



Information  
Commissioner  
of Canada

Commissaire  
à l'information  
du Canada



# Annual Report on the Administration of the ACCESS TO INFORMATION ACT

## 2011-2012

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# 1 Introduction

This report to Parliament describes the activities of the Office of the Information Commissioner of Canada (OIC) for 2011–2012 under the *Access to Information Act*.<sup>1</sup> It was prepared and is being tabled under section 72 of the Act.

The purpose of the *Access to Information Act* is to provide Canadians with access to records under the control of federal institutions, except for records subject to limited and specific exemptions and exclusions. The Act also specifies that any decisions on disclosure of information should be reviewed independently of government. To this end, the OIC was created in 1983 as an oversight body reporting to Parliament.

The OIC became subject to the Act in 2007. Since then, we have made every effort to provide exemplary service to requesters. We have also reported annually to Parliament on the administration of our access to information program. Here are some highlights from 2011–2012:

- We completed formal requests in an average of 22 days.
- We continued, following a successful pilot project the previous year, to waive the \$5 application fee for access requests. We found that waiving the fee had no impact on our workload.
- We posted summaries of all completed requests on our website to enable anyone to ask for records released under a previous request.

Anyone who believes that an access request submitted to us was improperly handled is entitled to file a complaint. To prevent any conflict of interest and ensure the integrity of the complaints process, an independent Information Commissioner *ad hoc* investigates complaints about our processing of access requests. John Sims, the Commissioner *ad hoc* since May 2011, is assisted by an investigator and has the same powers and obligations as the Information Commissioner with respect to conducting investigations and making recommendations.

- During the reporting period, one complaint was filed with the Commissioner *ad hoc* about our processing of requests. The Information Commissioner *ad hoc* concluded that the complaint was not about the treatment of a request, but rather was about the OIC's investigative process in general.

## 2 Organization

The Information Commissioner of Canada is an Agent of Parliament and ombudsperson appointed by Parliament under the *Access to Information Act*. The Commissioner is supported by the OIC. Our mission is to conduct efficient, fair and confidential investigations into complaints about federal institutions' handling of access to information requests. The goal of our work is to maximize compliance with the Act while fostering disclosure of public sector information. The Commissioner uses the full range of tools, activities and powers at her disposal—from information and mediation to persuasion and litigation, when required.

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<sup>1</sup> *Access to information Act*, R.S., 1985, c. P-21

The OIC has three branches, as follows:

- The **Complaints Resolution and Compliance Branch** investigates individual complaints about the processing of access requests, conducts dispute resolution activities and makes formal recommendations to institutions, as required. It also assesses federal institutions' compliance with their obligations under the Act and carries out systemic investigations and analysis.
- **Legal Services** represents the Commissioner in court and provides legal advice on investigations, legislative issues and administrative matters. It closely monitors the range of cases having a potential impact on our mandate and on access to information in general. Legal Services also assists investigators by providing them with up-to-date and customized reference tools on the evolving technicalities of the case law.
- **Corporate Services** provides strategic and corporate leadership in planning and reporting, communications, human resources and financial management, security and administrative services, internal audit, as well as information management and technology. It conducts external relations with a wide range of stakeholders, notably Parliament, government and representatives of the media. It is also responsible for managing our access to information and privacy function.

The **Access to Information and Privacy (ATIP) Secretariat** processes all requests filed under the *Access to Information Act* for records under the control of the OIC. The ATIP Secretariat had two staff members in 2011–0212:

- The Director, ATIP Secretariat, is responsible for the management of the Secretariat, including overseeing request administration, policy development and training. The Director holds full delegated authority under the Act as ATIP Coordinator.
- The ATIP Officer is responsible for processing requests and holds some delegated authority, such as for the transfer of requests to other institutions, extension of time limits, fees and notices to third parties.

### 3 Delegation order

Under the Act, the Information Commissioner is the designated head of the institution, for the purpose of administering the legislation.

At the start of the reporting period, the delegation order the Commissioner signed in September 2010 was in effect (see Appendix A). This order gave full authority for decisions under the Act to the Interim Assistant Commissioner, Policy, Communications and Operations, and to the Director, Information Management.

