



Information
Commissioner
of Canada

Commissaire
à l'information
du Canada



2007-2008

ANNUAL REPORT
ACCESS TO INFORMATION ACT

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1 Introduction

This report is submitted to Parliament by the Office of the Information Commissioner of Canada (OIC). It represents the first annual report of its kind for the OIC and as such this report details the activities of the institutional ATIP program for the period of 2007–2008, pursuant to section 72 of the *Access to Information Act* (ATIA).¹

The purpose of the ATIA is to provide Canadians with a right of access to information under the control of a federal institution. The principles underlying the ATIA are that information held by federal institutions should be made available to the public, that necessary exceptions to the right of access should be specific and limited, and that any decisions on disclosure of information should be reviewed independently of government.²

The Information Commissioner of Canada is appointed under the ATIA to be the authority responsible for investigating complaints related to the disclosure of information under the Act. The Commissioner reviews the complaints of individuals and organizations who believe that federal institutions have not respected their right to access under the Act. The Commissioner is also given the power under the legislation to initiate a complaint if there are reasonable grounds to do so.³

While the Act has been in force for over 25 years, for most of this time only federal departments and certain agencies were subject to its provisions. On December 12, 2006, the *Federal Accountability Act*⁴ received Royal Assent, making the OIC, and approximately 70 other agencies, subject to both the ATIA and the *Privacy Act*.⁵

Once the *Federal Accountability Act* received royal assent, the OIC had to establish an Access to Information program from the ground up and achieve operational readiness by April 1, 2007.

In its initial year of operation, the institutional ATIP program was staffed with one position: the Director of Information Management, who was responsible for all aspects of request processing. Over the course of the year a submission to Treasury Board Secretariat was prepared for funding effective April 1, 2008, in order to ensure full capacity as the ATIP program got underway.

An additional challenge facing the OIC in implementing the ATIA was the fact that the legislation is silent as to how complaints against the OIC related to the processing of requests are to be dealt with. Consequently, in order to safeguard the integrity of the complaints process, the Commissioner established and implemented an arm's length mechanism to investigate complaints against the OIC. For the period in question the Honourable Peter de C. Cory accepted to act as Information Commissioner *ad hoc*. Mr. de C. Cory operated under the same legislated functions and powers as the Information Commissioner in receiving and investigating complaints against the OIC. A copy of the delegation order for Mr. de C. Cory is attached as Appendix A.

¹ *Access to Information Act*, R.S. 1985, c. A-1

² *Ibid* s. 2

³ *Ibid* s. 30 (3)

⁴ *Federal Accountability Act*, 2006, c. 9

⁵ *Privacy Act*, R.S., 1985, c. P-21

2 Organization

During the reporting period, the OIC was set up along four business lines:

The **Complaints Resolution and Compliance Branch** carries out investigations and dispute resolution efforts to resolve complaints.

The **Policy, Communications and Operations Branch** monitors federal institutions' performance under the Act, provides strategic advice and direction for the Office to address systemic and policy issues, leads the Office's external relations with the public, the government and Parliament, and provides strategic and corporate leadership in the areas of financial management, administration and security, internal audit and information management. This Branch is also responsible for the OIC's ATIP function.

The **Legal Services Branch** represents the Commissioner in court cases and provides legal advice on investigations and legislative and administrative matters.

The **Human Resources Branch** oversees all aspects of human resources management—staffing, classification, staff relations, employment equity, planning, learning and development, compensation and official languages—and provides advice to managers and employees on human resources issues.

The ATIP Secretariat within the Policy, Communications and Operations Branch carries out the administration and processing of requests for information under the ATIA. For the period in question, the ATIP Secretariat was staffed by the position of Director, Information Management.

3 Delegation Order

Under section 3 of the ATIA, the Commissioner is designated as the head of the institution for the purpose of the administration of the Act.

For the reporting period in question, consecutive delegation orders were put in place that reflected the evolving composition of the organization and in particular, the developing profile in the ATIP Secretariat. The initial order delegated responsibility for compliance with the Act to the institutional ATIP Coordinator, and to the Senior Legal Advisor. The second order designated both the Assistant Information Commissioner and the ATIP Coordinator. The final order that was in place as of March 31, 2008, included the third position of Senior Policy Analyst as well as the two positions that were already stipulated in the previous delegation order.

All orders accorded the designated individuals full delegation authority. Copies of all three delegation orders is attached are attached as Appendices B, C and D.

