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Heritage

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Canada



Access to Information Act

Annual Report 2012-2013



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Access to Information Act

ANNUAL REPORT
(April 1, 2012 to March 31, 2013)

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Access to Information Act

ANNUAL REPORT (April 1, 2012 to March 31, 2013)

1.0 Introduction

Canadian Heritage is pleased to present to Parliament its annual report on the administration of the *Access to Information Act* for fiscal year April 1, 2012 to March 31, 2013. Section 72 of the *Act* requires that the head of every federal government institution submit an annual report to Parliament on the administration of the *Act* during the fiscal year.

The purpose of the *Access to Information Act* is to provide a right of access to information in records under the control of a government institution. It maintains that government information should be available to the public; that necessary exceptions to the right of access should be limited and specific; and that decisions on the disclosure of government information should be reviewed independently of government.

Canadian Heritage is fully committed to both the spirit and the intent of the *Access to Information Act* to ensure openness and transparency within the Department. The information contained in this report provides an overview of the activities of the Department in implementing the *Act*.

2.0 Mandate of Canadian Heritage

The Department of Canadian Heritage and Canada's major national cultural institutions play a vital role in the cultural, civic and economic life of Canadians. We work together to support culture, the arts, heritage, official languages, citizenship and participation, in addition to Aboriginal, youth, and sport initiatives.

The Department of Canadian Heritage is responsible for programs and policies that help all Canadians participate in their shared cultural and civic life. The Department's legislative mandate is set out in the *Department of Canadian Heritage Act* and other statutes for which the Minister of Canadian Heritage and Official Languages is responsible and presents a wide-ranging list of responsibilities for the Minister under the heading of "Canadian identity and values, cultural development, and heritage."

The Department oversees numerous statutes, namely the *Broadcasting Act*, the *Copyright Act* and the *Investment Canada Act* (the latter two acts shared with Industry Canada), the *Official Languages Act* (Part VII), the *Museums Act*, the *Cultural Property Export and Import Act*, the *Status of the Artist Act*, and the *Physical Activity and Sport Act* (shared with Health Canada).

The Department of Canadian Heritage is specifically responsible for formulating and implementing cultural policies related to copyright, foreign investment and broadcasting, as well as policies related to arts, culture, heritage, official languages, sport, state ceremonial and protocol, and Canadian symbols. The Department's main program activities are delivered through funding of community and third-party organizations to promote the benefits of culture, identity, and sport for Canadians.

The Minister of Canadian Heritage and Official Languages is responsible for the Department and is assisted by the Minister of State for Sport. The Canadian Heritage Portfolio consist of the Department, including two special operating agencies, the Canadian Conservation Institute and the Canadian Heritage Information Network, as well as four departmental agencies, ten Crown corporations and one administrative tribunal. The Canadian Heritage Portfolio also includes four organizations active in human resources which report to Parliament through the Minister.

3.0 The Access to Information and Privacy Secretariat

The Access to Information and Privacy (ATIP) Secretariat is responsible for administering the *Access to Information Act* within Canadian Heritage. Its mandate is to act on behalf of the Minister of Canadian Heritage in ensuring compliance with legislation, regulations and government policy and to create departmental directives, including standards, in all matters relating to the *Act*. The powers, duties and functions of the administration of the *Access to Information Act* have been fully delegated by the Minister to the Director of the Access to Information and Privacy Secretariat.

During the reporting period, the Secretariat consisted of the following positions: Director, Deputy Director, six analysts, one project manager and two administrative support staff. In the departmental organizational structure, the ATIP Secretariat reports to the Corporate Secretary for Canadian Heritage.

The activities of the ATIP Secretariat include:

- receiving and processing requests in accordance with the *Act*;
- promoting awareness of the *Act* within the Department;
- preparing the annual report to Parliament, the annual statistical report and maintaining the Department's *Info Source* chapter;
- monitoring departmental compliance with the *Act*; and
- providing professional advice and guidance to senior management and all departmental staff on the *Act*.

The ATIP Secretariat is continuously looking for new ways to streamline the processing of requests. There were many small amendments to procedures related to access to information in order to make the process more efficient, however these amendments did not result in significant changes to institution-specific policies, guidelines and procedures during this reporting period.

4.0 Administration of Requests under the *Access to Information Act*

4.1 Access Requests

The ATIP Secretariat received a total of 237 requests during the reporting period of April 1, 2012 to March 31, 2013. Ninety two requests were carried over from the previous reporting period for a total of 329 active requests. See Appendix 2.0 for the Statistical Report on the *Access to Information Act*.

