



# Report on the administration of the *Access to Information Act*

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2015-2016



Canada Economic  
Development  
for Quebec Regions

Développement  
économique Canada  
pour les régions du Québec

Canada 

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# Introduction

The *Access to Information Act* (the Act), promulgated on July 1, 1983, aims to broaden access to the records of the federal government. It enshrines the principle of the right of the public to be given information and endeavours to complement arrangements for access to records.

In deference to this legal principle, federal institutions are required to establish standardized practices and procedures for processing access to information requests. These practices and procedures must include an undertaking to make all reasonable efforts to assist applicants, regardless of who they may be. Institutions must also apply the Act in an effective, coordinated and proactive manner so as to provide full, accurate and timely responses to access to information requests, subject only to regulatory constraints.

This document was prepared in response to section 72 of the Act, which requires federal institutions to submit an annual report to Parliament on administration of the Act. This report provides details on activities related to administration of the Act at the Economic Development Agency of Canada for the Regions of Quebec (the Agency).

**The *Access to Information Act* allows Canadians, permanent residents and anyone in Canada to exercise a general right of access to information held by federal institutions, subject to specific and limited exceptions.**

# Mandate of the Economic Development Agency of Canada for the Regions of Quebec

Under its incorporating act, which came into effect on October 5, 2005, the mission of the Agency is to promote the long-term economic development of the regions of Quebec, giving special attention to those where slow economic growth is prevalent or opportunities for productive employment are inadequate. As part of its mission, the Agency is committed to promoting cooperation and a complementary relationship with Quebec and its communities.

Growth and jobs and the success of Quebec's regions and enterprises are central to the Agency's mission and consistent with the Government of Canada's top economic priorities

Present across Quebec through its business offices, the Agency is the key federal actor in the economic development of the regions of Quebec. It supports businesses and economic stakeholders in their development efforts and provides funding for their projects.

In addition to its regular programs, the Agency contributes to the design and implementation of national programs and targeted temporary initiatives to meet the challenges of specific situations in Quebec.

The Agency's approach is inspired by the best practices identified with respect to regional economic development. It is:

- **Consistent** with government priorities and national strategies related to its mission and anticipated results;
- **Geared** to the economic issues and challenges of enterprises and the different regions of Quebec, building on their assets and potential; and
- **Collaborative** with economic agents, such as local partners, other federal departments and agencies and the Quebec government.

The Agency has had one regular grants and contributions (G&C) program, the *Quebec Economic Development Program (QEDP)*. In addition to this program, the Agency contributed to the design and implementation in Quebec of Canada-wide programs and targeted ad-hoc initiatives such as:

### **Agency's G&C Programs and Initiatives, 2015-2016**

Main program: Quebec Economic Development Program (QEDP)

- Targeted and/or temporary initiatives:
  - *Economic Recovery Initiative for Lac Mégantic*
  - *Canadian Economic Diversification Initiative for Communities Reliant on Chrysotile*
  - *Strategic Initiative to Combat the Spruce Budworm Outbreak in Quebec (SICCSBOQ)*
  - *Linguistic Duality Economic Development Initiative (EDI)*
  - *Canada 150 Community Infrastructure Program (CIP-150 ) (Canada-wide initiative)*

Canada-wide Program Implemented in Quebec by the Agency:

- *Community Futures Program (CFP)*

Infrastructure Canada's delivery partner for administration in Quebec

- *Building Canada Fund–Quebec (BCF)*

To learn more about the Agency's mandate, programming and operations, go to its Web site: [www.dec-ced.gc.ca](http://www.dec-ced.gc.ca).

# Access to Information and Privacy Office

The Access to Information and Privacy Office (AIPO) reports directly to the Deputy Minister/President's Chief of Staff.

AIPO has an access to information and privacy senior officer, as well as a coordinator. The senior officer, with the help of the coordinator, oversees compliance with legislation, regulations, procedures and broad government trends.

Through its delegated authority, AIPO represents the Agency on matters relating to the Act in dealings with the public, Treasury Board Secretariat, the Commissioners of Information and Privacy and other federal departments and institutions.

