



Administrative Tribunals  
Support Service of Canada

Service canadien d'appui  
aux tribunaux administratifs

Administrative Tribunals Support Service of Canada

**Annual Report to Parliament on**  
**THE ADMINISTRATION OF**  
**THE *ACCESS TO INFORMATION ACT***

April 1, 2015 to March 31, 2016

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## 1. Introduction

The Administrative Tribunals Support Service of Canada (ATSSC) is pleased to present to Parliament its annual report on the administration of the *Access to Information Act* (the *Act*) for fiscal year April 1, 2015 to March 31, 2016.

Section 72 of the *Act* requires the head of every federal government institution to prepare and table an annual report to Parliament on the administration of the *Act* during the fiscal year. This report provides an overview of the activities of the ATSSC in implementing the *Act* during the organization's first full fiscal cycle.

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

The *Act* is intended to complement and not replace existing procedures for access to government information and is not intended to limit in any way access to the type of government information that is normally available to the general public.

The ATSSC is fully committed to both the spirit and the intent of the *Act* to foster a culture of openness and transparency within the organization.

## **2. About the ATSSC**

The Administrative Tribunals Support Service of Canada (ATSSC) was established on November 1, 2014, with the coming into force of the *Administrative Tribunals Support Service of Canada Act*. The ATSSC is responsible for providing support services and facilities to 11 federal administrative tribunals by way of a single, integrated organization.

These services include the specialized services required by each tribunal (e.g., registry, research and analysis, legal and other case- and mandate-specific work), as well as corporate services (e.g., human resources, financial services, information technology, accommodations, and security).

The administrative tribunals served by the ATSSC include:

- the Canada Agricultural Review Tribunal;
- the Canada Industrial Relations Board;
- the Canadian Cultural Property Export Review Board;
- the Canadian Human Rights Tribunal;
- the Canadian International Trade Tribunal;
- the Competition Tribunal;
- the Public Servants Disclosure Protection Tribunal;
- the Public Service Labour Relations and Employment Board;
- the Specific Claims Tribunal;
- the Social Security Tribunal of Canada; and
- the Transportation Appeal Tribunal of Canada.

The ATSSC also supports the National Joint Council, the forum for co-development, consultation and information sharing between the government as employer and public service bargaining agents.

The ATSSC reports to Parliament through the Minister of Justice.

### **3. The Access to Information and Privacy Office**

The Access to Information and Privacy (ATIP) Office is responsible for administering the *Access to Information Act* (the *Act*) on behalf of the ATSSC. Its mandate is to ensure compliance with the legislation, regulations and government policy and to create organizational standards and directives relating to the *Act*. Responsibility for the powers, duties and functions for the administration of the *Act* has been formally established and is outlined in the Designation Order signed by the Chief Administrator. The Executive Secretary and the ATIP Manager have been delegated authorities as described in the Designation Order included in Appendix A.

Within the ATSSC's organizational structure, the ATIP Office reports to the Executive Secretary's Office, which is under the direction of the Chief Administrator. Oversight of the ATIP Office is administered by the Executive Secretary. The ATIP Office consists of the manager, one analyst and one administrative assistant dedicated to access to information and privacy activities.

The ATIP Office receives, coordinates and processes requests in accordance with the *Act*, promotes awareness of the *Act* within the organization, fulfills reporting responsibilities relating to the *Act*, and provides expert advice and guidance to senior management and ATSSC staff on the *Act*.

### **4. ATSSC Statistical Overview**

The ATSSC received a total of 37 formal requests under the *Act*. With 1 request carried over from last fiscal year, 32 of the 38 active requests were completed. Six (6) requests were carried forward into the new fiscal year.

In addition to the formal requests, the ATSSC received 25 consultations from other federal institutions and 8 informal requests. A copy of the Statistical Report is included in Appendix B.

## **5. Sources of Requests**

Of the requests that were received this reporting period, 9 requests were submitted by the general public and 15 requests were submitted by the media. Requests were also received from academia (2), businesses (3) and organizations (8).