4 Statistical Report

The statistical report is attached as Appendix E.

5 Interpretation of the Statistical Report

The following section provides details on ATI requests received by the OIC during their first year of operation. Specific data is included on the number of requests received, requester type, sections of the legislation invoked to apply exemptions to disclosure, and request completion times. Further details also follow on extensions to the legislated timeframe of 30 days for completion of requests, method of access, fees charged and costs associated with the operation of the institutional ATIP program.

Table I—Source of ATI requests to the OIC between April 1, 2007 and March 31, 2008

Source	Number	Percentage
Business	63	67.74
General Public	20	21.51
Media	10	10.75
Total	93	100.00

For the fiscal period March 2007–2008, the OIC received 93 formal requests for information under the ATIA. The bulk of those requests 63 (67.74%) were made by businesses, 20 (21.50%) were submitted by the general public, and 10 (10.75%) came from media sources.

The topics of the requests varied from questions on OCIC investigations, to the administration of the OIC, contracts awarded, and senior management meeting proceedings.

5.1 Requests Received Under the ATIA Program

5.1.1 Received During Reporting Period

A request is considered to have been received by a federal institution if:

- The application is made in writing.
- The request is accompanied by a \$5.00 application fee.
- The applicant is present in Canada.
- The applicant stipulates the request is being made under the Act.

If these criteria are met, the institution can consider the application as a formal request under the ATIA.

Table II provides the number of requests received by the OIC during the reporting period.

Table II—ATI requests received by the OIC between April 1, 2007 and March 31, 2008

Timing	Number
Received during reporting period	93
Completed during reporting period	92
Carried forward	1

In its first year of operations the ATIP Secretariat processed 93 requests for information under the ATIA. Of those requests 92 (98.92%) were completed before the end of the reporting period. None of the requests were in deemed refusal status. One request (1.08%) was carried over into the new reporting period. There are no requests outstanding from previous years since the OIC only became subject to the ATIA in April 2007.

5.1.2 Disposition of Requests Completed

While the ATIA focuses on access to records under the control of federal institutions, there are nonetheless several ways in which a request could be concluded:

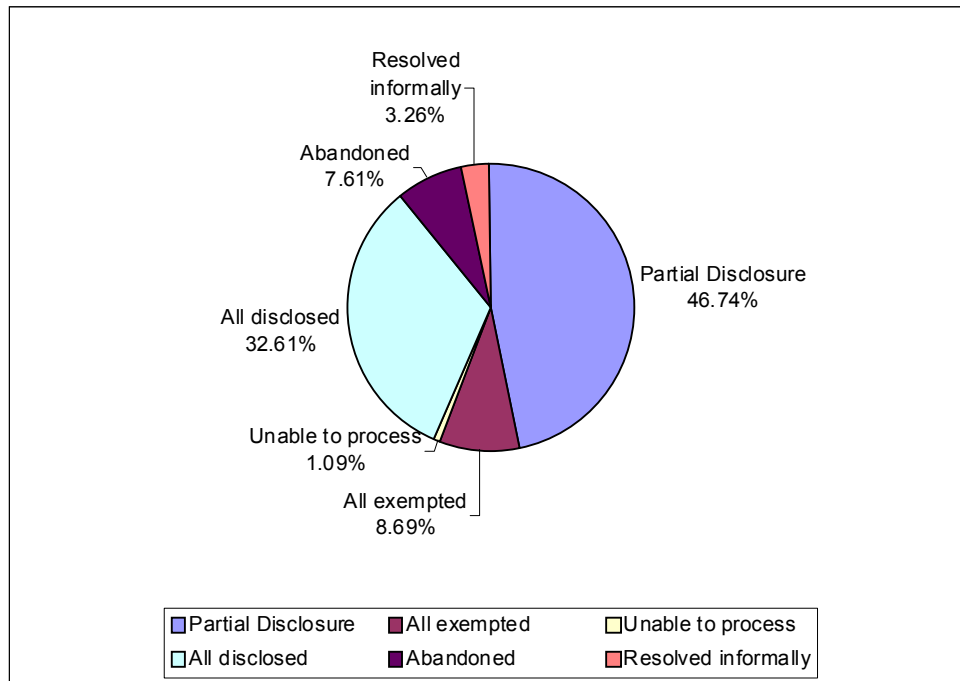
- There may be severances applied under the legislation resulting in only partial disclosure.
- There may also be instances where there are no records disclosed since all may fall under a specific exemption or exclusion.
- In some cases, a request may be transferred to an institution that has greater interest in the records.
- At times, there could be no records responsive to the request within the institution.
- Some records might be released informally outside the legislated process, while others may be abandoned by the applicant.