On April 21, 2011, the Information Commissioner gave delegated authority to John Sims to act as the Information Commissioner *ad hoc* for the purposes of investigating any complaints against the OIC (see Appendix B).

On the same day, the Commissioner revoked the authority delegated to the Interim Assistant Commissioner (see Appendix C) and to the Director, Information Management (see Appendix D). A new delegation order was put in place to reflect organizational

changes. That order gives full authority to the Director General, Corporate Services, and to the Director, ATIP Secretariat (see Appendix E).

On July 16, 2011, the Commissioner modified this delegation order to give limited authority to the ATIP Officer (see Appendix F).

## 4 Interpretation of the statistical report

The OIC's statistical report details all aspects of the processing of access to information requests received by the ATIP Secretariat from April 1, 2011, to March 31, 2012 (see Appendix G).

During the reporting period, we received 48 requests under the Act. With two requests outstanding from the previous period, we processed a total of 50 requests during 2011–2012. Of these, we completed 44 during the year and carried six over into 2012–2013. These six requests involved large volumes of records, and we received them late enough in the fiscal year that we could not complete them before the end of March 2012.

Of the 48 new requests, 15 pertained to investigation files, 10 to administrative records and 14 to miscellaneous records. A total of nine requests addressed matters concerning another institution. We immediately transferred seven of these to the correct institution. The remaining two requests were also incomplete, so we returned them to the requester with instructions on how to properly complete and submit them.

### 4.1 Sources of requests

Source	Number of requests	Percentage
Public	40	83.5%
Media	1	2%
Business	3	6.25%
Organization	3	6.25%
Academia	1	2%
<b>Total</b>	<b>48</b>	<b>100%</b>

During the reporting period, 83.5 percent of the requests we received came from the public and 12.5 percent were split evenly between businesses and organizations.

### 4.2 Workload

Requests	Number	Percentage
Received during reporting period	48	96%
Carried forward from previous year	2	4%
<b>Total</b>	<b>50</b>	<b>100%</b>

The 48 requests we received in 2011–2012 were two more than the 46 that came in the previous year. However, the number of pages we had to review to complete those requests nearly tripled, from 7,206 in 2010–2011 to 25,187 in 2011–2012.

### 4.2.1 Requests for previously released records

During the reporting period, we continued to post on our website a list of summaries in both official languages of all the requests we completed. Anyone could then send an electronic message through the website to the ATIP Secretariat to request a copy of previously released records. We responded to 19 such requests in 2011–2012 (one more than in the previous year) within an average of four days.

### 4.3 Disposition of completed requests

Disposition	Number	Percentage
All disclosed	7	15.9%
Disclosed in part	21	47.8%
Nothing disclosed (exempt)	3	6.8%
No records exist	6	13.6%
Transferred	7	15.9%
<b>Total</b>	<b>44</b>	<b>100%</b>

For 21 requests (47.8%), we disclosed part of the information sought. This was because, in most cases, the information requested was subject to mandatory exemptions related to our investigations. This exemption requires us to maintain the confidentiality of the investigative process. We fully disclosed the requested records in seven instances, or 15.9% of requests.

### 4.4 Exemptions

Section of the Act	Number of requests*	Percentage of requests received	Total number (by section)	Total percentage of requests received
Paragraph 13(1)(c) (Information obtained in confidence)	2	4.5%	2	4.5%
Paragraph 16(2)(c) (Security of buildings or systems)	5	11.4%	5	11.4%
Paragraph 16.1(1)(c) (Investigations)	13	29.5%	13	29.5%
Subsection 19(1) (Personal information)	14	31.8%	14	31.8%
Paragraph 20(1)(b) (Third-party information)	4	9.0%	14	31.8%
Paragraph 20(1)(c) (Third-party information)	9	20.5%		
Paragraph 20(1)(d) (Third-party information)	1	2.25%		
Paragraph 21(1)(a) (Policy advice)	1	2.25%	4	9.0%
Paragraph 21(1)(b) (Consultations or deliberations)	2	4.5%		
Paragraph 21(1)(c) (Position or plans)	1	2.25%		

Section 23 (Solicitor-client privilege)	4	9.0%	4	9.0%
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\*Since one request can involve more than one exemption, this column totals more than the 44 requests we completed in 2011–2012.

