



Information
Commissioner
of Canada

Commissaire
à l'information
du Canada



Annual Report on the Administration of the ACCESS TO INFORMATION ACT

2012-2013

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1 Introduction

This report to Parliament, prepared and tabled in accordance with section 72 of the *Access to Information Act*,¹ describes the activities of the Office of the Information Commissioner of Canada (OIC) in administering the Act during 2012–2013.

The purpose of the Act is to protect the public's right to access records under the control of government institutions, while ensuring that the use of any exemptions and exclusions is limited and specific. The Act also specifies that any decisions on the disclosure of information should be reviewed independently of government. To this end, the OIC was established under the Act in 1983 as an independent oversight body reporting to Parliament. The OIC conducts efficient, fair and confidential investigations into complaints about government 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 OIC became subject to the Act in 2007. Since then, we have made every effort to provide exemplary service to requesters. Here are some highlights from 2012–2013:

- We completed formal requests in an average of 30.4 days.
- We continued to waive the \$5 application fee for access requests.
- To maximize disclosure, we now, when appropriate, informally release to individuals seeking information about investigations into their own complaints a copy of any record they provided to us as part of the investigation (subject to any exemptions) and which we otherwise must formally withhold.

Requesters who are of the view that our office improperly handled their access request are entitled to file a complaint. To prevent any conflict of interest and to ensure the integrity of the complaint process, an independent Information Commissioner *ad hoc* investigates complaints regarding access requests submitted to the OIC. 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 in relation to access requests made to the OIC.

- During the reporting period, two complaints were filed with the Commissioner *ad hoc*. The investigations into both complaints are ongoing.

2 Organization

The Information Commissioner, Suzanne Legault, is supported by the Assistant Commissioner, Complaints Resolution and Compliance, the Director General, Corporate Services, and the General Counsel, Legal Services.

The OIC has three branches, as follows:

¹ *Access to information Act*, R.S., 1985, c. P-21

- The **Complaints Resolution and Compliance Branch** carries out investigations and dispute resolution efforts to resolve complaints. It assesses the performance of government institutions and conducts systemic investigations.
- **Legal Services** represents the Commissioner in court cases and provides legal advice on investigations, as well as legislative and administrative matters.
- **Corporate Services** provides strategic and corporate leadership for various functions, such as communications, human resources, and information management and technology. It also manages the access to information and privacy function.

The **Access to Information and Privacy (ATIP) Secretariat** processes all requests under the *Access to Information Act* for records under the control of the OIC. The ATIP Secretariat had two staff members in 2012–2013:

- The Director, ATIP Secretariat, manages the Secretariat, including overseeing request administration, policy development and training. The Director holds full delegated authority under the Act as ATIP Coordinator. The Director reports to the Director General, Corporate Services.
- The ATIP Officer processes requests and holds some delegated authority, such as for transferring requests to other institutions, claiming time extensions, charging fees and notifying third parties about requests. The ATIP Officer reports to the Director, ATIP Secretariat.

3 Delegation order

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

During the reporting period, the delegation under section 73 of the Act, signed on July 16, 2011, was in effect (Appendix A).

The delegation for the Information Commissioner *ad hoc* under subsection 59(1) of the Act was renewed and signed on May 2, 2012 (Appendix B).

4 Interpretation of the statistical report

The statistical report details all aspects of the processing of access to information requests received by the ATIP Secretariat from April 1, 2012, to March 31, 2013 (Appendix C). Below are some items of note from that report.

4.1 Workload

Requests	Number (% of total)
Received during reporting period	44 (88%)
Carried forward from previous year	6 (12%)
Total	50 (100%)

We received 44 new requests in 2012–2013, 4 fewer than in the previous reporting period. The number of pages reviewed totalled 27,083 compared to 25,187 in 2011–2012, an increase of 7.5 percent.

Of the 44 new requests, 17 pertained to investigations, 11 to administrative records and 15 to records on various other subject matters. One request was transferred to another institution.

With 6 requests outstanding from the previous period, we processed a total of 50 requests in 2012–2013. We carried no requests over into 2013–2014.

4.1.1 Requests for previously released records

Interested people can review summaries of all completed requests on our website and then ask to receive a copy of the records. We received four such requests in 2012–2013, compared to 19 in the previous year.