Table III below details the disposition of completed requests by the OIC ATIP Secretariat

Table III—Disposition of completed requests

Disposition	Number	Percentage
All disclosed	30	32.61
Disclosed in part	43	46.74
Nothing disclosed (all excluded)	0	0
Nothing disclosed (all exempted)	8	8.69
Transferred	0	0
Unable to process	1	1.09
Abandoned by applicant	7	7.61
Treated informally	3	3.26
TOTAL	92	100.00

Figure 1: Disposition of completed requests



Of the 92 requests administered by the OIC ATIP Secretariat during the period, the most frequent outcome was partial disclosure 43 (46.74%), followed by full disclosure 30 (32.61%) and no disclosure, or all exempted 8 (8.69%).

5.1.3 Exemptions Invoked

The ATIA specifies a number of exemptions that can be invoked in the processing of an access to information request. Exemptions are divided into two distinct categories: mandatory and discretionary. When dealing with a mandatory exemption, the head of the institution must sever the records in question. In the case of a discretionary exemption, the head of the institution may sever the records but is not obligated to do so. Exemptions are also injury- or class-based, and tests to determine their validity must be applied. Severing must be limited to only the smallest portion of the record necessary to protect the information in question.

Since the spirit and intent of the Act create a presumption of disclosure, the OIC limited the application of exemptions and favoured disclosing the maximum amount of information. Whenever exemptions were applied the OIC carefully considered the appropriate injury and class tests as follows:

- Exemptions that are injury-based were applied only if there was an identifiable and imminent harm that could reasonably be expected to result from disclosure.
- In the case of exemptions that were class-based and could apply to a category of sensitive information, even though there is a presumption of injury, the latter still had to be imminent and identifiable.

While there are 16 exemptions listed in the Act, only the exemptions invoked by the ATI Secretariat during the reporting period are listed below. There were no instances of subsection 13(e) or subsections 14(a) and 14(b) being invoked, as reported in Appendix E: "Supplemental Reporting Requirements for 2007–2008." Exemptions applied under subsection 16.1(1) are listed below and in Appendix G: "Discrepancies."

Table IV—Exemptions invoked

Section of Act	Frequency	Percentage	Total frequency	Cumulative percentage
Subsection 15(1) (International Relations)	1	1.39	1	1.39
Subparagraph 16(1)(b) (Investigative Techniques/Plans for Lawful Investigations)	1	1.39	29	40.27
Subparagraph 16(1)(c) (Enforcement of Canadian Law or Conduct of a Lawful Investigation)	10	13.89		
Subsection 16(2) (Security/Facilitate Commission of an Offence)	4	5.56		
Subsection 16.1(1) (Ongoing OIC Investigations)	14	19.44		
Subsection 19(1) (Personal Information)	23	31.94	23	31.94
Subparagraph 20(1)(b) (Third Party Information)	5	6.94	5	6.94
Subparagraph 21(1)(a) (Policy Advice)	5	6.94	11	15.27
Subparagraph 21(1)(b) (Consultations or Deliberations)	5	6.94		
Subparagraph 21(1)(c) (Negotiating Positions)	1	1.39		
Section 23 (Solicitor–Client Privilege)	3	4.17	3	4.17
TOTAL	72	99.99	72	99.99

The exemption most frequently invoked during the reporting period was section 16, and more specifically:

- subsection 16.1(1)(c), which deals with information on ongoing OIC investigations and was invoked 14 times (19.44%)
- subparagraph 16(1)(c), which covers the enforcement of Canadian law or the conduct of a lawful investigation and was applied 10 times (13.89%)
- subsection 16(2), which applies to security and facilitating the commission of an offence and was invoked 5 times (5.56%)
- subparagraph 16(1)(b), which deals with investigative techniques and plans for lawful investigations and was used once (1.39%)

The second most frequently applied exemption was under section 19, which deals with the protection of the personal information of individuals. Most often the information severed under section 19 comprised the personal information of an individual other than the requester. Subsection 19(1) was applied 23 times and comprised 31.94% of the total exemptions applied.