**AIPO's chief duties are:**

- Processing requests for access to information and coordinating all attendant administrative and legal operations.
- Assisting applicants.
- Developing opinions, general guidelines and procedures relating to application of the Act.
- Reporting on the Agency's application of the Act.
- Meeting the training and information needs of Agency employees.

# Delegation of authority

The Agency's enabling legislation identifies its head as being the Deputy Minister/President. In addition to managing the institution and overseeing management of Agency personnel, the Deputy Minister/President is responsible for application of the *Access to Information Act (AIA)*.

To this end, the authority for application of the Act was delegated to the Senior Advisor, Access to Information and Parliamentary Affairs, while most administrative authority was delegated to the Coordinator, Access to Information and Parliamentary Affairs.



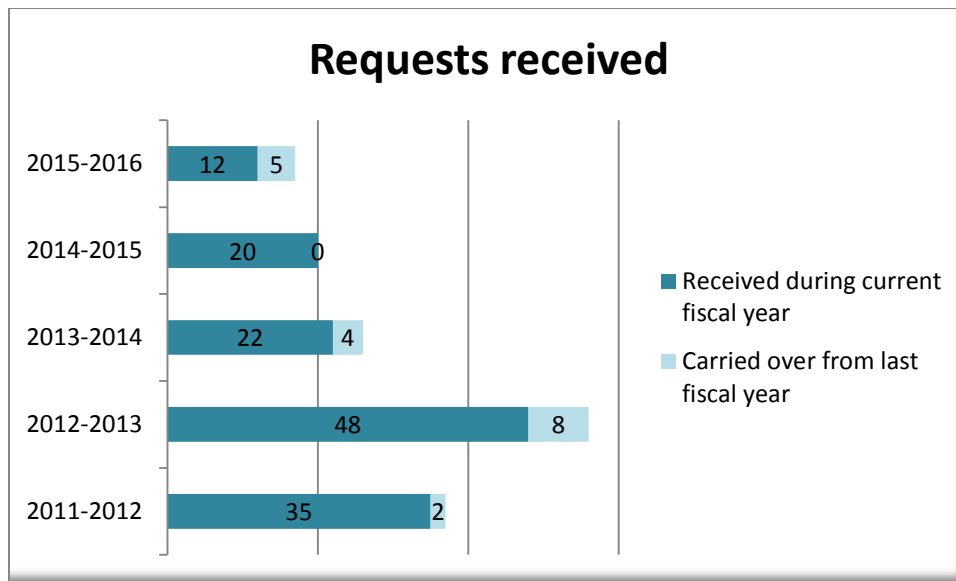
# Interpreting the statistical report on access to information requests

## Highlights

- The AIPO closed 13 of 17 requests received in 2015-2016 and carried over 4 requests to the next fiscal year. This is a slight decrease in the number of requests from last year, where 20 requests were received. The number of requests treated informally dropped to 2, when last year that number was 9. The Agency processed 28 consultations received from other institutions, which is 10 more than in 2014-2015
- The Agency responded to 54% of its requests within 30 days and nearly one quarter were answered prior to day 15. In 2015-2016, 2499 pages were processed and 1915 disclosed.
- In 2015-2016, 75% of the requests received by the AIPO came from the public. In the past years, members of the media were the leading category of requesters.
- The Agency now accepts on-line access to information requests.