## **6. Disposition of Completed Requests**

During this reporting period, the ATSSC completed 32 requests under the *Act*, 15 of which resulted in a partial release. In 4 cases, the information sought was released in full. No records existed in 7 cases. The remaining 6 requests were abandoned.

## **7. Exemptions Invoked**

The *Access to Information Act* sets out specific exceptions to the right of access known as exemptions. Each exemption is intended to protect information relating to a particular public or private interest and form the only basis for refusing access to government information under the *Access to Information Act*. Of the 32 requests completed, exemptions to withhold information were invoked in 16 cases. The most frequently applied exemption was subsection 19(1) (records containing personal information) that was invoked in 13 cases.

## **8. Extensions and Completion Time**

Requests can be extended beyond the 30-day statutory time frame in three circumstances: when the request is for a large number of records or necessitates a search through a large number of records (paragraph 9(1)(a) of the *Act*); when consultations are necessary (paragraph 9(1)(b) of the *Act*); or where the request requires giving notice to a third party (paragraph 9(1)(c) of the *Act*). During this reporting period, an extension under paragraph 9(1)(a) of the *Act* was taken in 11 cases because the request was for a large number of records or meeting the original time limit would have unreasonably interfered with the operations of the ATSSC. In 2 cases, an extension was taken under paragraph 9(1)(b) as consultations with other institutions were required.

The ATSSC responded to 2 requests within 1 to 15 days, 9 requests within 16 to 30 days, and 10 requests within 31 to 60 days. Eleven (11) requests required over 61 days to complete. Of the 32 requests completed during this reporting period, 91% were completed within the statutory time frame.

## **9. Consultations**

Along with processing requests received under the *Act*, the ATIP Office provides recommendations to other institutions regarding the release of records that concern the ATSSC. During this reporting period, the ATSSC received 25 consultation requests from other federal institutions.

## **10. Training Activities**

Ongoing access to information briefings occurred on an ad-hoc basis with our liaison officers. The liaison officers assist the ATIP Office in producing the requested records and providing insight into the subject matter of the requests. No structured training activities were provided during this reporting period. A training plan will be developed in the next fiscal year.



## **11. Policies, Guidelines and Procedures**

The ATSSC is guided by the Treasury Board of Canada Secretariat (TBS) access to information and privacy policy and guidance instruments. During this reporting period, the ATIP Office established a process map, procured an ATIP case management and document redaction system and created an inventory of reference materials.

## **12. Complaints**

This reporting period, 4 complaints regarding the processing of access to information requests were filed with the Office of the Information Commissioner of Canada (OIC) against the ATSSC. The reasons for the 4 complaints were: the transfer of a request to another institution; the application of exemptions; the delay in responding to the request; and the non-existence of records.

The OIC completed its investigation into 1 complaint against the ATSSC that was filed in the previous reporting period. The complainant alleged that the ATSSC failed to provide all responsive records. The OIC's findings concluded that the complaint was not well founded. At the end of the fiscal year, 4 complaints were ongoing.

## **13. Monitoring**

The monitoring of access to information requests was conducted via a detailed spreadsheet containing all relevant and necessary information to ensure compliance with the legislated requirements and reporting obligations. The spreadsheet was updated as new requests were received or the status of a file was changed. Weekly meetings between the ATIP Manager and the Executive Secretary to discuss workload and priorities also assisted the ATSSC in meeting its statutory obligations.

## APPENDIX A

### *Access to Information Act*

#### Designation Order

***Access to Information Act***  
**Designation Order**

BY THIS ORDER made pursuant to section 73\* of the *Access to Information Act*, I hereby designate the persons holding the positions set out in Schedule A, or the person occupying the position on an acting basis, to exercise the powers, duties and functions of the Chief Administrator, as the head of the Administrative Tribunals Support Service of Canada, under the provisions of the Act and related regulations, as specified in Schedule B, effective from November 1, 2014.

Dated, at the City of **Ottawa**, this **3rd** day of **November**, 2014.