The third most frequently invoked was section 21, which was cited 11 times, as follows:

- subparagraph 21(1), which covers policy advice and was cited 5 times (6.94%)
- subparagraph 21(1)(b), which covers consultations and deliberations and was applied 5 times (6.94%)
- subparagraph 21(1)(c), which applies to negotiating positions and was applied once (1.39%)

5.1.4 Exclusions Cited

Exclusions to information being disclosed under the ATIA are listed under sections 68 and 69 of the legislation and comprise four types of information:

- material that is already publicly available
- library or museum material preserved for public reference purposes
- material available through Library and Archives Canada and other specific federal archival or museum collections
- Cabinet confidences

For the period in question, the OIC ATIP Secretariat did not cite any exclusion under the Act in administering requests.

5.1.5 Completion Time

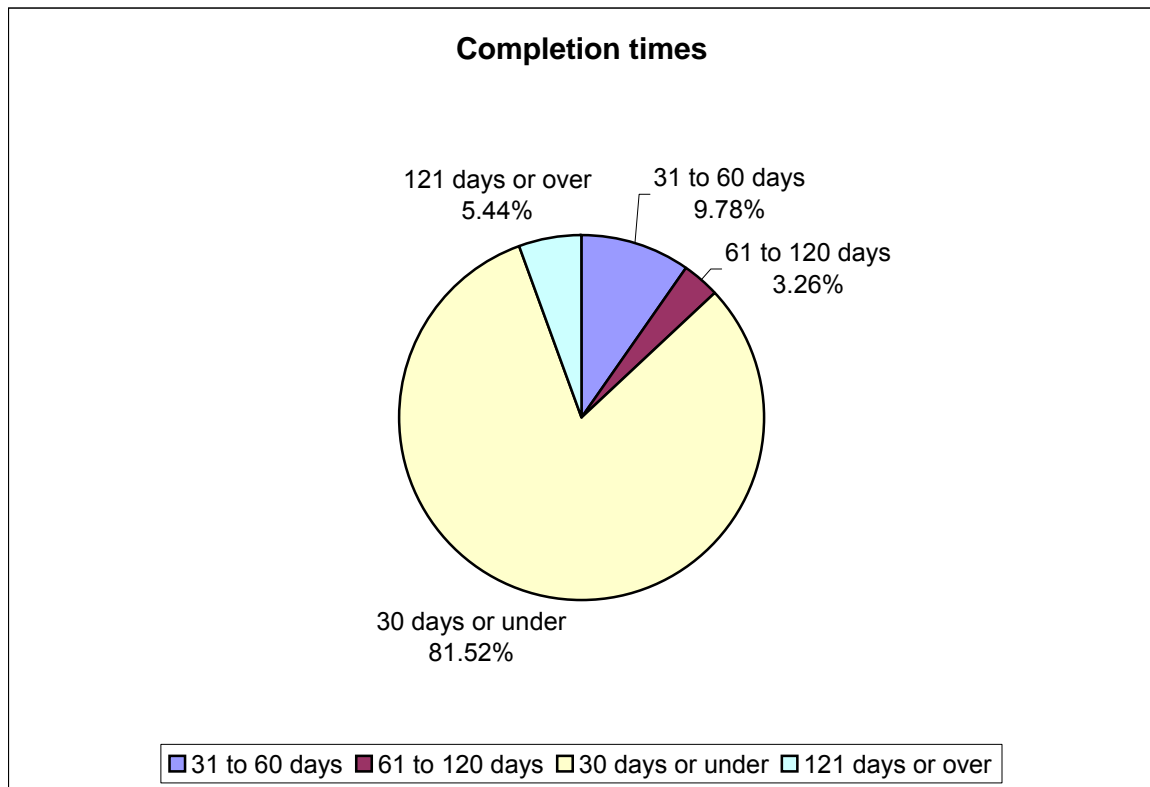
The ATIA sets out a clear timeline of 30 days for the processing of requests. If certain conditions are met, additional time can be added to the initial 30 days, which in turn changes the statutory deadline. In its first year of operation the OIC ensured that all requests were responded to within the statutory timelines.

Table V sets out the completion times for requests submitted to the OIC during the reporting period.