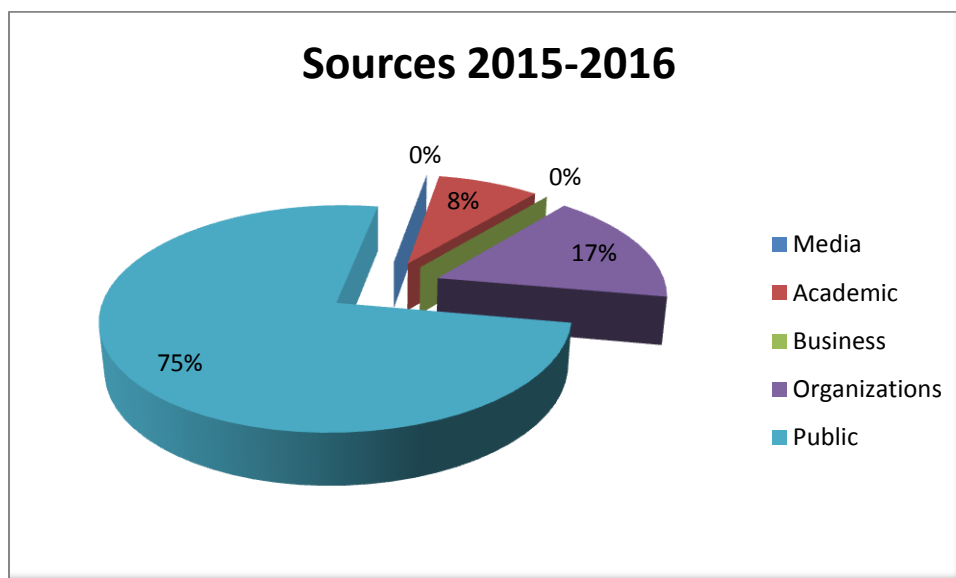
### **Requests received and processed**

The number of access requests received and processed in 2015-2016 was down from previous years. This is the third consecutive year that requests have gone down. Indeed, the AIPO received a total of 12 requests during the year, compared to 20 in 2014-2015 and 22 in 2014-2014. Five requests from last year were carried over into 2015-2016 and a total of four were carried over to the next reporting period. The work carried out on the proactive disclosure section to make it easier to retrieve data on grants and contributions continues to be a factor in the number of requests processed. Now available on the Agency's Website, the more complete data enables users to generate their own files they would previously had to request.



### **Source of requests**

Members of the public, once again, account for majority of requesters with 75%. Business and academic followed with 17% and 8% respectively. This year, no request was submitted by media. In the previous two years, 20% and 59% of requests were received from that group.



## **Subjects of requests**

The subjects of the requests received are just as varied as their sources. However, certain broad themes do recur each year, as they have done for a number of years.

Of the 13 requests closed during 2015-2016 and taking into account that one request unrelated to the Agency was successfully transferred to the appropriate department; half of the requests received were for documents related to grants or contributions awarded by the Agency. This is on par with last year, which was at 55%, but still below the high of 96% in 2013-2014. The nature of these documents meant that consultations with third parties were needed, which entailed more processing time. The other half was for documents pertaining to the Agency's internal activities.

## **Disposition and processing times**

The Act stipulates that access requests must normally be answered within 30 calendar days. Of the 13 requests where an answer was provided in 2015-2016, including a transferred request, 7 (54%) requests were answered in less than 30 days. Of those, 3 requests (43%) were answered in less than 15 days.

It is also important to note that the Act provides for extended deadlines for certain requests where consultations are needed with third parties or other organizations. Given the nature of the documents sought from the Agency in 2015-2016, several requests required such consultations. AIPO therefore had to extend the deadlines to be able to discharge its obligations under the Act.

Thus, of the number of requests closed during the year, 6 requests (46%) had their deadlines extended and the responses to 67% of them were provided within the times specified in the Act. Two requests were answered past the deadline because of the volume and magnitude of the files requested.

<b>Disposition of Requests</b>	<b>Completion Time</b>							<b>Total</b>
	<b>1 to 15 Days</b>	<b>16 to 30 Days</b>	<b>31 to 60 Days</b>	<b>61 to 120 Days</b>	<b>121 to 180 Days</b>	<b>181 to 365 Days</b>	<b>More Than 365 Days</b>	
All disclosed	2	2	2	0	0	0	0	6
Disclosed in part	0	1	1	2	1	0	0	5
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	1	0	0	0	0	0	1
Request transferred	1	0	0	0	0	0	0	1
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
<b>Total</b>	<b>3</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>13</b>

En 2015-2016, the number of requests treated informally took a 78% drop. Two requests were treated informally compared with 9 requests the last two years. This is the preferred way for requests that relate to public documents or for information that has already been processed under the Act, which is in accordance with Treasury Board Secretariat directives.

### **Exceptions and exclusions invoked**

Considering the 11 requests where information was provided, the AIPO fully disclosed the information being sought, without invoking protection, for six requests (55%) as compared to 58% last year. The AIPO invoked exclusions in the 5 remaining requests (45%). No exemption was invoked

The following table illustrates all the exclusions invoked in 2015-2016. More than one section may be invoked for a given request.