Original signed by  
Marie-France Pelletier

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NAME/NOM  
Chief Administrator

\* R.S.C., 1985, c. A-1

## **SCHEDULE A**

### **Position:**

Chief Administrator

Executive Secretary

Access to Information and Privacy (ATIP) Manager

## **SCHEDULE B**

### ***Access to Information Act Designation Order***

"F" = Full Authority

"N" = No Authority. Authority to be obtained from the next level up.

| Item # | DESCRIPTION OF AUTHORITY | ATIA SECTION | CHIEF ADMINISTRATOR | EXECUTIVE SECRETARY | ATIP MANAGER |
|--------|--------------------------|--------------|---------------------|---------------------|--------------|
|--------|--------------------------|--------------|---------------------|---------------------|--------------|

| <b><i>ACCESS</i></b> |   |                |   |   |   |
|----------------------|---|----------------|---|---|---|
| 1.                   | Responsibility of government institutions                   | 4(2.1)         | F | F | F |
| 2.                   | Notify where access granted/refused                         | 7(a) & (b)     | F | F | F |
| 3.                   | Transfer request  | 8(1)           | F | F | F |
| 4.                   | Extend time limits  | 9(1)           | F | F | F |
| 5.                   | Notify Information Commissioner of extension of time limits | 9(2)           | F | F | F |
| 6.                   | Notify where access refused                                 | 10(1)(a) & (b) | F | F | F |
| 7.                   | Require reproduction fees                                   | 11(1)          | F | F | F |
| 8.                   | Require search fees   | 11(2)          | F | F | F |
| 9.                   | Require fees for machine readable records                   | 11(3)          | F | F | F |
| 10.                  | Require deposit   | 11(4)          | F | F | F |
| 11.                  | Notify of fee payment requirement                           | 11(5)          | F | F | F |
| 12.                  | Waive or refund of fees                                     | 11(6)          | F | F | F |
| 13.                  | Obtain/Provide translation or not                           | 12(2)(b)       | F | F | F |
| 14.                  | Obtain/Provide alternative format or not                    | 12(3)(b)       | F | F | F |

| EXEMPTIONS |  |                  |   |   |   |
|------------|--|------------------|---|---|---|
| 15.        | Refuse access – Confidential information   | 13(1)(a) to (e)  | F | F | N |
| 16.        | Disclose confidential information  | 13(2)(a) & (b)   | F | F | N |
| 17.        | Refuse access – Federal-provincial affairs   | 14(a) & (b)      | F | F | N |
| 18.        | Refuse access – International affairs and defence  | 15(1)(a) to (i)  | F | F | N |
| 19.        | Refuse access – Law enforcement and investigations   | 16(1)(a) to (d)  | F | F | N |
| 20.        | Refuse access – Security information   | 16(2)(a) to (c)  | F | F | N |
| 21.        | Refuse access – Personal information received from RCMP acting as a provincial or municipal entity   | 16(3)            | F | F | N |
| 22.        | Refuse access - <i>Public Servants Disclosure Protection Act</i>   | 16.5             | F | F | N |
| 23.        | Refuse access – Safety of individuals  | 17               | F | F | N |
| 24.        | Refuse access – Economic interests of Canada   | 18(a) to (d)(vi) | F | F | N |
| 25.        | Refuse access – Economic interest of the Canada Post Corporation, Export Development Canada, the Public Sector Pension Investment Board and VIA Rail Canada Inc. | 18.1             | F | F | N |
| 26.        | Refuse access – Another individual's personal information  | 19(1)            | F | F | F |
| 27.        | Disclose personal information  | 19(2)(a) to (c)  | F | F | F |

|     |   |                 |   |   |   |
|-----|---|-----------------|---|---|---|
| 28. | Refuse access – Third party information     | 20(1)(a) to (d) | F | F | N |
| 29. | Disclose testing methods                    | 20(3)           | F | F | F |
| 30. | Disclose third party information on consent | 20(5)           | F | F | F |
| 31. | Disclose in public interest                 | 20(6)           | F | F | N |
| 32. | Refuse access – Advice, plans, etc.         | 21(1)(a) to (d) | F | F | F |
| 33. | Refuse access – Tests for audits            | 22              | F | F | F |
| 34. | Refuse access – Draft report                | 22.1(1)         | F | F | F |
| 35. | Disclose draft report                       | 22.1(2)         | F | F | F |
| 36. | Refuse access – Solicitor-client privilege  | 23              | F | F | F |
| 37. | Refuse access – Restricted information      | 24(1)           | F | F | F |
| 38. | Disclose severed information                | 25              | F | F | F |
| 39. | Refuse access – Published information       | 26              | F | F | F |