Table V—Completion times

Period	Number	Percentage
30 days or under	75	81.52
31 to 60 days	9	9.78
61 to 120 days	3	3.26
121 or more days	5	5.44
TOTAL	92	100.00

Figure 2: Completion times



5.1.6 Extensions

There are three circumstances under which additional time may be added to process a request under the ATIA:

- The large number of records or the search for records would interfere unreasonably with the institution's operations.
- Consultations are necessary that cannot be completed within the original timeframe.
- Notice is given under section 27 that consultations are required with third party(ies).

Table VI—Extensions

Type of extension	30 days or under	31 days or over	Total	Percentage
Searching	7	3	10	58.82
Consultation	2	3	5	29.41
Third party	0	2	2	11.77
TOTAL	9	8	17	99.99

5.1.7 Translations

The ATIA specifies that the head of an institution may provide translation of records upon request, if it is deemed in the public interest to do so. For the period in question, no translations were requested.

5.1.8 Method of Access

Applicants may receive the response to their requests in paper format or electronically in CD format. Requesters can also elect to examine records in person in an institutional reading room required by the legislation.

Of the 93 requests opened during the reporting period, 16 did not result in records being provided since:

- In eight of the files, all responsive records were exempted.
- Seven requests were abandoned by the applicant.
- One file was carried over to the new reporting period.
- There was one request that the OIC was not able to process.

For the remaining files that were processed, photocopies of the records were provided.

5.1.9 Fees

The ATIA regulations specify that fees may be charged under specific circumstances, as follows:

- Application processing fees
- Covering the cost of reproduction
- Covering the cost of converting a record into an alternate format
- Hours in excess of 5 hours spent by any person on search and preparation

The Act also provides the heads of institutions the authority to waive fees if they deem it in the public interest to do so.

Table VII lays out the fees charged during the period by the ATIP Secretariat of the OIC for applications and for reproduction. Since no fees were charged for searching, preparation or computer processing, those categories are not included in the table. Table V also details the fees waived by frequency and by amount.

Table VII—Fees

Fees charged		Amount (\$)
Application Fees		440.00
Reproduction		295.20
TOTAL		735.20
Fees waived	Number of times	Amount (\$)
\$25.00 or under	41	258.40
Over \$25.00	8	764.80
TOTAL	49	1022.20

The amount of application fees is not consistent with the number of requests submitted to the ATIP Secretariat, since one of the requests received was actually six requests in one, accompanied by only one application fee. The decision was made to waive the application fees in order not to jeopardize the timely delivery of records by waiting for additional application fees. The “fees waived” section in the second part of the table represents fees not charged for reproduction of records.

5.1.10 Costs to Administer the ATIA Program

Table VIII—Costs

Financial (all reasons)	Amount (\$)
Salary	125,748.00
Administration (O&M)	19,787.50
TOTAL	145,535.50
Person year utilization (all reasons)	
Person year (decimal format)	99.98

The financial costs and person years associated with administering the legislation have been calculated solely on the basis of the ATIP Secretariat costs. It is anticipated that in future reports, the cost to the organization as a whole will be captured.

6 Education and Training Activities

The ATIP Secretariat is responsible for the administration of the Act, and also for training and awareness activities for the organization as a whole. Given the small size of the organization, the ATIP Secretariat was able to train all employees. Sessions were provided in both English and French. The training provided focused on employees’ responsibilities under the Act and on greater knowledge of the legislation.

7 Changes to the Organization, Programs, Operations or Policy

Once it was made subject to the provisions of the ATIA, the OIC had to move quickly to build an ATIP Secretariat from the ground up, and to put in place the processes and procedures within the organization that would support the institutional ATIP program. In addition, the OIC was determined to create a program that was fully compliant with the legislation. This endeavour involved a strategy to staff the position of Director, Information Management and submit a proposal for funding to Treasury Board Secretariat to ensure capacity as the program evolved.

This strategy yielded positive results, since the ATIP Secretariat was able to begin responding to requests under the Act in April 2007 and completed all requests received within the legislated timelines.

8 Overview of the ATIA Policies and Procedures Implemented During the Period

In its first year of operations, the ATIP Secretariat has focused on developing and implementing the basic infrastructure necessary to support the day-to-day operations of the ATIP program. With respect to policies and procedures, work began on an institutional ATIP manual, and a workflow process was devised that focuses on transparency and timely access to records.

9 Major Changes Implemented as a Result of Issues Raised by the Information Commissioner *ad hoc*

There were no major issues raised by the Information Commissioner *ad hoc* during the first year of operation.