Sections invoked	Frequency
<b>Personal information</b> <b>19 (1)</b>	<b>4</b>
<b>Third party information</b>	
20(1)a)	<b>1</b>
20(1)b)	<b>2</b>
20(1)c)	<b>2</b>
20(1)d)	<b>1</b>
<b>Advice and recommendations to government</b>	
21(1)a)	<b>3</b>
21(1)b)	<b>3</b>
21(1)c)	<b>1</b>
21(1)d)	<b>1</b>
<b>Solicitor-client privilege</b> <b>23</b>	<b>1</b>

### **Communication of disclosed documents**

In 2015-2016, a total of 11 requests (85%) resulted in partial or full disclosure of documents. Of this number, 10 responses were disclosed in paper format, while the other request in electronic format. It should be noted that communication in electronic format (sent on CD) is preferred, mainly in the case of voluminous records.

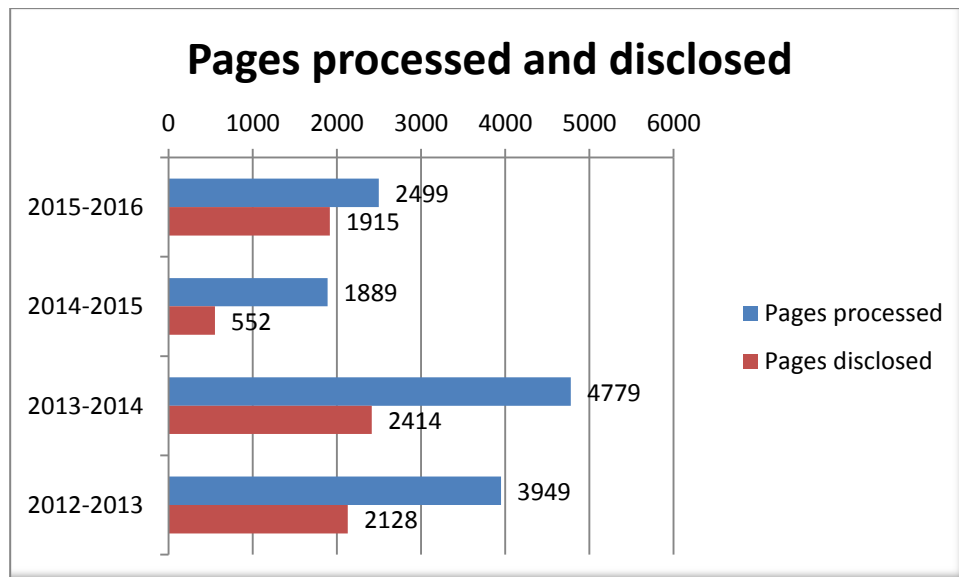
This year again, as this has been the case for many years, no records were consulted in the Agency's reading room.

### **Pages processed and disclosed**

With the introduction in 2011-2012 by the Treasury Board Secretariat of a new detailed statistical report, it is now possible to report the number of pages reviewed and compare it with the number of pages disclosed.

These page numbers may vary considerably from year to year, depending on the subjects of interest and the quantity of relevant records held by the Agency.

In 2015-2016, the number of pages reviewed rose to 2,499, which is a 32% increase from last year, where 1,889 pages were processed. That number is still below the record of almost 4,800 pages processed in 2013-2014. As for the number of pages disclosed, they represent 77% of those processed, which meant 1,915 pages were disclosed to requesters. This is an increase from 2014-2015, where 552 pages were disclosed.



### **Consultations and extensions**

Because of the nature of the Agency's operations, mainly aimed at allocating financial assistance to SMEs and organizations, it is not unusual for requests processed to require consultations with third parties and hence extensions of the times stipulated in the Act. In addition, consultations with another federal institution are sometimes needed when processing request, thus requiring time extensions.

In order to meet the demands of the Act, extensions were granted for 6 out of 13 requests processed (46%), which is slightly higher to the percentage for last year. In each case, applicants were advised of the extension in accordance with the Act. Each consultation conducted with third parties and with another federal institution led to an extension ranging from 30 days to 90 days, with 67% (4 of 6) responded within the allotted time.