The requests for information received by Canadian Heritage cover a wide range of topics, however, as in previous years, certain subjects tend to predominate. For this reporting period, the most frequently requested information related to the commemoration of the 200th anniversary of the War of 1812. Information pertaining to the Royal Tours and the Diamond Jubilee was also frequently requested. Other information sought pertained to museum funding and planning for upcoming anniversaries.

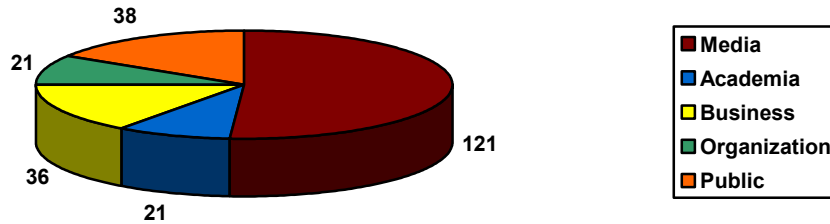
Requests were also made for information related to the grants and contributions process, briefing notes to the Minister and Question Period card information. A number of routine requests were also received including requests for call ups for temporary help services, travel and hospitality expenses, and contract proposals, evaluations and deliverables.

Starting July 2011, the Treasury Board Secretariat required institutions to post lists of completed access to information requests on their website. The goal is to enable the public to make informal requests for records that were previously released. This was the first full reporting period in which we received informal requests as a result of public posting. The ATIP Secretariat received 58 informal requests for information, relating to 170 previously released requests which represented 27,369 pages of records.

In May 2012, the Information Commissioner released a special report, *Measuring Up – Improvements and ongoing concerns in access to information, 2008-2009 to 2010-2011*, containing a report card for Canadian Heritage and an assessment of the department's performance from 2008-2009 to 2010-2011. The Commissioner stated that Canadian Heritage satisfactorily implemented all of the Office of the Information Commissioner's 2008-2009 recommendations and noted, "Canadian Heritage performed well in many regards in 2010-2011, with no files completed late from its current requests." Of the recommendations made in the report, Canadian Heritage has committed to implement them all and strives for continuous improvement.

4.2 Applicant Sources

Of the requests that were received this reporting period, the media made 51% of the requests. The remaining requests were from the public, businesses, academia, and other organizations. In comparison with the last reporting period, statistics show that requests from businesses decreased by 55% and requests from academia quadrupled.

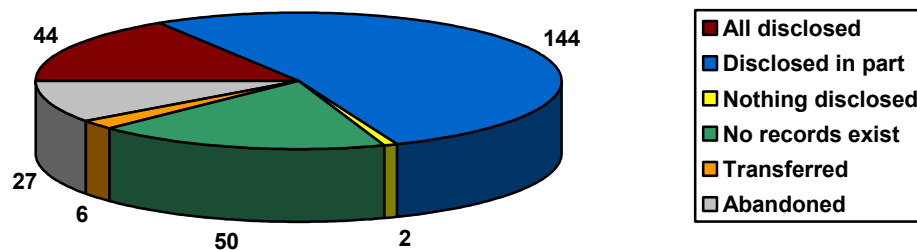


4.3 Extensions

Requests can be extended beyond the 30-day statutory time frame in three circumstances. This reporting period, extensions were taken in 166 cases. In 30 cases, the department required a 30-day time extension to allow for document searching or consultation with other federal institutions. In 136 cases, an extension of over 30 days was required, including 12 for searching, 76 for consultation and 48 for consultation with third parties. Of the requests closed this reporting period, 40% required extensions. This was a 42% increase from last reporting period.

4.4 Completed Requests

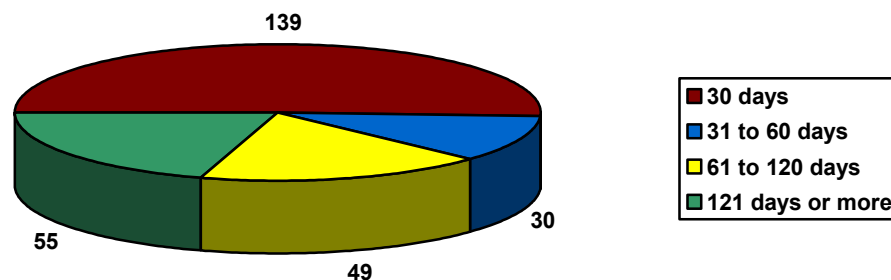
Two hundred and seventy-three requests were completed by the end of March 2013. The majority of requests completed resulted in either a partial disclosure of information (144 requests) or no records (50 requests). The Department fully disclosed information in 44 requests. Information was exempted or excluded entirely in two requests. Thirty-three requests were either transferred to other federal institutions or were abandoned by the applicants.