10 Major Changes Implemented as a Result of Issues Raised by the Auditor General

No issues were raised about the ATIP Secretariat by the Office of the Auditor General in its annual report.

11 Complaints and Investigations

In its first year of operation, applicants filed 10 complaints with the Office of the Information Commissioner. *ad hoc*. Reasons cited were as follows:

Table IX—Complaints made to the Information Commissioner *ad hoc*

Type of complaint	Number	Percentage
Withholding information	6	60
Length of extensions	2	20
Assessment of fees	2	20
TOTAL	10	100

The majority of complaints alleged that the OIC had withheld information (6 out of 10, or 60%). There were an equal number of complaints about the length of extensions taken and the fees assessed (20 complaints or 20%).

Table X—Outcome of complaints made to the Information Commissioner *ad hoc*

Type of outcome	Number	Percentage
Resolved	1	10
Not well founded/unsubstantiated	4	40
Discontinued	2	20
Carried over into new fiscal year	3	30
TOTAL	10	100

The Information Commissioner *ad hoc* found that most complaints investigated during the period were not well founded or unsubstantiated (4, or 40%), while a further two complaints (20%) were discontinued, and one (10%) was resolved.

In the case of the complaint that was resolved, the OIC had initially exempted what was believed to be the initials of an individual, when in fact the letters in question referred to an abbreviation of the title of a corporate document. As soon as clarification was received, the information was disclosed to the complainant who declared himself satisfied.

Three (3) complaints were still outstanding at the time of writing and will be reported on in the next fiscal period.

12 Requests for Judicial Review

There were no requests for judicial review registered with the Federal Court of Canada in 2007–2008.



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**Information Commissioner's Delegation of authority to the Commissioner *ad hoc*
pursuant to section 59 of the *Access to Information Act*
Délégation du Commissaire à l'information des pouvoirs et fonctions au Commissaire
ad hoc en vertu des dispositions de l'article 59 de la *Loi sur l'accès à l'information***

Pursuant to subsection 59(1) of the *Access to Information Act* (the "*Act*"), the Information Commissioner of Canada duly appointed pursuant to section 54 of the *Access to Information Act*, does hereby authorize Peter de C. Cory, as Commissioner *ad hoc*, to exercise or perform all of the powers, duties and functions of the Information Commissioner set out in the *Access to Information Act*, including sections 30 to 37 and section 42 inclusive of the *Access to Information Act*, for the purpose of receiving and independently investigate any complaint described in section 30 of the *Access to Information Act* arising in response to access requests made in accordance with the *Act* to the Office of the Information Commissioner of Canada.

This delegation is effective June 28, 2007, for a one year period until such time as it is revoked, amended or renewed.

Dated at Ottawa, this 28th day of June 2007.

En vertu des dispositions de l'article 59 de la *Loi sur l'accès à l'information*, le Commissaire à l'information du Canada, nommé selon l'article 54 de la *Loi sur l'accès à l'information*, délègue à Peter de C. Cory à titre de Commissaire *ad hoc*, les pouvoirs et fonctions qui lui sont conférés par la *Loi sur l'accès à l'information*, incluant les articles 30 à 37 et l'article 42 de la *Loi* afin de recevoir et de faire enquête de façon indépendante au sujet de toute plainte énumérée à l'article 30 de la *Loi* provenant des réponses aux demandes de communication faites au Commissariat à l'information du Canada en vertu de la *Loi*.

Cette délégation prendra effet le 28 juin 2007 pour une période de 1 an, ou jusqu'à ce qu'elle soit révoquée, modifiée ou renouvelée.

Signée à Ottawa, le 28 juin 2007.

Robert Marleau
Information Commissioner of Canada
Commissaire à l'information du Canada



Information
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**Delegation orders for the purpose of the *Access to Information Act*
and the *Privacy Act*
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***

The Information Commissioner of Canada, pursuant to Section 73 of the *Access to Information Act* and *Privacy 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 and functions of the Information Commissioner of Canada as the head of a government institution that is, the Office of the Information Commissioner of Canada.

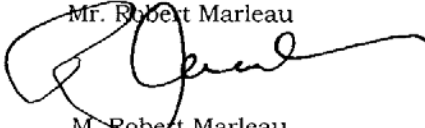
En vertu de l'article 73 de la *Loi sur l'accès à l'information* et de la *Loi sur la protection des renseignements personnels*, le Commissaire à l'information du Canada délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire les dits postes, les attributions dont il est investi en qualité de responsable d'une institution fédérale, c'est-à-dire le bureau du Commissaire à l'information du Canada.

