14(a)	0	16.1(1)(b)	0	18.1(1)(b)	0	21(1)(c)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(c)	0	21(1)(d)	0
15(1) - I.A.*	0	16.1(1)(d)	0	18.1(1)(d)	0	22	0
15(1) - Def.*	0	16.2(1)	0	19(1)	2	22.1(1)	0
15(1) - S.A.*	0	16.3	0	20(1)(a)	0	23	0
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(b)	0	24(1)	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(b.1)	0	26	0
16(1)(a)(iii)	0	16.5	0	20(1)(c)	0		
16(1)(b)	0	17	0	20(1)(d)	0		
16(1)(c)	0						
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)	1	69(1)(a)	0	69(1)(g) re (a)	0
68(b)	0	69(1)(b)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(c)	0	69(1)(g) re (c)	0
68.1	0	69(1)(d)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(e)	0	69(1)(g) re (e)	0
68.2(b)	0	69(1)(f)	0	69(1)(g) re (f)	0
				69.1(1)	0

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	0	0	0
Disclosed in part	1	1	0
Total	1	1	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	0	0	0
Disclosed in part	889	889	2
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	1

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	0	0	0	0	0	0	0	0	0	0
Disclosed in part	1	30	0	0	1	859	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Abandoned	1	0	0	0	0	0	0	0	0	0
Total	2	30	0	0	1	859	0	0	0	0

2.5.3 Other complexities

Disposition	Consultation required	Assessment of fees	Legal advice sought	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	0	1	1	0	2
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	0	0	0	0
Total	0	1	1	0	2

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
0	0	0	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	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	0	0

2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	1	0	1
French to English	0	0	0
Total	1	0	1

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	0	0	0	0
Disclosed in part	0	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	0	0	0	0

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	0	0	0	0
31 to 60 days	0	0	0	0
61 to 120 days	0	0	0	0
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	0	0	0	0

PART 4 – Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of requests	Amount	Number of requests	Amount
Application	3	\$15	0	\$0
Search	0	\$0	1	\$610
Production		\$0	0	\$0
Programming	0	\$0	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	0	\$0
Total	3	\$15	1	\$610

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	4	24	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	4	24	0	0
Closed during the reporting period	4	24	0	0
Pending at the end of the reporting period	0	0	0	0

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	than 365 days	
Disclose entirely	3	1	0	0	0	0	0	4
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	3	1	0	0	0	0	0	4

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	than 365 days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

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	0	0
16 to 30	0	0
31 to 60	0	0
61 to 120	0	0
121 to 180	0	0
181 to 365	0	0
More than 365	0	0
Total	0	0

PART 7 – Resources related to the Access to Information Act

7.1 Costs

Expenditures		Amount
Salaries		\$35,907
Overtime		\$0
Goods and Services		\$1,471
• Professional services contracts	\$0	
• Other	\$1,471	
Total		\$37,378

7.2 Human Resources

Resources	Dedicated full-time to ATI activities	Dedicated part-time to ATI activities	Total
Full-time employees	0.00	4.00	4.00
Part-time and casual employees	0.00	0.00	0.00
Regional staff	0.00	0.00	0.00
Consultants and agency personnel	0.00	0.00	0.00
Students	0.00	0.00	0.00
Total	0.00	4.00	4.00

Appendix A

Previously released ATI package released informally

Institution	Number of informal releases of previously released ATI packages
Veterans Review and Appeal Board	3

Completed Privacy Impact Assessments (PIAs)

Institution	Number of Completed PIAs
Veterans Review and Appeal board	1

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	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

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