Of the 201 requests received and closed this reporting period, 98% were completed within the statutory timeframe. While trying to ensure that new requests were completed on time, the ATIP Secretariat continued to make a concerted effort to complete outstanding files. The Information Commissioner's aforementioned report recommended that Canadian Heritage continue with its plan to eliminate its backlog of access requests. To this end, the Secretariat hired consultants to work on a backlog of outstanding requests, a project which is continuing into the 2013-2014 fiscal year. This year, we closed 55% of our backlog files.

The 273 completed requests were processed in the following timeframes:

- 139 requests completed within 30 days (50.9%)
- 30 requests completed within 31 to 60 days (11%)
- 49 requests completed within 61 to 120 days (17.9%)
- 55 requests completed within 121 or more days (20.1%)



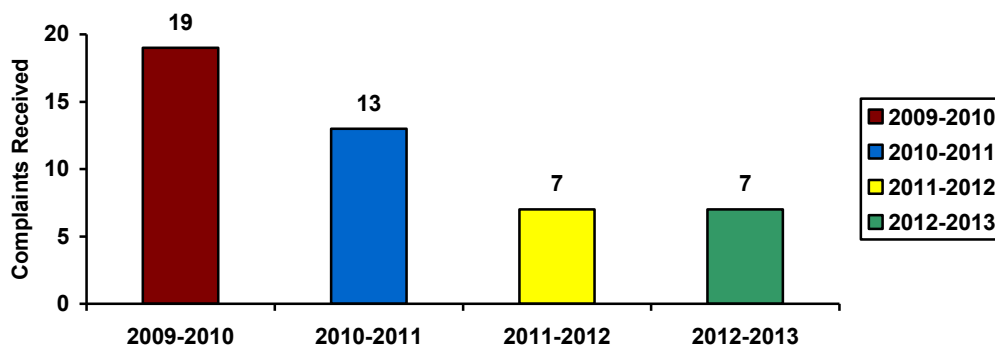
4.5 Exemptions / Exclusions

The *Access to Information Act* does not apply to certain materials. The legislation allows for these materials to be excluded from the processing of a request. This reporting period, exclusions were applied in 30 requests. Subsection 69(1) (confidences of the Queen's Privy Council for Canada) was applied in 24 requests and paragraph 68(a) (published material) was applied in four requests. Additionally, section 68.1 (CBC information relating to journalistic, creative, or programming activities) was applied twice.

The *Access to Information Act* also sets out specific exceptions to the right of access. These exceptions are known as exemptions. Each exemption is intended to protect information relating to a particular public or private interest and form the only basis for refusing access to government information under the *Access to Information Act*. Of the 273 requests completed, exemptions to withhold information were invoked in 144 requests. The exemptions most commonly applied by the Department were: section 19(1) (records containing personal information), applied in 121 requests; section 21(1) (information relating to the internal decision-making processes of government) invoked in 78 requests; and section 20(1) (records containing third-party business information) which was invoked in 52 requests.

4.6 Complaints and Investigations

Seven complaints regarding the processing of access to information requests were filed with the Office of the Information Commissioner of Canada against Canadian Heritage in the fiscal year. The complaint rate has decreased by 63% in the last four years, from 19 complaints received in 2009-2010 to seven in 2012-2013. The reasons for the seven complaints are: length of extensions (1), delay (1), no records existed (1), application of exemptions (3), and miscellaneous (1).



The Office of the Information Commissioner also completed their investigation into four complaints on Canadian Heritage. Their findings concluded that two complaints were not well founded, one complaint was settled, one complaint was deemed to be well founded and resolved. The well founded complaint involved reading rooms in regional offices. At the end of the fiscal year, ten complaints were ongoing.

4.7 Federal Court Cases

Canadian Heritage was not involved in Federal Court cases during this reporting period.