4.2 Sources of requests

Source	Number of requests (% of total)
Media	4 (9%)
Academia	0 (0%)
Business	8 (18%)
Organization	0 (0%)
Public	32 (73%)
Total	44 (100%)

During the reporting period, the majority of the new requests we received (73 percent) came from the public. No requests were received from academia or from organizations.

4.3 Disposition of completed requests

Disposition	Number (% of total)
All disclosed	3 (6%)
Disclosed in part	24 (48%)
Nothing disclosed	4 (8%)
No records exist	8 (16%)
Transferred	1 (2%)
Abandoned	10 (20%)
Total	50 (100%)

We disclosed part of the information sought in almost half (48 percent) of all of the requests to which we responded in 2012–2013. A large portion of requests was either abandoned (20 percent) or yielded no records (16 percent).

The percentage of requests with the disposition “disclosed in part” has remained stable over the past couple of years. However, the percentage of requests with the disposition “all disclosed” has decreased, likely reflecting the recent increase in requests for our investigation files, parts of which we must withhold under the Act.

Of the 27,083 pages we processed, we only completely withheld 209, less than 1 percent of the total.

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%	2	4%
Paragraph 15(1)(a) (International affairs and defence)	1	2%	1	2%
Paragraph 15(1)(c) (International affairs and defence)	1	2%	1	2%
Paragraph 16(1)(b) (Law enforcement and investigations)	1	2%	1	2%
Subparagraph 16(1)(c)(iii) (Law enforcement and investigations)	1	2%	1	2%
Paragraph 16(2)(c) (Security of buildings or systems)	1	2%	1	2%
Paragraph 16.1(1)(c) (Investigations)	21	42%	21	42%
Subsection 19(1) (Personal information)	17	34%	17	34%
Paragraph 20(1)(b) (Third-party information)	2	4%	5	10%
Paragraph 20(1)(c) (Third-party information)	3	6%		
Paragraph 21(1)(a) (Policy advice)	6	12%	13	26%
Paragraph 21(1)(b) (Consultations or deliberations)	4	8%		
Paragraph 21(1)(c) (Position or plans)	2	4%		
Paragraph 21(1)(d) (Plans not yet in operation)	1	2%		
Section 23 (Solicitor-client privilege)	15	30%	15	30%

Note: Since one request can involve more than one exemption, this column totals more than the 50 requests we completed in 2012–2013.

The most frequently invoked exemption during the reporting period was paragraph 16.1(1)(c) (investigations). We applied this to 42 percent of requests, compared to 30 percent the year before. This increase is a result of our receiving more requests for our investigation files than previously.

We also applied subsection 19(1) to 34 percent of requests (compared to 32 percent in the previous year), and section 23 to 30 percent of

Section 16.1(1) exempts from release records containing information that was either obtained or created during investigations, audits or examinations conducted by four Agents of Parliament, including the Information Commissioner (paragraph 16.1(1)(c)), or under their authority. As a result, when we receive a request for records pertaining to an ongoing investigation, we are required to withhold the entire file. When the request is for the files of an investigation that is closed, however, and for which there are no ongoing proceedings, this exemption is partially lifted; it can no longer be applied to records created by the Information Commissioner but is permanently maintained for all records obtained from another institution or from the complainant.

requests (compared to 9 percent in the previous year). The latter increase is in part due to the growing support our Legal Services team provides to investigators.

4.5 Exclusions

In one instance this year, we excluded under paragraph 68(a) a record from disclosure, since it was a copyrighted, published work already available for purchase elsewhere.

4.6 Completion times

Period	Number (% of total)
1 to 15 days	25 (50%)
16 to 30 days	16 (32%)
31 to 60 days	2 (4%)
61 to 120 days	3 (6%)
121 to 180 days	4 (8%)
Total	50

For the fourth consecutive year, the ATIP Secretariat responded to a large majority (82%) of requests within the 30-day legislated time frame. Notably, we responded to half of our requests within 15 days. No requests were overdue (known as deemed refusals) at any point.

4.7 Extensions

Reason	30 days or fewer	31 days or more	Total (% of total)
Searching for and through a large volume of records	0	5	5 (50%)
Inter-institution consultations	3	1	4 (40%)
Third-party consultations	0	1	1 (10%)
Total	3	7	10 (100%)

We took a total of ten extensions in 2012–2013 for nine requests. In one case, we took two extensions for one request—one to consult with other institutions and the second to consult with third parties.