| <i>THIRD PARTIES</i> |   |                 |   |   |   |
|----------------------|---|-----------------|---|---|---|
| 40.                  | Notify third parties                                  | 27(1)(a) to (c) | F | F | F |
| 41.                  | Extend time for notice                                | 27(4)           | F | F | F |
| 42.                  | Notify third party regarding disclosure               | 28(1)(b)        | F | F | F |
| 43.                  | Waive written representation from third party         | 28(2)           | F | F | F |
| 44.                  | Disclose after notice to third party                  | 28(4)           | F | F | F |
| 45.                  | Disclose on Information Commissioner's recommendation | 29(1)(a) & (b)  | F | F | F |

| <i>COMPLAINTS</i> |                                 |    |   |   |   |
|-------------------|---------------------------------|----|---|---|---|
| 46.               | Advise Information Commissioner | 33 | F | F | F |

|     |   |          |   |   |   |
|-----|---|----------|---|---|---|
|     | of third party notice   |          |   |   |   |
| 47. | Make representation to Information Commissioner   | 35(2)(b) | F | F | F |
| 48. | Respond to Information Commissioner's request to disclose information previously exempted | 37(1)(b) | F | F | F |
| 49. | Give access to complainant  | 37(4)    | F | F | F |
| 50. | Notify third party of Court action  | 43(1)    | F | F | F |
| 51. | Notify applicant of Court action  | 44(2)    | F | F | F |
| 52. | Request Court hearing be in National Capital Region                                       | 52(2)(b) | F | F | F |
| 53. | Make <i>Ex Parte</i> representations to Court   | 52(3)    | F | F | F |

#### *EXCLUSIONS*

|     |                                      |    |   |   |   |
|-----|--------------------------------------|----|---|---|---|
| 54. | Refuse access – Excluded information | 69 | F | F | F |
|-----|--------------------------------------|----|---|---|---|

#### *OTHER*

|     |   |       |   |     |     |
|-----|---|-------|---|-----|-----|
| 55. | Provide facilities to review manuals  | 71(1) | F | F   | F   |
| 56. | Refuse access – Information severed from manuals based on exemptions/exclusions | 71(2) | F | F   | F   |
| 57. | Prepare annual report to Parliament   | 72(1) | F | F   | F   |
| 58. | Delegate authority by Head of institution                                       | 73    | F | N/A | N/A |



***Access to Information Regulations***  
**Designation Order**

| Item # | DESCRIPTION<br>OF AUTHORITY                    | ATI<br>REGULATIONS<br>SECTION | CHIEF<br>ADMINISTRATOR | EXECUTIVE<br>SECRETARY | ATIP<br>MANAGER |
|--------|--|-------------------------------|------------------------|------------------------|-----------------|
| 1.     | Transfer of<br>request                         | 6(1)                          | F                      | F                      | F               |
| 2.     | Search and<br>preparation fees                 | 7(2)                          | F                      | F                      | F               |
| 3.     | Production and<br>programming fees             | 7(3)                          | F                      | F                      | F               |
| 4.     | Require access to<br>records by<br>examination | 8                             | F                      | F                      | F               |
| 5.     | Limitations in<br>respect of format            | 8.1                           | F                      | F                      | F               |

## APPENDIX B

### *Access to Information Act*

#### Statistical Report



## Statistical Report on the *Access to Information Act*

Name of institution: Administrative Tribunals Support Service of Canada

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           | 37                 |
| Outstanding from previous reporting period | 1                  |
| <b>Total</b>                               | <b>38</b>          |
| Closed during reporting period             | 32                 |
| Carried over to next reporting period      | 6                  |