4.8 Consultations

To assist other institutions in processing their requests, the ATIP Secretariat reviews and provides recommendations on the disclosure of records that concern Canadian Heritage. During the reporting period, the ATIP Secretariat received a total of 156 consultation requests from other federal institutions and other governments. More than half of the consultations received were from three departments; the Privy Council Office (70 requests), Public Works and Government Services Canada (21 requests) and Foreign Affairs and International Trade Canada (16 requests).

The remaining consultations were from other federal departments and agencies, and provincial governments.

4.9 Fees and Costs

Under the legislation, fees for application and reproduction of a record can be charged. During the reporting period, total fees collected were \$1,925. Of this amount, \$1,260 was for application fees, and \$665 for search. The policy at Canadian Heritage is to waive reproduction and search fees that are under \$25. It is also our policy to waive the fees for overdue requests.

A continuing trend, that became evident in the 2010-2011 fiscal year, was that more applicants were requesting to receive copies of the requested records on compact disks rather than receive them as photocopies. Reproduction fees can be charged for photocopies but no fees are charged for compact disks as they are not stipulated in the legislation. Of the 273 requests completed this reporting period, no reproduction fees were collected.

The ATIP Secretariat incurred \$747,680 in salary costs and \$124,999 in administrative costs to administer the *Access to Information Act*. During the fiscal year, the Secretariat succeeded in staffing one vacant position as a result of employee turnover. Additionally, the Secretariat hired consultants to process the backlog of late files.

5.0 Education and Training Activities

To increase the knowledge and understanding of the *Access to Information Act* across the department, training and awareness sessions were delivered to departmental employees. These sessions provided basic information on the purpose and provisions of the *Access to Information Act*, as well as the roles and responsibilities of departmental employees and the ATIP Secretariat.

The ATIP Secretariat has concentrated on marketing awareness services through existing departmental initiatives. Information sessions continued to be provided to new departmental staff and managers through the Canadian Heritage orientation program. This program provides an introduction to the key aspects of the Department including who and what we are and how we get things done. For sessions requested by branches, information was tailored to meet the specific needs of the branch concerned.

This reporting period, the ATIP Secretariat delivered 20 awareness sessions on the *Access to Information Act* to 217 departmental employees in the National Capital Region and regional offices. This brings the total number of employees who received training in the last three years to 1,210, or two thirds of the department's employees.

The internal website for the ATIP Secretariat was substantially revised this year as the departmental intranet site underwent major changes. The updated internal website describes the ATIP Secretariat's roles and responsibilities and provides information on the *Access to Information Act* and related departmental policies and procedures.

6.0 Reporting

The Access to Information and Privacy Secretariat met its reporting obligations for the reporting period, by providing timely input to the Departmental Performance Report (DPR), annual reports, and *Info Source*. The statistical report on the *Access to Information Act* was provided to the Treasury Board Secretariat. Additionally, the Department's annual reports on the administration of the *Access to Information Act* have been made available on the Internet site. Internally, situation and update reports were provided to the program areas on a regular basis

Ministère du Patrimoine canadien
Department of Canadian Heritage

**Arrêté sur la délégation en vertu de la Loi sur l'accès à l'information et de la Loi sur
la protection des renseignements personnels**
Access to Information Act and Privacy Act Delegation Order

En ma qualité de responsable du ministère du Patrimoine canadien et conformément à l'article 73 de la *Loi sur l'accès à l'information* et de la *Loi sur la protection des renseignements personnels*, je délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes certaines de mes attributions.

Le présent arrêté remplace et annule tout arrêté sur la délégation en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels antérieur.

Pursuant to Section 73 of the *Access to Information Act* and the *Privacy Act*, I, as head of the Department of Canadian Heritage, hereby designate the persons holding the positions set out in the schedule hereto, or persons occupying on an acting basis those positions, to exercise my powers and functions under these Acts specified opposite each position.

This Delegation Order supersedes all previous Access to Information Act and Privacy Act Delegation Orders.