4.8 Translations

No translations of records were requested during the reporting period.

4.9 Method of access

Out of the 27 releases we delivered in 2012–2013, we provided only one on paper; we sent out the rest on CD. We did not receive any requests to examine records at our office.

4.10 Fees

Type of fee		Amount
Application		0
Reproduction		0
Total		\$0
Fees waived	Frequency	Amount
Up to \$25	44	\$220
More than \$25	0	0
Total	44	\$220

Conscious of our duty to assist requesters and to ensure there are no barriers to access, we continued to waive the \$5 application fee for all access requests. We have found that this has not had any significant impact on our workload in the past three years we have decided not to charge this fee.

4.11 Consultations

We received 17 requests from other institutions to provide input on records that concern our office. However, since we may be required to investigate complaints on any file, we do not provide recommendations on the application of exemptions. This allows us to maintain impartiality and avoid conflicts of interest.

We consulted 64 institutions regarding four requests we received.

4.12 Costs

Category of cost	Amount
Salary	\$108,349
Administration (operations and management)	\$9,265
Total	\$117,614
Person-years	1.71

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 2012–2013:

- When the wording of requests could have resulted in limited or no disclosure, we promptly contacted requesters for clarification and to afford them an opportunity to modify the request.
- We offer to provide paper copies instead of electronic ones to requesters who do not have computer access.
- We release records not subject to consultations at the time we take time extensions, so requesters can get some of the information they are seeking as soon as possible.
- We release records via e-mail when possible.

5 Changes to the organization, programs, operations or policies

To further meet our duty to assist, the ATIP Secretariat adopted a practice in 2012–2013 to better serve individuals seeking access to records pertaining to the investigation of their own complaints. In addition to our formal response, we now issue a subsequent informal release containing the correspondence and documents the complainants had sent to the OIC during the course of the investigation. For the formal release, these records would have been withheld under paragraph 16.1(1)(c).

6 Education and training

In January 2013, the ATIP Secretariat conducted an awareness session on the *Access to Information Act* and the *Privacy Act*, with roughly 20 employees (22 percent of our staff) in attendance. The session focused on topics such as access to information and privacy guidelines, the procedure for processing requests and the responsibilities of subject-matter experts when helping to respond to requests.

Legal Services provided training on subsection 19(1) (personal information) of the *Access to Information Act* to about 25 employees in November 2012. This was followed by a session in January 2013 on section 23 of the Act (solicitor-client privilege), in which approximately 30 employees participated.

7 Complaints

Two complaints were lodged with the Information Commissioner *ad hoc* against our office in 2012–2013. One complaint deals with the duty to assist, while the other one concerns the application of paragraph 16.1(1)(c). The investigations into both complaints are ongoing.

8 Conclusion

The OIC is in a unique position, since we are subject to the statute that we oversee. Despite the small size of our ATIP Secretariat and the low number of requests we receive, compared to other institutions, we strive to lead by example in compliance with the *Access to Information Act*.

We have noticed trends in the type of information being requested, such as a high proportion of requests for records relating to our investigation files. This has increased our reliance on paragraph 16.1(1)(c). As always, however, we strive to foster transparency while observing the mandatory provisions of the Act.



**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.

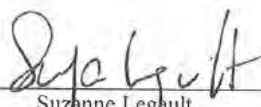
En vertu de l'article 73 de la *Loi sur l'accès à l'information* et de la *Loi sur la protection des renseignements personnels*, la Commissaire à l'information du Canada délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes, 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 16th day of July 2011

Daté, à la ville d'Ottawa, ce 16^e jour de juillet 2011


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

Schedule / Annexe

Position/ Poste	<i>Privacy Act and Regulations/ Loi sur la protection des renseignements personnels et règlement.</i>	<i>Access to Information Act and Regulations/ Loi sur l'accès à l'information et règlement.</i>
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



**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 May 2nd, 2012 for a one year period until such time as it is revoked, amended or renewed.

Dated at Ottawa, this 2 day of May 2012.

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 2 mai 2012 pour une période de 1 an, ou jusqu'à ce qu'elle soit révoquée, modifiée ou renouvelée.

Signée à Ottawa, le 2 mai 2012.