The most frequent exemption we applied during the reporting period was subsection 19(1) (personal information). We applied it to 14 requests or 31.8% of cases. (We also applied the various exemptions under section 20 this often.) The second most frequent exemption we applied was paragraph 16.1(1)(c) (investigations) (13 requests or 29.5 percent of total). These numbers suggest a return to the trends in our use of exemptions observed in all but the most recent reporting periods.

#### **4.5 Exclusions**

In two instances this year, we had to exclude from disclosure under paragraph 68(a) a record that was copyrighted, published work and available for purchase elsewhere.

#### **4.6 Completion times**

Period	Number	Percentage
30 days or fewer	38	86.4%
31–60 days	3	6.8%
61–90 days	3	6.8%
<b>Total</b>	<b>44</b>	<b>100%</b>

For the third consecutive year, the ATIP Secretariat responded to a large majority of requests within the 30-day legislated time frame. No requests were overdue (known as deemed refusals) at any point.

#### **4.7 Extensions**

Reason	30 days or fewer	31 days or more	Total	Percentage
Volume/searching	1	1	2	33%
Consultation	3	0	3	50%
Third party	0	1	1	17%
<b>Total</b>	<b>4</b>	<b>2</b>	<b>6</b>	<b>100%</b>

We took a total of six extensions in 2011–2012: four were for 30 days or fewer, resulting in completion times of 31–60 days; and two were for 31 to 60 days, resulting in completion times of 61 to 90 days. We extended two requests because they required us to search for and through a large volume of records. We extended three requests because we had to consult with other institutions about the records in question. None of these extensions were for more than 30 days. We also required an extension for 60 days to consult a third party in one case.

## **4.8 Translations**

There were no translations of records requested during the reporting period.

## **4.9 Method of access**

To avoid charging reproduction fees to requesters, we provide responses to all requests for which we release records (28 releases in 2011–2012) on CD-ROM. We did not receive any requests from requesters to view the records they sought at our offices.

## **4.10 Fees**

<b>Type of fee</b>		<b>Amount</b>
Application		0
Reproduction		0
<b>Total</b>		<b>\$0</b>
<b>Fees waived</b>	<b>Frequency</b>	<b>Amount</b>
Up to \$25	41	\$205
More than \$25	0	0
<b>Total</b>	41	<b>\$205</b>

Conscious of our duty to assist requesters and to ensure there are no barriers to access to our records, we continued throughout the reporting period to waive the \$5 application fee for all access requests. We had tested this approach during a pilot project the previous year to determine whether it would result in a significant increase in requests, and found that it did not. Waiving the fee also means we can accept requests by e-mail, which prevents delays in processing requests associated with fee payments.

## **4.11 Consultations**

We received and processed 13 requests from other institutions to provide our input on requests for records that concern us. Our average time to respond to these consultation requests was 4.2 days. Since the Office of the Information Commissioner may be required to investigate complaints on any file, we rarely provide formal recommendations about what records to withhold or release when consulted. This allows us avoid the situation of our later having to investigate our own recommendations.

For our part, we consulted other institutions about four requests we received. We made a concerted effort to work with each institution consulted to establish the shortest possible turnaround time.



## 4.12 Costs

Category of cost	Amount
Salary	\$144,766
Administration (operations and management)	\$2,303
<b>Total</b>	<b>\$147,069</b>
<b>Person-years</b>	<b>1.8</b>

Costs incurred during the reporting period are calculated based on the salaries of ATIP Secretariat members and expenses associated with the administration of the Act.

## 4.13 Duty to assist

We continue to make every effort to fulfill our duty to assist requesters. Here are some examples of how we put this duty into action in 2011–2012:

- When extensions were necessary, we provided interim releases whenever possible.
- When requests were sent to our office in error, we immediately transferred them to the correct institution. In this way, we strove to limit the delay in getting a response to the requester, since the legislated time frame of 30 days begins from the date we receive the request.
- When the wording of requests could have resulted in limited disclosure, or we were aware of additional records of interest, we notified requesters and gave them the option to modify their applications.
- When consultations were required, we adhered to the shortest time frames possible in responding.

## 5 Changes to the organization, programs, operations or policies

During 2011–2011, the ATIP Secretariat was separated from the OIC's IM/IT Division and now reports directly to the Director General, Corporate Services. This has streamlined the approval process and facilitated the timely processing of requests.