Ministre du Patrimoine canadien et des Langues officielles
L'honorable James Moore

original signé par / original signed by

The Honourable James Moore
Minister of Canadian Heritage and Official Languages

original daté le 2011-09-12 / original dated 2011-09-12

Date

**Powers and functions delegated pursuant to Section 73 of
the *Access to Information Act* and the *Access to Information Regulations***

Delegation		Position			
		DM	CS	ATIP/D	ATIP/DD
Section	Description	1	2	3	4
<i>Access to Information Act</i>					
4(2.1)	Responsibility of government institutions	x	x	x	
7(a)	Notice where access requested	x	x	x	
7(b)	Giving access to record	x	x	x	
8(1)	Transfer of request to another government institution	x	x	x	x
9	Extension of time limits	x	x	x	x
11(2), (3), (4), (5), (6)	Additional fees	x	x	x	x
12(2)(b)	Language of access	x	x	x	
12(3)(b)	Access in an alternative format	x	x	x	
13	Exemption - Information obtained in confidence	x	x	x	
14	Exemption - Federal-provincial affairs	x	x	x	
15	Exemption - International affairs and defence	x	x	x	
16	Exemption - Law enforcement and investigation	x	x	x	
16.5	Exemption - <i>Public Servants Disclosure Protection Act</i>	x	x	x	
17	Exemption - Safety of individuals	x	x	x	
18	Exemption - Economic interests of Canada	x	x	x	
18.1	Exemption - Economic interests of the Canada Post Corporation, Export Development Canada, the Public Sector Pension Investment Board and VIA Rail Canada Inc.	x	x	x	
19	Exemption - Personal information	x	x	x	
20	Exemption - Third party information	x	x	x	
21	Exemption - Operations of Government	x	x	x	
22	Exemption - Testing procedures, tests and audits	x	x	x	
22.1	Exemption - Audit working papers and draft audit reports	x	x	x	
23	Exemption - Solicitor-client privilege	x	x	x	
24	Exemption - Statutory prohibitions	x	x	x	

Delegation		Position			
		DM	CS	ATIP/D	ATIP/DD
Section	Description	1	2	3	4
<i>Access to Information Act</i>					
25	Severability	x	x	x	
26	Exemption - Information to be published	x	x	x	
27(1), (4)	Third-party notification	x	x	x	x
28(1)(b), (2), (4)	Third-party notification	x	x	x	x
29(1)	Where the Information Commissioner recommends disclosure	x	x	x	
33	Advising Information Commissioner of third-party involvement	x	x	x	
35(2)(b)	Right to make representations	x	x	x	
37(4)	Access to be given to complainant	x	x	x	
43(1)	Notice to third-party (application to Federal Court for review)	x	x	x	
44(2)	Notice to applicant (application to Federal Court by third-party)	x	x	x	
52(2)(b), (3)	Special rules for hearings	x	x	x	
71(1)	Facilities for inspection of manuals	x	x	x	
72	Annual report to Parliament	x	x	x	

Delegation		Position			
		DM	CS	ATIP/D	ATIP/DD
Section	Description	1	2	3	4
<i>Access to Information Regulations</i>					
6(1)	Transfer of request	x	x	x	x
7(2)	Search and preparation fees	x	x	x	x
7(3)	Production and programming fees	x	x	x	x
8	Providing access to record(s)	x	x	x	
8.1	Limitations in respect of format	x	x	x	

Legend:

DM	Deputy Minister
CS	Corporate Secretary
ATIP/D	Director, Access to Information and Privacy Secretariat
ATIP/DD	Deputy Director, Access to Information and Privacy Secretariat



Statistical Report on the *Access to Information Act*

Name of institution: Canadian Heritage

Reporting period: 01/04/2012 to 31/03/2013

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

1.1 Number of Requests

	Number of Requests
Received during reporting period	237
Outstanding from previous reporting period	92
Total	329
Closed during reporting period	273
Carried over to next reporting period	56

1.2 Sources of requests

Source	Number of Requests
Media	121
Academia	21
Business (Private Sector)	36
Organization	21
Public	38
Total	237

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	29	8	4	0	0	0	44
Disclosed in part	5	30	19	44	17	12	17	144
All exempted	0	2	0	0	0	0	0	2
All excluded	0	0	0	0	0	0	0	0
No records exist	30	20	0	0	0	0	0	50
Request transferred	6	0	0	0	0	0	0	6
Request abandoned	8	6	3	1	1	1	7	27
Treated informally	0	0	0	0	0	0	0	0
Total	52	87	30	49	18	13	24	273