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

Statistical Report on the *Access to Information Act*

Name of institution: Office of the Information Commissioner of Canada

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	44
Outstanding from previous reporting period	6
Total	50
Closed during reporting period	50
Carried over to next reporting period	0

1.2 Sources of requests

Source	Number of Requests
Media	4
Academia	0
Business (Private Sector)	8
Organization	0
Public	32
Total	44

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	2	1	0	0	0	0	0	3
Disclosed in part	3	12	2	3	4	0	0	24
All exempted	4	0	0	0	0	0	0	4
All excluded	0	0	0	0	0	0	0	0
No records exist	5	3	0	0	0	0	0	8
Request transferred	1	0	0	0	0	0	0	1
Request abandoned	10	0	0	0	0	0	0	10
Treated informally	0	0	0	0	0	0	0	0
Total	25	16	2	3	4	0	0	50

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)	1	18(c)	0	20.4	0
13(1)(d)	0	16(3)	0	18(d)	0	21(1)(a)	6
13(1)(e)	0	16.1(1)(a)	0	18.1(1)(a)	0	21(1)(b)	4
14(a)	0	16.1(1)(b)	0	18.1(1)(b)	0	21(1)(c)	2
14(b)	0	16.1(1)(c)	21	18.1(1)(c)	0	21(1)(d)	1
15(1) - I.A.*	1	16.1(1)(d)	0	18.1(1)(d)	0	22	0
15(1) - Def.*	0	16.2(1)	0	19(1)	17	22.1(1)	0
15(1) - S.A.*	1	16.3	0	20(1)(a)	0	23	15
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(b)	2	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)	3		
16(1)(b)	1	17	0	20(1)(d)	0		
16(1)(c)	1						
16(1)(d)	0						

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

2.3 Exclusions

Section	Number of requests	Section	Number of requests	Section	Number of requests
68(a)	1	69(1)(a)	0	69(1)(g) re (a)	0
68(b)	0	69(1)(b)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(c)	0	69(1)(g) re (c)	0
68.1	0	69(1)(d)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(e)	0	69(1)(g) re (e)	0
68.2(b)	0	69(1)(f)	0	69(1)(g) re (f)	0
				69.1(1)	0

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	0	3	0
Disclosed in part	1	23	0
Total	1	26	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	54	54	3
Disclosed in part	26820	24740	24
All exempted	209	0	4
All excluded	0	0	0
Request abandoned	0	0	10

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	3	54	0	0	0	0	0	0	0	0
Disclosed in part	9	231	5	1059	3	2233	6	15240	1	5977
All exempted	4	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Abandoned	10	0	0	0	0	0	0	0	0	0
Total	26	285	5	1059	3	2233	6	15240	1	5977

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	1	0	5
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	0	0	0	0
Total	4	0	1	0	5

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

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

2.6.2 Number of days past deadline

Number of days past deadline	Number of requests past deadline where no extension was taken	Number of requests past deadline where an extension was taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	0	0

2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	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	0	0
Disclosed in part	5	0	4	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
Total	5	0	4	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	0	0	3	0
31 to 60 days	1	0	1	1
61 to 120 days	4	0	0	0
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	5	0	4	1

PART 4 – Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of requests	Amount	Number of requests	Amount
Application	0	\$0	44	\$220
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
Total	0	\$0	44	\$220

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	17	0	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	17	0	0	0
Closed during the reporting period	17	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	15	2	0	0	0	0	0	17
Total	15	2	0	0	0	0	0	17

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
Total	0	0	0	0	0	0	0	0

PART 6 – Completion time of consultations on Cabinet confidences

Number of days	Number of responses received	Number of responses received past deadline
1 to 15	0	0
16 to 30	0	0
31 to 60	0	0
61 to 120	0	0
121 to 180	0	0
181 to 365	0	0
More than 365	0	0
Total	0	0

PART 7 – Resources related to the Access to Information Act

7.1 Costs

Expenditures		Amount
Salaries		\$108,349
Overtime		\$1,093
Goods and Services		\$8,172
• Professional services contracts	\$7,661	
• Other	\$511	
Total		\$117,614

7.2 Human Resources

Resources	Dedicated full-time to ATI activities	Dedicated part-time to ATI activities	Total
Full-time employees	0.80	0.00	0.80
Part-time and casual employees	0.80	0.00	0.80
Regional staff	0.00	0.00	0.00
Consultants and agency personnel	0.11	0.00	0.11
Students	0.00	0.00	0.00
Total	1.71	0.00	1.71