Throughout the year, we continued to revise and refine our ATIP Procedures Manual. This document provides a detailed look at the steps required to process an access to information request.

After successfully implementing our new electronic records management system in the spring of 2011, we began work to renew the legal case management system. We also began to modernize the architecture behind our networks and continued to enhance the security of our systems to protect the sensitive information we collect from institutions. We expect each of these measures to have a positive impact on our ability to retrieve records and respond to requests.

## 6 Education and training

During 2011–2012, the ATIP Secretariat conducted individual training sessions, in both official languages, on the *Access to Information Act* and the *Privacy Act*, and related

processes. A total of 5 of our approximately 100 employees took this training in 2011–2012.

Legal Services provided one-on-one training on the *Access to Information Act* for all new employees. The legal group also offered a session on subsection 19(1) (personal information) of the Act, as part of ongoing training to update and reinforce the expert knowledge of our staff about key provisions in the Act. A total of 30 employees took part in this session.

## **7 Complaints**

There was one complaint filed against us with the Information Commissioner *ad hoc* in 2011–2012. It turned out to be a broad complaint about the OIC’s investigative process. As a result, the Information Commissioner *ad hoc* deemed it to be not well founded.



Office of the  
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## Appendix A

Commissariat  
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### Delegation orders for the purpose of the *Access to Information Act* and the *Privacy Act* Arrêté de déléation 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 of the *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*, la 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 elle est investie en qualité de responsable d'une institution fédérale, c'est-à-dire le Commissariat à l'information du Canada.

#### Schedule / Annexe

#### Position/ Poste

*Privacy Act and Regulations/  
Loi sur la protection des  
renseignements personnels et  
règlement.*

*Access to Information Act and  
Regulations/  
Loi sur l'accès à l'information et  
règlement.*

Layla Michaud  
Interim Assistant Information  
Commissioner (Policy,  
Communications and Operations) /  
Commissaire adjoint à l'information  
par intérim (Politiques,  
communications et opérations)

Full Authority/  
Autorité Absolue

Full Authority/  
Autorité Absolue

Director, Information Management/  
Directeur, Gestion de l'information

Full Authority/  
Autorité Absolue

Full Authority/  
Autorité Absolue

Dated, at the City of Ottawa,  
this 22 day of September 2010

Daté, à la ville d'Ottawa  
ce 22 jour de Septembre 2010

Suzanne Legault  
Information Commissioner of Canada  
Commissaire à l'information du Canada



Information  
Commissioner  
of Canada

Commissaire  
à l'information  
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## Appendix B

**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 John Sims, 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.

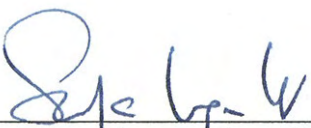
This delegation is effective April 29, 2011 for a one year period until such time as it is revoked, amended or renewed.

Dated at Ottawa, this 21 day of April 2011.

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 John Sims à titre de Commissaire *ad hoc*, tous 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 29 avril 2011 pour une période de 1 an, ou jusqu'à ce qu'elle soit révoquée, modifiée ou renouvelée.

Signée à Ottawa, le 21 avril 2011.

  
\_\_\_\_\_  
Suzanne Legault  
Information Commissioner of Canada  
Commissaire à l'information du Canada



Information  
Commissioner  
of Canada

Commissaire  
à l'information  
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**Delegation Order 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 delegation to Layla Michaud, Interim  
Assistant Information Commissioner,  
effective September 22, 2010 is revoked.

La délégation à Layla Michaud,  
Commissaire à l'information adjointe par  
interim, du 22 septembre 2010 est  
révoquée.

This revocation is effective on April 26,  
2011.

Cette révocation prend effet le 26 avril  
2011.

Dated at Ottawa, this 21<sup>st</sup> day of April 2011. Signée à Ottawa, le 21 avril 2011.

Suzanne Legault  
Information Commissioner of Canada  
Commissaire à l'information du Canada





Information  
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**Delegation Order 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 delegation to Monica Fuijkschot,  
Director, Information Management,  
effective September 22, 2010 is revoked.