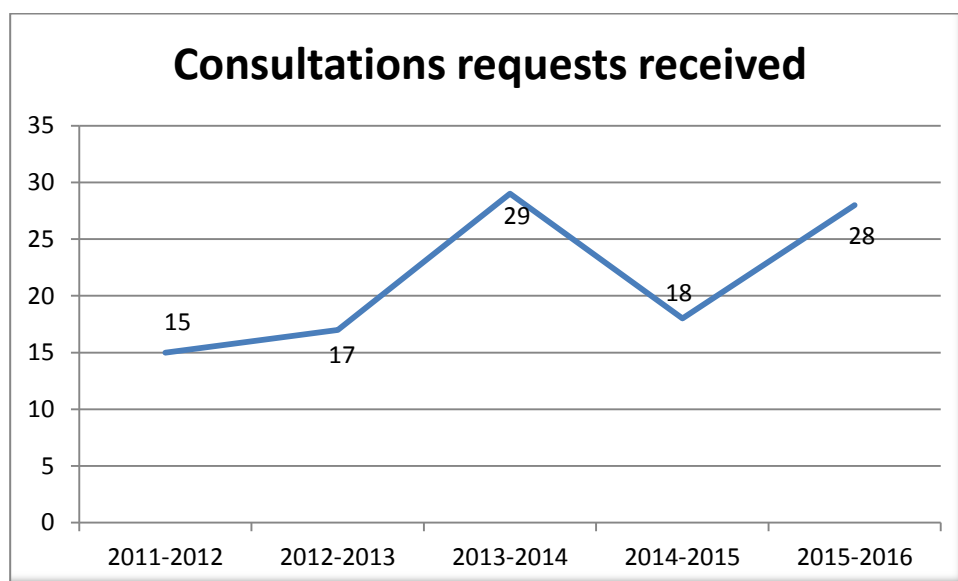
### **Privy Council Office consultations and extensions**

There was not any consultation conducted with the Privy Council Office for fiscal year 2015-2016. Indeed, there was no information requested which required a confirmation of the applicability of section 69.

### **Consultation requests from other federal institutions**

For this current year, the AIPO processed a total of 28 requests from other federal institutions. These requests account for a total of 429 pages for processing.

Of these 28 consultations, 2 of them were carried over into the next year. A recommendation for full disclosure was made for 24 requests (91%) and for partial disclosure for 2 (8%). Almost all of these requests were processed within 15 days, which is 92% of the consultations closed during the reporting period..



**Fees and exemptions**

AIPO complies with the guidelines of the Treasury Board Secretariat with regard to the imposition and waiving of access fees. In 2015-2016, a net amount of \$60 was collected for submission of requests. No other amount was collected for any type of fee. Submission fees were waived for 3 requests. In two cases, the AIPO waived the fees and processed the requests informally and in the other, transferred the request to the appropriate department.

**Costs**

The cost of administering the Act rose slightly in 2015-2016. The costs reached \$99,094, an increase of less than \$2,000 from last year. This included \$94,229 in salaries and \$4,865 for travel, training, software licensing, supplies and translation.

# Training

Over the course of fiscal year 2015-2016, training sessions on privacy and access to information was offered to all employees of the Agency. The goals of this mandatory training were to enable employees to recognize the importance of protecting personal information and adopting good practices in creating, collecting, retrieving, using, removing or disclosing personal information. The training also served as a way to reinforce the principles and practices related to access to information. In total, 15 sessions were delivered in English, 1 session in French and 246 employees were trained.

In addition, 3 one-off training sessions pertaining to access to information and third party information was delivered to 40 employees within business offices in various regions of Quebec. The AIPO remains available to deliver specific training to employees, whose duties call for a certain grasp of access to information matters.



# Administrative policies and practices

## Procedure

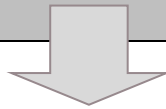
For the past six years, AIPO has had an *Access to Information and Personal Information Procedure*, submitted to and approved by the Agency's top management. One amendment was done in 2015-2016, as the notice that is sent to managers involved in a file went from 48 to 72 hours.