#### 1.2 Sources of requests

| Source                    | Number of Requests |
|---------------------------|--------------------|
| Media                     | 15                 |
| Academia                  | 2                  |
| Business (private sector) | 3                  |
| Organization              | 8                  |
| Public                    | 9                  |
| Decline to Identify       | 0                  |
| <b>Total</b>              | <b>37</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 |       |
| 5               | 3             | 0             | 0              | 0               | 0               | 0                  | 8     |

**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 |               |               |                |                 |                 |                    | 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                | 0               | 2             | 2             | 0              | 0               | 0               | 0                  | 4     |
| Disclosed in part            | 0               | 3             | 3             | 4              | 1               | 4               | 0                  | 15    |
| All exempted                 | 0               | 0             | 0             | 0              | 0               | 0               | 0                  | 0     |
| All excluded                 | 0               | 0             | 0             | 0              | 0               | 0               | 0                  | 0     |
| No records exist             | 2               | 4             | 1             | 0              | 0               | 0               | 0                  | 7     |
| Request transferred          | 0               | 0             | 0             | 0              | 0               | 0               | 0                  | 0     |
| Request abandoned            | 0               | 0             | 4             | 2              | 0               | 0               | 0                  | 6     |
| Neither confirmed nor denied | 0               | 0             | 0             | 0              | 0               | 0               | 0                  | 0     |
| Total                        | 2               | 9             | 10            | 6              | 1               | 4               | 0                  | 32    |

### 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)      | 6                  | 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)   | 1                  | 18(d)      | 0                  | 21(1)(a) | 4                  |
| 13(1)(e)      | 0                  | 16(3)      | 0                  | 18.1(1)(a) | 0                  | 21(1)(b) | 4                  |
| 14            | 0                  | 16.1(1)(a) | 0                  | 18.1(1)(b) | 0                  | 21(1)(c) | 0                  |
| 14(a)         | 0                  | 16.1(1)(b) | 0                  | 18.1(1)(c) | 0                  | 21(1)(d) | 2                  |
| 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)      | 13                 | 22.1(1)  | 0                  |
| 15(1) - I.A.* | 0                  | 16.2(1)    | 0                  | 20(1)(a)   | 0                  | 23       | 0                  |
| 15(1) - Def.* | 0                  | 16.3       | 0                  | 20(1)(b)   | 0                  | 24(1)    | 1                  |
| 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)   | 0                  |          |                    |
| 16(1)(a)(ii)  | 0                  | 16.5       | 0                  | 20(1)(d)   | 0                  |          |                    |
| 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     | 4         | 0          | 0             |
| Disclosed in part | 9         | 6          | 0             |
| <b>Total</b>      | <b>13</b> | <b>6</b>   | <b>0</b>      |

## 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                | 149                       | 149                       | 4                  |
| Disclosed in part            | 4352                      | 4331                      | 15                 |
| All exempted                 | 0                         | 0                         | 0                  |
| All excluded                 | 0                         | 0                         | 0                  |
| Request abandoned            | 143                       | 143                       | 6                  |
| 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                             | 149             | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| Disclosed in part            | 7                             | 223             | 6                       | 1996            | 1                        | 810             | 1                         | 1302            | 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            | 5                             | 0               | 1                       | 143             | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| Neither confirmed nor denied | 0                             | 0               | 0                       | 0               | 0                        | 0               | 0                         | 0               | 0                              | 0               |
| <b>Total</b>                 | <b>16</b>                     | <b>372</b>      | <b>7</b>                | <b>2139</b>     | <b>1</b>                 | <b>810</b>      | <b>1</b>                  | <b>1302</b>     | <b>0</b>                       | <b>0</b>        |

### 2.5.3 Other complexities

| Disposition           | Consultation Required | Assessment of Fees | Legal Advice Sought | Other | Total |
|-----------------------|-----------------------|--------------------|---------------------|-------|-------|
| All disclosed         | 0                     | 0                  | 0                   | 1     | 1     |
| Disclosed in part     | 2                     | 0                  | 4                   | 5     | 11    |
| All exempted          | 0                     | 0                  | 0                   | 0     | 0     |
| All excluded          | 0                     | 0                  | 0                   | 0     | 0     |
| Request abandoned     | 0                     | 0                  | 0                   | 1     | 1     |
| Neither confirmed nor | 0                     | 0                  | 0                   | 0     | 0     |
| <b>Total</b>          | 2                     | 0                  | 4                   | 7     | 13    |