La délégation à Monica Fuijkschot,  
Directeur, Gestion de l'information, du 22  
septembre 2011 est révoquée.

This revocation is effective on April 26,  
2011.

Cette révocation prend effet le 26 avril  
2011.

Dated at Ottawa, this <sup>21<sup>st</sup></sup> day of April 2011. Signée à Ottawa, le <sup>21</sup> avril 2011.

Suzanne Legault  
Information Commissioner of Canada  
Commissaire à l'information du Canada

## Appendix E



Information  
Commissioner  
of Canada

Commissaire  
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### Delegation orders for the purpose of the *Access to Information Act* and the *Privacy Act* Arrêté de 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 of the *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*, la 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 lesdits postes, les attributions dont elle est investie en qualité de responsable d'une institution fédérale, c'est-à-dire le Commissariat à l'information du Canada.

#### Schedule / Annexe

##### Position/ Poste

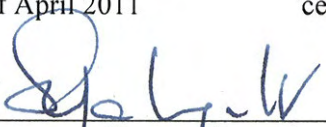
	<b><i>Privacy Act and Regulations/ Loi sur la protection des renseignements personnels et règlement.</i></b>	<b><i>Access to Information Act and Regulations/ Loi sur l'accès à l'information et règlement.</i></b>
Director General (Corporate Services) / Directeur général (Services organisationnels)	Full Authority/ Autorité Absolue	Full Authority/ Autorité Absolue
Director, ATIP Secretariat/ Directeur, secrétariat de l'AIPRP	Full Authority/ Autorité Absolue	Full Authority/ Autorité Absolue

This delegation order is effective on April 26, 2011

Cet arrêté de délégation prend effet le 26 avril 2011.

Dated, at the City of Ottawa,  
this 21 day of April 2011

Daté, à la ville d'Ottawa  
ce 21 jour d'avril 2011

  
\_\_\_\_\_  
Suzanne Legault  
Information Commissioner of Canada  
Commissaire à l'information du Canada



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**Delegation orders for the purpose of the *Access to Information Act* and the *Privacy Act*  
Arrêté de déléation 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 of the *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. This Delegation Order supersedes all previous Delegation Orders pursuant to section 73.

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*, la 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 lesdits postes, les attributions dont elle est investie en qualité de responsable d'une institution fédérale, c'est-à-dire le Commissariat à l'information du Canada. Le présent arrêté de déléation annule et remplace tout arrêté antérieur fait en vertu de l'article 73.

This delegation order is effective on July 18, 2011

Cet arrêté de déléation prend effet le 18 juillet 2011.

Dated, at the City of Ottawa, this 16<sup>th</sup> day of July 2011

Daté, à la ville d'Ottawa, ce 16<sup>e</sup> jour de juillet 2011

Suzanne Legault  
Information Commissioner of Canada  
Commissaire à l'information du Canada



Schedule / Annexe

<b>Position/ Poste</b>	<b><i>Privacy Act and Regulations/ Loi sur la protection des renseignements personnels et règlement.</i></b>	<b><i>Access to Information Act and Regulations/ Loi sur l'accès à l'information et règlement.</i></b>
Director General (Corporate Services) / Directeur général (Services organisationnels)	Full Authority/ Autorité Absolue	Full Authority/ Autorité Absolue
Director, ATIP Secretariat/ Directeur, Secrétariat de l'AIPRP	Full Authority/ Autorité Absolue	Full Authority/ Autorité Absolue
ATIP Officer/ Agent de l'AIPRP	Sections of the Act / articles de la Loi: 15, 17(2)(b)  Sections of the Regulations / articles du Règlement: 9, 11(2), 11(4), 13(1), 14	Sections of the Act / articles de la Loi: 4(2.1), 8(1), 9, 11(2), 11(3), 11(4), 11(5), 11(6), 12(2), 12(3), 27(1), 27(4), 29(1).  Sections of the Regulations / articles du Règlement: 6(1), 7(2), 7(3), 8, 8.1



## Statistical Report on the Access to Information Act

Name of institution: Office of the Information Commissioner of Canada

Reporting period: 2011/04/01 to 2012/03/31

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

#### 1.1 Requests

	Number of Requests
Received during reporting period	48
Outstanding from previous reporting period	2
<b>Total</b>	<b>50</b>
Closed during reporting period	44
Carried over to next reporting period	6