The procedure meets the demands of the *Directive on the Administration of the Access to Information Act*, as updated in January 2012. The purpose of this directive is to facilitate compliance with legislative and regulatory strictures, spell out the roles and responsibilities of all those involved in processing access requests and provide an efficient model of practices and processes for handling access requests.

In addition to presenting the roles and responsibilities of the various individuals involved, this procedure presents the process for handling requests, intended to illustrate the various processing and approval stages in effect at the Agency, based on the steps indicated in the following diagram.

### RECEIPT

As part of a well defined process, AIPO is responsible for receiving and processing requests submitted under the Act and provides leadership in this regard. AIPO then forwards the requests to the office of primary interest, which is then responsible for forwarding the requested documents and providing AIPO with expert advice.



### PROCESSING

Once the document extraction process has been completed, AIPO analyses the documents on the basis of the Act, consults the office of primary interest, the departments concerned and third parties, if necessary. It then informs the branches and sectors concerned of the recommended dispositions, which are then discussed with the Chief of Staff of the Deputy Minister/President.



### COMMUNICATION

A 72-hour notice included in AIPO's decision is sent simultaneously to the managers involved. The documents are then prepared for reporting and sent to the applicants.

### **Proactive disclosure**

Since 2005, the public has been able to access the Agency's Web site to obtain quarterly information on travel and hospitality costs, contracts, reclassification of positions and grants and contributions to SMEs and NPOs.

In recent years, AIPO had noticed an increase in requests to obtain lists of projects funded by the Agency. Much of this information could, however, be found on the proactive disclosure Web pages. In order to facilitate access to the information requested and encourage transparency, AIPO, with the co-operation of other sectors, undertook work to make it easier to extract more complete data on projects funded by the Agency. As a result, the proactive disclosure pages now enable users to generate a file that makes it easier to sort the information, thus reducing the number of informal access to information requests. These changes also had an impact on the number of requests processed by the Agency. This year again, the Agency was able to refer requesters to its proactive disclosure website for the information that was being sought. In each case, the requester was more than satisfied with the information that was found.

### **Information available on the Agency's Web site**

<http://www.dec-ced.gc.ca/eng/access-information/index.html>

One section of the Agency's site has information about its role in applying the Act. There, one can find practical supplementary information to help citizens who want to file an access to information request. This section serves as a gateway to AIPO's services.

There, one can also find a link to the Open Government portal which enables users to consult summaries the Agency's completed access to information requests. These summaries contain the identification, abstract and disposition of requests, as well as the number of pages released.

### **Access to Information On-line Request**

Since January 2016, it is now possible to submit to the Agency an access to information and privacy request on-line. During the reporting period, the Agency received 2 on-line requests, which represent 15% of all requests.

# Complaints and investigations

AIPO did not receive any new complaints over the course of the year. One complaint, received in July 2012, is still under investigation. The main point at issue was interpretation of section 20(1) regarding documents showing contribution amounts claimed by Agency clients and paid out. As this report was going to press, AIPO was waiting for the Commissioner's findings.

# Monitoring the time

The AIPO ensures the time to process access to information requests is monitored through a weekly report of on-going requests. The report provides details of the day an answer is due for each request. This report is distributed to the Agency's senior management, including the deputy head.

# Info Source

The Treasury Board Secretariat requires an updated account of all the Agency's information holdings so that they can be included in *Info Source*.

This publication has been located on the Secretariat's Web site for several years. Since 2013, AIPO has published its Info Source chapter on its Web site. This exercise allows the information holdings to be revised and updated at any time before they are published on line: <http://www.dec-ced.gc.ca/eng/disclosure/info-source/index.html>.

# Reading Room

In order to encourage the general public to avail themselves of the existing mechanisms for obtaining information and to comply with the requirements of the Act, the Agency may designate a room in its Montreal offices to be used as a reading room for members of the public wishing to consult records under an access to information request. Similar arrangements may be made in the Agency's regional offices to better serve regional clients.

# Actions planned for 2016-2017

AIPO will continue to respond to all requests for access to information in accordance with both the spirit and the letter of the Act.