Schedule/Annexe

Position/Poste	<i>Privacy Act and Regulations/Loi sur la protection des renseignements personnels et règlements.</i>	<i>Access to Information Act and Regulations/Loi sur l'accès à l'information et règlements.</i>
Director, Information Services and Knowledge Management/ Directeur, Services d'information et gestion du savoir	Full Authority/Autorité Absolue	Full Authority/Autorité Absolue
Senior Legal Advisor/Conseiller juridique principal	Full Authority/Autorité Absolue	Full Authority/Autorité Absolue

Dated, at the City of Ottawa, this 8th day of April 2007

Daté, à la ville d'Ottawa ce 8^e jour de avril 2007

The Information Commissioner of Canada
Mr. Robert Marleau

M. Robert Marleau
Le Commissaire à l'information du Canada



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Schedule / Annexe

Position/ Poste

	<i>Privacy Act and Regulations/ Loi sur la protection des renseignements personnels et règlements.</i>	<i>Access to Information Act and Regulations/ Loi sur l'accès à l'information et règlements.</i>
Suzanne Legault Assistant Information Commissioner/ Commissaire à l'information adjointe	Full Authority/ Autorité Absolue	Full Authority/ Autorité Absolue
Christian Picard Director, Information Services and Knowledge Management/ Directeur, Services d'information et gestion du savoir	Full Authority/ Autorité Absolue	Full Authority/ Autorité Absolue

Dated, at the City of Ottawa,
this 3rd day of July 2007

Datée à Ottawa
ce 3^e jour de juillet 2007

The Information Commissioner of Canada
Mr. Robert Marleau

M. Robert Marleau
Le Commissaire à l'information du Canada



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Position/Poste	<i>Privacy Act and Regulations/ Loi sur la protection des renseignements personnels et règlements.</i>	<i>Access to Information Act and Regulations/Loi sur l'accès à l'information et règlements.</i>
Suzanne Legault Assistant Information Commissioner/ Commissaire à l'information adjointe	Full Authority/ Autorité Absolue	Full Authority Autorité Absolue
Christian Picard Director, Information Management/ Directeur, Gestion de l'information	Full Authority/ Autorité Absolue	Full Authority/ Autorité Absolue
Marey Gregory Senior Program and Policy Analyst/ Analyste principal, Programmes et Politiques	Full Authority/ Autorité Absolue	Full Authority/ Autorité Absolue

Dated, at the City of Ottawa,
this 30th day of November, 2007

Daté, à Ottawa
ce 30^e jour de novembre, 2007

The Information Commissioner of Canada
Mr. Robert Marleau

M. Robert Marleau
Le Commissaire à l'information du Canada



REPORT ON THE ACCESS TO INFORMATION ACT RAPPORT CONCERNANT LA LOI SUR L'ACCÈS À L'INFORMATION

Institution Office of the Information Commissioner of Canada				Reporting period / Période visée par le rapport April 1, 2007 to March 31, 2008	
Source	Media / Médias 10	Academia / Secteur universitaire	Business / Secteur commercial 63	Organization / Organisme	Public 20

I Requests under the Access to Information Act / Demandes en vertu de la Loi sur l'accès à l'information	
Received during reporting period / Reçues pendant la période visée par le rapport	93
Outstanding from previous period / En suspens depuis la période antérieure	
TOTAL	93
Completed during reporting period / Traitées pendant la période visées par le rapport	92
Carried forward / Reportées	1

II Disposition of requests completed / Disposition à l'égard des demandes traitées			
1. All disclosed / Communication totale	30	6. Unable to process / Traitement impossible	1
2. Disclosed in part / Communication partielle	43	7. Abandoned by applicant / Abandon de la demande	7
3. Nothing disclosed (excluded) / Aucune communication (exclusion)		8. Treated informally / Traitement non officiel	3
4. Nothing disclosed (exempt) / Aucune communication (exemption)	8	TOTAL	92
5. Transferred / Transmission			