2.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests	Section	Number of requests
13(1)(a)	7	16(2)(a)	0	18(a)	9	20.1	0
13(1)(b)	1	16(2)(b)	0	18(b)	11	20.2	0
13(1)(c)	9	16(2)(c)	17	18(c)	0	20.4	0
13(1)(d)	9	16(3)	0	18(d)	11	21(1)(a)	70
13(1)(e)	0	16.1(1)(a)	0	18.1(1)(a)	0	21(1)(b)	64
14(a)	8	16.1(1)(b)	2	18.1(1)(b)	0	21(1)(c)	12
14(b)	1	16.1(1)(c)	0	18.1(1)(c)	0	21(1)(d)	5
15(1) - I.A.*	8	16.1(1)(d)	0	18.1(1)(d)	0	22	1
15(1) - Def.*	0	16.2(1)	0	19(1)	121	22.1(1)	2
15(1) - S.A.*	0	16.3	0	20(1)(a)	0	23	22
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(b)	50	24(1)	3
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)	14		
16(1)(b)	0	17	0	20(1)(d)	4		
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)	4	69(1)(a)	6	69(1)(g) re (a)	12
68(b)	0	69(1)(b)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(c)	2	69(1)(g) re (c)	14
68.1	2	69(1)(d)	4	69(1)(g) re (d)	5
68.2(a)	0	69(1)(e)	9	69(1)(g) re (e)	14
68.2(b)	0	69(1)(f)	0	69(1)(g) re (f)	1
				69.1(1)	0

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	40	4	0
Disclosed in part	84	60	0
Total	124	64	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	883	977	44
Disclosed in part	45855	41102	144
All exempted	555	0	2
All excluded	0	0	0
Request abandoned	2868	743	27

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	43	851	1	126	0	0	0	0	0	0
Disclosed in part	72	8413	45	8446	10	5065	17	19178	0	0
All exempted	0	0	2	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Abandoned	23	0	2	0	1	0	1	743	0	0
Total	138	9264	50	8572	11	5065	18	19921	0	0

2.5.3 Other complexities

Disposition	Consultation required	Assessment of fees	Legal advice sought	Other	Total
All disclosed	9	0	0	1	10
Disclosed in part	94	6	0	28	128
All exempted	0	1	0	1	2
All excluded	0	0	0	0	0
Abandoned	6	6	0	2	14
Total	109	13	0	32	154

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
31	18	10	2	1

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	3	3
31 to 60 days	0	0	0
61 to 120 days	1	4	5
121 to 180 days	0	0	0
181 to 365 days	0	1	1
More than 365 days	4	18	22
Total	5	26	31

2.7 Requests for translation

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

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	7	3
Disclosed in part	18	17	64	40
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	4	1	7	5
Total	22	18	78	48

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	10	0	20	0
31 to 60 days	6	0	26	48
61 to 120 days	6	6	26	0
121 to 180 days	0	11	6	0
181 to 365 days	0	1	0	0
365 days or more	0	0	0	0
Total	22	18	78	48

PART 4 – Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of requests	Amount	Number of requests	Amount
Application	252	\$1,260	13	\$65
Search	6	\$665	3	\$115
Production	0	\$0	0	\$0
Programming	0	\$0	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	52	\$566
Total	258	\$1,925	68	\$746

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	154	5637	2	337
Outstanding from the previous reporting period	1	2	0	0
Total	155	5639	2	337
Closed during the reporting period	149	4967	2	337
Pending at the end of the reporting period	6	672	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	97	10	2	0	0	0	0	109
Disclose in part	11	1	2	0	0	0	0	14
Exempt entirely	1	0	0	0	0	0	0	1
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	17	2	2	0	0	0	0	21
Other	4	0	0	0	0	0	0	4
Total	130	13	6	0	0	0	0	149

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	1	0	0	0	0	0	0	1
Disclose in part	0	1	0	0	0	0	0	1
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	1	1	0	0	0	0	0	2

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	2	0
16 to 30	2	1
31 to 60	8	5
61 to 120	9	9
121 to 180	2	2
181 to 365	2	2
More than 365	0	0
Total	25	19

PART 7 – Resources related to the Access to Information Act

7.1 Costs

Expenditures		Amount
Salaries		\$747,680
Overtime		\$0
Goods and Services		\$124,999
• Professional services contracts	\$76,866	
• Other	\$48,133	
Total		\$872,679

7.2 Human Resources

Resources	Dedicated full-time to ATI activities	Dedicated part-time to ATI activities	Total
Full-time employees	0.00	9.46	9.46
Part-time and casual employees	0.00	0.00	0.00
Regional staff	0.00	0.00	0.00
Consultants and agency personnel	0.35	0.00	0.35
Students	0.00	0.00	0.00
Total	0.35	9.46	9.81

Appendix A

Records previously released in response to requests processed under the ATIA

Institution	Number of informal requests for previously released records
Canadian Heritage	177