Furthermore, it will continue to improve its workforce in order to continue improving its business practices and conform to directives, regulations and broad trends in access to information.

**Business practices will be improved in 2016-2017 in particular through these activities:**

- One-time training for AIPO staff on applying certain exceptions;
- Continuation of the awareness sessions for all employees;
- Implementation of a procedure to apply the *Security of Canada Information Sharing Act*.

## Appendix - Delegation Chart - *Access to Information Act* and *Access to Information Regulations*

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

### *Access to Information Act*

Provision	Description	Proposed delegation	
		Senior advisor, access to information	Coordinator, access to information
4(2.1)	Responsibility of head of institution	✓	✓
7(a)	Notice when access requested	✓	✓
7(b)	Giving access to record	✓	✓
8(1)	Transfer of request to another institution	✓	✓
9	Extension of time limits	✓	✓
11(2), (3), (4), (5), (6)	Additional fees	✓	✓
12(2)(b)	Language of access	✓	✓
12(3)(b)	Access in alternative format	✓	✓

### Exemption Provisions of the *Access to Information Act*

Provision	Description	Proposed delegation	
		Senior advisor, access to information	Coordinator, access to information
13	Exemption – Information obtained in confidence	✓	
14	Exemption – Federal-provincial affairs	✓	
15	Exemption – International affairs and defence	✓	

Provision	Description	Proposed delegation	
		Senior advisor, access to information	Coordinator, access to information
16	Exemption – Law enforcement and investigations	✓	
16.5	Exemption – <i>Public Servants Disclosure Protection Act</i>	✓	
17	Exemption – Safety of individuals	✓	
18	Exemption – Economic interests of Canada	✓	
18.1	Exemption – Economic interests of government institutions	✓	
19	Exemption – Personal information	✓	
20	Exemption – Third party information	✓	
21	Exemption – Operations of government	✓	
22	Exemption – Testing procedures, tests and audits	✓	
22.1	Exemption – Audit working papers and draft audit reports	✓	
23	Exemption – Solicitor-client privilege	✓	
24	Exemption – Statutory prohibitions	✓	

#### Other Provisions of the *Access to Information Act*

Provision	Description	Proposed delegation	
		Senior advisor, access to information	Coordinator, access to information
25	Severability	✓	✓
26	Exemption – Information to be published	✓	
27(1), (4)	Third-party notification	✓	✓
28(1)(b), (2),	Third-party notification	✓	✓

Provision	Description	Proposed delegation	
		Senior advisor, access to information	Coordinator, access to information
(4)			
29(1)	Where the Information Commissioner recommends disclosure	✓	✓
33	Advising Information Commissioner of third-party involvement	✓	✓
35(2)(b)	Right to make representations	✓	
37(1)b)	Notice of actions to implement recommendations of Commissioner	✓	
37(4)	Access to be given to complainant	✓	✓
43(1)	Notice to third party (application to Federal Court for review)	✓	✓
44(2)	Notice to applicant (application to Federal Court by third party)	✓	✓
52(2), (3)	Special rules for hearings	✓	
69	Cabinet confidences*	✓	
71(1)	Facilities for inspection of manuals	✓	✓
72	Annual report to Parliament	✓	✓

\*Legal advice obtained beforehand

### ***Access to Information Regulations***

Provision	Description	Proposed delegation	
		Senior advisor, access to information	Coordinator, access to information
6(1)	Transfer of request	✓	✓
7(2)	Search and preparation fees	✓	✓
7(3)	Production and programming fees	✓	✓

Provision	Description	Proposed delegation	
		Senior advisor, access to information	Coordinator, access to information
8	Method of access	✓	✓
8.1	Limitations in respect of format	✓	✓

I approve the delegation schedule.