#### 1.2 Sources of requests

Source	Number of Requests
Media	1
Academia	1
Business (Private Sector)	3
Organization	3
Public	40
<b>Total</b>	<b>48</b>

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

#### 2.1 Disposition and completion time

Disposition of requests	Completion Time							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	
All disclosed	6	1	0	0	0	0	0	7
Disclosed in part	1	14	3	3	0	0	0	21
All exempted	2	1	0	0	0	0	0	3
All excluded	0	0	0	0	0	0	0	0
No records exist	4	2	0	0	0	0	0	6
Request transferred	7	0	0	0	0	0	0	7
Request abandoned	0	0	0	0	0	0	0	0
Treated informally	0	0	0	0	0	0	0	0
<b>Total</b>	<b>20</b>	<b>18</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>44</b>

## 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)	2	16(2)(c)	5	18(c)	0	20.4	0
13(1)(d)	0	16(3)	0	18(d)	0	21(1)(a)	1
13(1)(e)	0	16.1(1)(a)	0	18.1(1)(a)	0	21(1)(b)	2
14(a)	0	16.1(1)(b)	0	18.1(1)(b)	0	21(1)(c)	1
14(b)	0	16.1(1)(c)	13	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)	14	22.1(1)	0
15(1) - S.A.*	0	16.3	0	20(1)(a)	0	23	4
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(b)	4	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)	9		
16(1)(b)	0	17	0	20(1)(d)	1		
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)	2	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	7	0
Disclosed in part	0	21	0
<b>Total</b>	0	28	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	200	200	7
Disclosed in part	22066	18227	21
All exempted	3747	0	3
All excluded	0	0	0
Request abandoned	0	0	0

## 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	
	Requests	Pages disclosed	Requests	Pages disclosed	Requests	Pages disclosed	Requests	Pages disclosed	Requests	Pages disclosed
All disclosed	7	200	0	0	0	0	0	0	0	0
Disclosed in part	4	199	11	1976	1	584	4	8662	1	6806
All exempted	1	0	0	0	0	0	2	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Abandoned	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>12</b>	<b>399</b>	<b>11</b>	<b>1976</b>	<b>1</b>	<b>584</b>	<b>6</b>	<b>8662</b>	<b>1</b>	<b>6806</b>

## 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	4	0	5	0	9
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	0	0	0	0
<b>Total</b>	<b>4</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>9</b>

## 2.6 Deemed refusals

### 2.6.1 Reasons for not meeting statutory deadline

Number of requests closed past the statutory deadline	Principal Reason			
	Workload	External consultation	Internal consultation	Other
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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
<b>Total</b>	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	0	0
Disclosed in part	2	0	3	1
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
<b>Total</b>	2	0	3	1

### 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	1	0	3	0
31 to 60 days	1	0	0	1
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
<b>Total</b>	2	0	3	1

## PART 4 – Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	# of Requests	Amount	# of Requests	Amount
Application	0	\$0	41	\$205
Search	0	\$0	0	\$0
Production	0	\$0	0	\$0
Programming	0	\$0	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	0	\$0
<b>Total</b>	0	\$0	41	\$205

## 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	13	0	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	13	0	0	0
Closed during the reporting period	13	0	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	More 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	13	0	0	0	0	0	0	13
<b>Total</b>	13	0	0	0	0	0	0	13

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

Recommendation	Number of days required to complete consultation requests							Total
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	
Disclose entirely	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
<b>Total</b>	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
<b>Total</b>	0	0

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

#### 7.1 Costs

Expenditures	Amount
Salaries	\$144,766
Overtime	\$0
Goods and Services	\$2,303
• Professional services contracts	\$0
• Other	\$2,303
<b>Total</b>	<b>\$147,069</b>

## 7.2 Human Resources

<b>Resources</b>	<b>Dedicated full-time to ATI activities</b>	<b>Dedicated part-time to ATI activities</b>	<b>Total</b>
Full-time employees	1	1	2
Part-time and casual employees	0	0	0
Regional staff	0	0	0
Consultants and agency personnel	0	0	0
Students	0	0	0
<b>Total</b>	1	1	2