III Exemptions invoked / Exceptions invoquées					
S. Art. 13(1)(a)		S. Art. 16(1)(a)		S. Art. 18(b)	5
(b)		(b)	1	(c)	5
(c)		(c)	10	(d)	1
(d)		(d)		S. Art. 19(1)	23
S. Art. 14		S. Art. 16(2)	4	S. Art. 20(1)(a)	
S. 15(1) International rel. / Relations intern.	1	S. Art. 16(3)		(b)	5
Defence / Défense		S. Art. 17		(c)	
Subversive activities / Activités subversives		S. Art. 18(a)		(d)	
				S. Art. 22	
				S. Art. 23	3
				S. Art. 24	
				S. Art. 26	

IV Exclusions cited / Exclusions citées		
S. Art. 68(a)		S. Art. 69(1)(c)
(b)		(d)
(c)		(e)
S. Art. 69(1)(a)		(f)
(b)		(g)

V Completion time / Délai de traitement	
30 days or under / 30 jours ou moins	75
31 to 60 days / De 31 à 60 jours	9
61 to 120 days / De 61 à 120 jours	3
121 days or over / 121 jours ou plus	5

VI Extensions / Prorogations des délais			
	30 days or under / 30 jours ou moins	31 days or over / 31 jours ou plus	
Searching / Recherche	7	3	
Consultation	2	3	
Third party / Tiers		2	
TOTAL	9	8	

VII Translations / Traduction		
Translations requested / Traductions demandées		
Translations prepared / Traductions préparées	English to French / De l'anglais au français	
	French to English / Du français à l'anglais	

VIII Method of access / Méthode de consultation	
Copies given / Copies de l'original	73
Examination / Examen de l'original	
Copies and examination / Copies et examen	

IX Fees / Frais			
Net fees collected / Frais net perçus			
Application fees / Frais de la demande	440.00	Preparation / Préparation	
Reproduction	295.20	Computer processing / Traitement informatique	
Searching / Recherche		TOTAL	735.20
Fees waived / Dispense de frais		No. of times / Nombre de fois	\$
\$25.00 or under / 25 \$ ou moins		41	\$ 258.40
Over \$25.00 / De plus de 25 \$		8	\$ 764.80

X Costs / Coûts	
Financial (all reasons) / Financiers (raisons)	
Salary / Traitement	\$ 125,748.00
Administration (O and M) / Administration (fonctionnement et maintien)	\$ 19,787.50
TOTAL	\$ 145,535.50
Person year utilization (all reasons) / Années-personnes utilisées (raison)	
Person year (decimal format) / Années-personnes (nombre décimal)	99.98



Appendix F

Supplemental Reporting Requirements for 2007–2008

Access to Information Act

In addition to the reporting requirements addressed in form TBS/SCT 350-62 "Report on the *Access to Information Act*," institutions are required to report on the following using this form:

Part III—Exemptions invoked

Section 13

Subsection 13(e) _____ Nil _____

Section 14

Subsections 14(a) _____ Nil _____

Subsections 14(b) _____ Nil _____

Part IV—Exclusions cited:

Subsection 69.1 _____ Nil _____

Exigences en matière de rapports pour 2007–2008

Loi sur l'accès à l'information

En plus des exigences relatives à l'établissement de rapports dont on traite dans le formulaire TBS/SCT 350-62, « Rapport concernant la *Loi sur l'accès à l'information* », les institutions sont tenues de déclarer ce qui suit en utilisant le présent formulaire :

Partie III—Exceptions invoquées

Article 13

Paragraphe 13(e) _____ Aucune _____

Article 14

Paragraphe 14(a) _____ Aucune _____

Paragraphe 14(b) _____ Aucune _____

Partie IV—Exclusions citées

Paragraphe 69.1 _____ Aucune _____

Discrepancies	Divergences
<p>III – Exemptions invoked</p> <p>S. 16.1 (1) 14 times</p> <p>X – Costs</p> <p>All operating and maintenance costs are borne by other OIC Directions ie: Information Technologies (Computers, printout etc), Finance & Administrative Services (supplies, mailing etc.)</p> <p>Other</p> <p>The OIC received and responded to 21 consultations from other government institutions</p>	<p>III – Exceptions invoquées</p> <p>Art. 16.1(1) 14 fois</p> <p>X – Coûts</p> <p>Tous les frais de fonctionnement et de maintien sont assumés par d'autres directions du CIC ex: Technologie de l'information (ordinateurs, imprimés, etc), Finance et Services Administratifs (fournitures de bureau, frais postaux, etc.)</p> <p>Autre</p> <p>Le CIC a reçu et répondu à 21 consultations d'autres institutions gouvernementales.</p>