\_\_\_\_\_  
Pierre-Marc Mongeau, A/Deputy Minister / **President**

\_\_\_\_\_  
Date





## Appendix - Statistical Report on the Access to Information Act

Name of institution: Canada Economic Development for Quebec Regions

Reporting period: 2015-04-01 to 2016-03-31

### Part 1: Requests Under the Access to Information Act

#### 1.1 Number of requests

	Number of Requests
Received during reporting period	12
Outstanding from previous reporting period	5
<b>Total</b>	<b>17</b>
Closed during reporting period	13
Carried over to next reporting period	4

#### 1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	1
Business (private sector)	0
Organization	2
Public	9
Decline to Identify	0
<b>Total</b>	<b>12</b>

#### 1.3 Informal 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	
2	0	0	0	0	0	0	2

**Note:** All requests previously recorded as “treated informally” will now be accounted for in this section only.

## Part 2: Requests Closed During the Reporting Period

### 2.1 Disposition and completion time

Disposition of Requests	Completion Time							
	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	Total
All disclosed	2	2	2	0	0	0	0	6
Disclosed in part	0	1	1	2	1	0	0	5
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	1	0	0	0	0	0	1
Request transferred	1	0	0	0	0	0	0	1
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	3	4	3	2	1	0	0	13

### 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)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	0	18(d)	0	21(1)(a)	3
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	3
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	1
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	1
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	0	16.1(1)(d)	0	19(1)	4	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	1	23	1
15(1) - Def.*	0	16.3	0	20(1)(b)	2	24(1)	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	26	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	2		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	1		
16(1)(a)(iii)	0	17	0				
16(1)(b)	0						
16(1)(c)	0						
16(1)(d)	0						

\* I.A.: International Affairs

Def.: Defence of Canada

S.A.: Subversive Activities

## 2.3 Exclusions

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

## 2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	6	0	0
Disclosed in part	4	1	0
<b>Total</b>	10	1	0

## 2.5 Complexity

### 2.5.1 Relevant pages processed and disclosed

Disposition of Requests	Number of Pages Processed	Number of Pages Disclosed	Number of Requests
All disclosed	365	321	6
Disclosed in part	2134	1594	5
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
Neither confirmed nor denied	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	
	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	4	79	2	242	0	0	0	0	0	0
Disclosed in part	1	3	3	810	0	0	1	781	0	0

All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	5	82	5	1052	0	0	1	781	0	0

3

### 2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	2	0	0	0	2
Disclosed in part	5	0	0	0	5
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
<b>Total</b>	7	0	0	0	7

## 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
2	0	2	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	1	1
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	1	1
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0

<b>Total</b>	0	2	2
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## 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	2
Disclosed in part	0	0	2	3
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>	0	0	2	5

### 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	1	4
31 to 60 days	0	0	1	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>	0	0	2	5

## Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	12	\$60	0	\$0
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>	12	\$60	0	\$0

## Part 5: Consultations Received From Other Institutions and Organizations

### 5.1 Consultations received from other Government of Canada institutions and organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	28	429	0	0
Outstanding from the previous reporting period	0	0	0	0
<b>Total</b>	28	429	0	0
Closed during the reporting period	26	426	0	0
Pending at the end of the reporting period	2	3	0	0

### 5.2 Recommendations and completion time for consultations received from other Government of Canada 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	24	2	0	0	0	0	0	26
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>	24	2	0	0	0	0	0	26

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

Recommendation	Number of Days Required to Complete Consultation Requests							
	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	Total
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

### 6.1 Requests with Legal Services

Number of Days	Fewer 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
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

### 6.2 Requests with Privy Council Office

Number of Days	Fewer 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
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0

31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	0	0	0	0	0	0	0	0	0	0

## Part 7: Complaints and Investigations

<b>Section 32</b>	<b>Section 35</b>	<b>Section 37</b>	<b>Total</b>
0	0	0	0

## Part 8: Court Action

<b>Section 41</b>	<b>Section 42</b>	<b>Section 44</b>	<b>Total</b>
0	0	0	0

## Part 9: Resources Related to the *Access to Information Act*

### 9.1 Costs

Expenditures		Amount
Salaries		\$94 229
Overtime		\$0
Goods and Services		\$4 865
• Professional services contracts	\$0	
• Other	\$4 865	
<b>Total</b>		<b>\$99 094</b>

### 9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	1,36
Part-time and casual employees	0,00
Regional staff	0,00
Consultants and agency personnel	0,00
Students	0,00
<b>Total</b>	<b>1,36</b>

**Note:** Enter values to two decimal places.