### 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 |
| 3   | 0                | 1                     | 2                     | 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   | 1   | 1     |
| 181 to 365 days              | 0   | 0   | 0     |
| More than 365 days           | 0   | 0   | 0     |
| <b>Total</b>                 | 0   | 3   | 3     |

### 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)<br>Interference With Operations | 9(1)(b)<br>Consultation |       | 9(1)(c)<br>Third-Party Notice |
|--|---|-------------------------|-------|-------------------------------|
|  |   | Section 69              | Other |                               |
| All disclosed  | 1                                       | 0                       | 0     | 0                             |
| Disclosed in part                                    | 10                                      | 0                       | 2     | 0                             |
| 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>   | 11                                      | 0                       | 2     | 0                             |

### 3.2 Length of extensions

| Length of Extensions | 9(1)(a)<br>Interference With Operations | 9(1)(b)<br>Consultation |       | 9(1)(c)<br>Third-Party Notice |
|----------------------|---|-------------------------|-------|-------------------------------|
|                      |   | Section 69              | Other |                               |
| 30 days or less      | 4                                       | 0                       | 1     | 0                             |
| 31 to 60 days        | 3                                       | 0                       | 1     | 0                             |
| 61 to 120 days       | 1                                       | 0                       | 0     | 0                             |
| 121 to 180 days      | 1                                       | 0                       | 0     | 0                             |
| 181 to 365 days      | 2                                       | 0                       | 0     | 0                             |
| 365 days or more     | 0                                       | 0                       | 0     | 0                             |
| <b>Total</b>         | 11                                      | 0                       | 2     | 0                             |

## Part 4: Fees

| Fee Type           | Fee Collected      |        | Fee Waived or Refunded |        |
|--------------------|--------------------|--------|------------------------|--------|
|                    | Number of Requests | Amount | Number of Requests     | Amount |
| Application        | 25                 | \$125  | 5                      | \$25   |
| 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>       | 25                 | \$125  | 5                      | \$25   |

## 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               | 25                                      | 446                       | 0                   | 0                         |
| Outstanding from the previous reporting period | 0                                       | 0                         | 0                   | 0                         |
| <b>Total</b>                                   | 25                                      | 446                       | 0                   | 0                         |
| Closed during the reporting period             | 25                                      | 446                       | 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 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         | 10  | 4             | 1             | 0              | 0               | 0               | 0                  | 15    |
| Disclose in part          | 6   | 3             | 1             | 0              | 0               | 0               | 0                  | 10    |
| 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>              | 16  | 7             | 2             | 0              | 0               | 0               | 0                  | 25    |

### 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

### 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

| Section 32 | Section 35 | Section 37 | Total |
|------------|------------|------------|-------|
| 4          | 0          | 1          | 5     |

## Part 8: Court Action

| Section 41 | Section 42 | Section 44 | Total |
|------------|------------|------------|-------|
| 0          | 0          | 0          | 0     |

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

### 9.1 Costs

| Expenditures                      |          | Amount           |
|-----------------------------------|----------|------------------|
| Salaries                          |          | \$159,044        |
| Overtime                          |          | \$1,347          |
| Goods and Services                |          | \$16,900         |
| • Professional services contracts | \$0      |                  |
| • Other                           | \$16,900 |                  |
| <b>Total</b>                      |          | <b>\$177,291</b> |

### 9.2 Human Resources

| Resources                        | Person Years Dedicated to Access to Information Activities |
|----------------------------------|--|
| Full-time employees              | 1.72   |
| Part-time and casual employees   | 0.36   |
| Regional staff                   | 0.00   |
| Consultants and agency personnel | 0.00   |
| Students                         | 0.00   |
| <b>Total</b>                     | <b>2.08</b>  |

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